

Appendix H.

Data Transmittal Worksheet

Data Worksheet for Transmitting April [STUDY YEAR] Data Files

WIC Participant and Program Characteristics [STUDY YEAR]

April [STUDY YEAR] data submissions should be sent to Insight as soon as possible after April [STUDY YEAR] and no later than July 15, [STUDY YEAR]. Only complete data files should be submitted. Therefore, a State agency that expects to receive updated data after April [STUDY YEAR] for income, breastfeeding, participation, or other data fields should submit its data file only *after* entering this additional information. Include this completed worksheet with the April data submission.

1. State agency: _____
2. Name, title, telephone number, and email address of the person able to answer questions regarding the State agency's data submission:
Name: _____
Title: _____
Telephone: _____
Email: _____
3. April data file specifications:
 - a. Number of participant records: _____
 - b. Maximum record length: _____
4. Was racial/ethnic data reported using the three-digit code, the series of six yes/no questions, or another format? *Check only one answer.*
 Three-digit code provided in guidance
 Series of six yes/no questions

Other format (describe): _____

5. Breastfeeding data collection procedures:

a. When was breastfeeding data collected? *Check all that apply.*

- At issuance
- At certification/recertification
- During healthcare appointments
- At nutrition education sessions
- Separate telephone or mail inquiry
- Other (describe): _____

b. Was breastfeeding data collected? *Check only one answer.*

- Only for infants aged 6 to 13 months in April [STUDY YEAR]
- For infants aged 6 to 13 months when data were collected
- All infants
- Other (describe): _____

c. Is breastfeeding data collected routinely or only for the biennial PC reporting? *Check only one answer.*

- Routinely Only for PC reporting

d. Does the State agency's automated data system maintain the most recent breastfeeding information? *Check only one answer.*

- Yes No

This information is being collected from State agencies to enable the Food and Nutrition Service (FNS) to prepare biennial reports on WIC participant and program characteristics. This is a mandatory collection authorized under 7 CFR §246.25(b)(3). FNS uses the data from these reports to estimate budgets, submit civil rights reporting, identify needs for research, and to develop and review WIC policies and procedures. Under the Privacy Act of 1974 and the System of Record Notice FNS-8 USDA/FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0609. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0609). Do not return the completed form to this address.*

e. Were food package code translations submitted for the types and amounts of WIC foods prescribed? *Check only one answer.*

Food package translations . . .

- Are enclosed
- Were already sent
- Will be sent under separate cover

6. Were food code data submitted using food package codes, an item/quantity format, or another format?

- Food package codes (up to 14 codes with no more than 10 digits per code)
- Item-quantity format
- Other format (**describe**): _____

7. Was food package type reported using the specified codes 1 through 28 or another format?

- Used specified codes 1 through 28
- Other format (**describe**): _____

Supplemental Dataset items submitted for PC2018:

- Date of first WIC certification
- Education level
- Number in household on WIC
- Date previous pregnancy ended
- Total number of pregnancies
- Total number of live births
- Prepregnancy weight
- Weight gain during pregnancy
- Birth weight
- Birth length
- Participation in Food Distribution Program on Indian Reservations

8. Were Service Site IDs reported in the data?

- Yes No

9. Management Information System (MIS) details:

a. Please provide the name of the MIS and the name of the MIS vendor/contractor used to collect and submit the PC[STUDY YEAR] data.

b. Did the State agency change its MIS since the PC[PREVIOUS STUDY YEAR] data collection? If yes, please provide the names of the previous and the current MIS.

10. Other information:

Please send files and documentation to Insight's Secure File Transfer Protocol (SFTP) site. Instructions follow; these will be provided separately to the State agency along with username and password:

1. Insight recommends sending files through SFTP software. If the State agency does not have SFTP software, it can be downloaded (for example, **FileZilla** from <https://filezilla-project.org/>).
2. Open **FileZilla** (or other SFTP software).
3. Enter the address of the server in the field **Host**, which is located in the **Quickconnect** bar (wic.insightpolicyresearch.com).*
4. Enter your username (will be provided separately).
5. Enter your password (will be provided separately).
6. Enter the port number (port **22** for SFTP).
7. Click on **Quickconnect** or press **Enter** to connect to the server.
8. Upload the file.

Email questions to PC[STUDY YEAR]@insightpolicyresearch.com

* If the State agency does not use SFTP software, go directly to wic.insightpolicyresearch.com and enter the username and password provided by Insight.

By submitting your WIC PC data, you certify that these data are complete and accurate.