Required Reports

I. Required reports must be run and researched as described below. Additional non-required reports are available within the VISION system and on SharePoint to assist agency management in administering the program. (See Informational Reports.)

Report Name	Frequency	Purpose
Intrastate Dual Participation	Each morning	Compares participant names and birthdates with other participants in the system to find potential dual participants. Refer to *Dual Participation* for detailed procedures
Separation of Duties	Weekly (if received from State)	To determine whether staff has completed any certifications alone. All records on report must be reviewed within the same week the report is received. (See Monitoring of Staff to Prevent and Detect Fraud.)
Active WIC Staff	Monthly by the last business day of each month	To review staff with active permissions to VISION and SharePoint to ensure terminated staff have been deactivated and that current staff has access to appropriate clinics. Any corrections that are needed should be done via the Security Request in SharePoint. Local WIC Directory Excel sheets in SharePoint must also be updated to list only current staff by the end of each calendar month. This is needed to ensure WIC staff have SharePoint licenses.
Participant Violations and Sanctions	Monthly	Clinic staff must review this report to ensure participant violations have been resolved.

II. Some required reports require that research be done at the clinic level to resolve errors and findings on the report. Follow instructions to conduct research on reports and consult with the Help Desk as needed to correct any problems that cannot be corrected at clinic level.

III. When using the VISION system comments to document appropriate information:

a. Be concise and to the point.

b. Comments should be understandable to others.

c. Do not delete relevant comments.