

## HPRIL MIS CODEBOOK

The goals of HPRIL are to: 1) improve retention of eligible children in WIC; 2) improve understanding of diverse experiences, perceptions, and attitudes of those eligible for WIC on participation and retention; 3) evaluate local WIC efforts to develop interactive tools, technical resources, or innovative solutions that improve customer service in WIC clinics; 4) evaluate their impact on child retention. Five local agencies are conducting projects supported through HPRIL.

The core outcomes to be evaluated in each HPRIL project are:

1. CHILD RETENTION: timely recertification during the study
2. PARTICIPATION:
  - a. Benefit issuance
  - b. Benefit redemption
  - c. Use of WIC participant service visits or other contacts (if applicable)

The evaluation of each project involves the comparison of individual WIC client activity during a baseline period with individual WIC client activity during the innovation period in the clinics/agency receiving the innovation and in clinics/agency which serves as a control or comparison. The start and stop dates for the baseline period and for the innovation period will vary by project and are not precisely determined at this point. As noted throughout the codebook, these will be determined precisely prior to data abstraction.

As an example:

### 2019 Baseline Period Data Set

- Calendar Year 2019 (December 1, 2018 through November 30, 2019)
- Individual clients enrolled at your innovation agency (and comparison agency) during calendar year 2019 who have birthdays between January 1, 2015 and December 31, 2018

### 2020 Innovation Period Data Set

- Calendar Year 2020 (December 1, 2020 through December 31, 2020)\*
- Individual clients enrolled at your innovation agency (and comparison agency, if applicable) during calendar year 2020 who have birthdays between January 1, 2016 and December 31, 2019

This codebook describes the variables and coding of variables to be included in data files to be sent by each project to HPRIL for project evaluation. Please note:

- 1) There are 2 variables (**ID** and **Fam\_ID**) in each data set which must be de-identified by you prior to transmission to HPRIL;

- 2) It is envisioned that each project will send 4 data files (baseline intervention, baseline comparison/control, post-implementation intervention, post-implementation comparison/control), but this is to be determined for each project.
- 3) We have set up the file structure as a long file which would likely be constructed by linking MIS data by ID and then de-identifying data prior to transmission. The first set of variables are summary variables about the client, followed by a set of variables which will capture client participation/activity (benefit issuance, redemption, patient service visits or other visits/contacts). MIS systems may be organized with wide files that capture, e.g., benefit issuance and redemption activity across clients. Transmission of the data in multiple files for HPRIL to link to create the long file could work provided the de-identified ID are linkable across these various data files. We intend to work with each project to derive the best strategy.
- 4) At the end of the codebook, VAR1 is listed to signify that there may be project specific variables sourced to the MIS which need to be identified and added to the codebook and considered when creating the datasets.

We look forward to working with you to finalize this aspect of the project.

# HPRIL MIS CODEBOOK

MIS CODEBOOK UPDATED: 21 November 2019				
* The start and end dates for the data collection period of approximately one year's duration will vary by project and will be determined precisely prior to data abstraction.				
Variable name	Variable Source	Variable Description	Type of Response	Notes
ID	created	Unique Participant Identification number	6 digit number 000001-888888 999999=Missing	Created by Local Agency and/or State Agency for the purpose of de-identifying the data
Agency	MIS	Local Agency	2 digit number (01-89) 99=Missing	Follows MIS rules
Clinic	MIS	Clinic/site within local agency	2 digit number (01-89 ) Example 1=Clinic/site A 2=Clinic/site B 3=Clinic/site C 99=Missing	Follows MIS rules
Fam_ID	created	Unique ID which links participants within households	4 digit number 0001-8888 9999=missing	Created by Local Agency and/or State Agency and should be de-identifying
Cat_1_2019	MIS	Participant Category at the start of data collection period	2 digit number 01-07, 99 (missing) 01=IBE 02=IBP 03=IFF 04=C1 05=C2 06=C3 07=C4 99=Missing	See note *

Cat_12_2019	MIS	Participant Category at the end of the data collection period	2 digit number 01-07, 99 (missing) 01=IBE 02=IBP 03=IFF 04=C1 05=C2 06=C3 07=C4 99=Missing	See note *
Status_12_2019	MIS	Participant status at the end of the data collection period	2 digit number 01-05, 99 missing 01=active 02=terminated due to failure to recertify 03=terminated due to categorical ineligibility 04=terminated due to income ineligibility 05=terminated due to residency ineligibility 06=terminated due to other^	^Other reasons for termination may include but are not limited to rights and responsibilities violation. Date will be decided upon prior to data abstraction.  [Note: this won't capture those who are terminated and then re-instated]
HHsize	MIS	Reported Hotal Household Size or Family Size	2 digit number 01-25, 99 missing	As reported by Head of Household for income eligibility determination
Num_WIC	MIS	Number of WIC participants in household/family	2 digit number 01-20, 99 missing	Number of current active WIC participants in household/family
Twin	MIS	Is participant a twin or a multiple (e.g., triplet)?	1 digit number 0=No 1=Yes 9=Missing	
Race_AIAN	MIS	Participant reports American Indian or Alaska Native Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	
Race_Asian	MIS	Participant reports Asian Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	
Race_Black or African American	MIS	Participant reports Black or African American Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	
Race_NHPI	MIS	Participant reports Native Hawaiian or Other Pacific Islander Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	
Race_White	MIS	Participant reports White Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	

Hispanic	MIS	Participant Reports Hispanic or Latino Ethnicity	1 digit number 0=No 1=Yes 9=Missing	
Multiracial	MIS	Participants Reports Multiracial Race/ethnicity	1 digit number 0=No 1=Yes 9=Missing	This variable may or may not be a separate variable in your MIS, but should be captured if available.
Prim_lang	MIS	Primary Language of Head of Household Other than English	1 digit number 0=No 1=Yes 9=Missing	
Translation	MIS	Translator required	1 digit number 0=No 1=Yes 9=Missing	
TANF	MIS	Enrolled in Temporary Assistance for Needy Families (TANF)	1 digit number 0=No 1=Yes 9=Missing	
SNAP	MIS	Enrolled in the Supplemental Nutrition Assistance Program (SNAP)	1 digit number 0=No 1=Yes 9=Missing	
Medicaid	MIS	Enrolled in Medical Assistance (Medicaid)	1 digit number 0=No 1=Yes 9=Missing	
Ever_BF	MIS	Participant was breastfed even once. (Breastfeeding initiation)	1 digit number 0=No 1=Yes 9=Missing	Obtaining this variable may require going into archival data
Age_WI_cert	calculation	Age (rounded weeks) at initial certification in WIC*	3 digit number 000-350, 999 (Missing)	Round((date of first visit-DOB)/7) [Note: this is done to characterize entry into WIC without providing identifying data. ]
DO_1WIC	MIS	Date of Certification/Recertification for participant at the start of the data collection period	DATE MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	*see note For example, on January 1, 2019 (the start of the data collection period), a participant who is a C1 was originally re-certified on November 25, 2018
DO_1WICend	MIS	End date of participant certification/recertification at the start of the data collection period	DATE MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	*see note Following the example above, this date would be November 24, 2019
DO_recert	MIS	Date of recertification visit during data collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	*see note

DO_midcert	MIS	Date of mid-certification visit during data collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	* see note
DO__nut_ed1	MIS	Date of first Nutrition Education Visit during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	* see note
DO__nut_ed2	MIS	Date of second Nutrition Education Visit during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	*see note
DO__nut_ed3	MIS	Date of third Nutrition Education Visit during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	*see note
DO_PS_visit1	MIS	Date of first Participant Services Visit/Other contact during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	Not all agencies document Participant Services or contacts other than Certification, Recertification, Mid-certification and Nutrition Education Visits in MIS
PS_visit1type	MIS	Type of contact first Participant Services Visit/Other contact during collection period	2 digit number 1=Document checking 2=High Risk Nutrition Care Counseling 3=BFF 4=food package change 9=Missing	If there are other types, please code and describe
DO_PS_visit2	MIS	Date of second Participant Services Visit/Other contact during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	Not all agencies document Participant Services or contacts other than Certification, Recertification, Mid-certification and Nutrition Education Visits in MIS
PS_visit2type	MIS	Type of contact second Participant Services Visit/Other contact during collection period	2 digit number 1=Document 2=High Risk Nutrition Care Counseling 3=BFF 4=food package change 9=Missing	If there are other types, please code and describe
DO_PS_visit3	MIS	Date of third Participant Services Visit/Other contact during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	Not all agencies document Participant Services or contacts other than Certification, Recertification, Mid-certification and Nutrition Education Visits in MIS
PS_visit3type	MIS	Type of contact third Participant Services Visit/Other contact during collection period	2 digit number 1=Document 2=High Risk Nutrition Care Counseling 3=BFF 4=food package change 9=Missing	If there are other types, please code and describe
DO_PS_visit4	MIS	Date of fourth Participant Services Visit/Other contact during collection period	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	Not all agencies document Participant Services or contacts other than Certification, Recertification, Mid-certification and Nutrition Education Visits in MIS

PS_visit4type	MIS	Type of contact fourth Participant Services Visit/Other contact during collection period	2 digit number 1=Document 2=High Risk Nutrition Care Counseling 3=BFF 4=food package change 9=Missing	
ISS_BEN_Jan	MIS	Date of Benefit Issuance for January 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Feb	MIS	Date of Benefit Issuance for February 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Mar	MIS	Date of Benefit Issuance for March 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Apr	MIS	Date of Benefit Issuance for April 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_May	MIS	Date of Benefit Issuance for May 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Jun	MIS	Date of Benefit Issuance for June 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Jul	MIS	Date of Benefit Issuance for July 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Aug	MIS	Date of Benefit Issuance for August 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).

ISS_BEN_Sep	MIS	Date of Benefit Issuance for September 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Oct	MIS	Date of Benefit Issuance for October 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Nov	MIS	Date of Benefit Issuance for November 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
ISS_BEN_Dec	MIS	Date of Benefit Issuance for December 2019** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	MM/DD/YY; 99/99/99=missing; 88/88/88=not applicable	We recognize that issuance in the WIC office can occur every 3 months and benefits to the client become active monthly. We want monthly date of issuance to the client (activation).
EXP_Jan	MIS	All January 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Feb	MIS	All February 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Mar	MIS	All March 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Apr	MIS	All April 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_May	MIS	All May 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Jun	MIS	All June 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	



EXP_Jul	MIS	All July 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Aug	MIS	All August 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Sep	MIS	All September 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Oct	MIS	All October 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Nov	MIS	All November 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
EXP_Dec	MIS	All December 2019 Benefits Expired Unredeemed** ** we expect to collect a year's duration of data for each time period. These are exemplar month and year	2 digit number 0=No 1= Yes all expired 9=Missing	
VAR1....	MIS	Project specific variables should be added in here in consultation with HPRIL		