




Cascades Steps

Create and Update Farmers Market Contacts



Local agencies can reallocate Farmers Market Nutrition Program (FMNP) funds from one clinic to another within an agency. A Farmers Market Contact must be created to confirm allocation changes. Follow these steps to create and update Farmers Market Contacts.

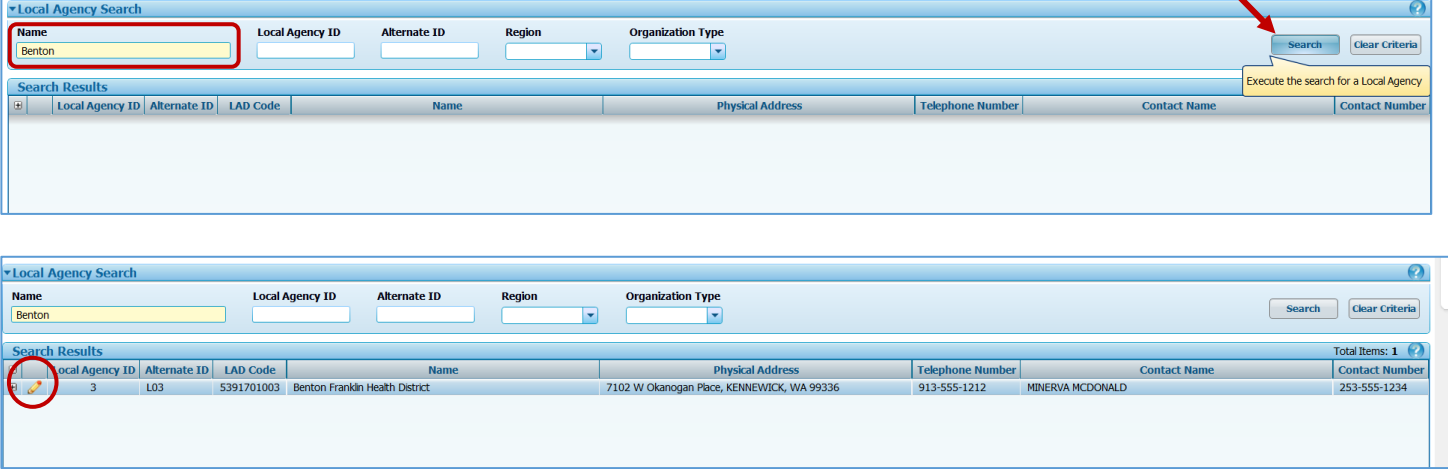
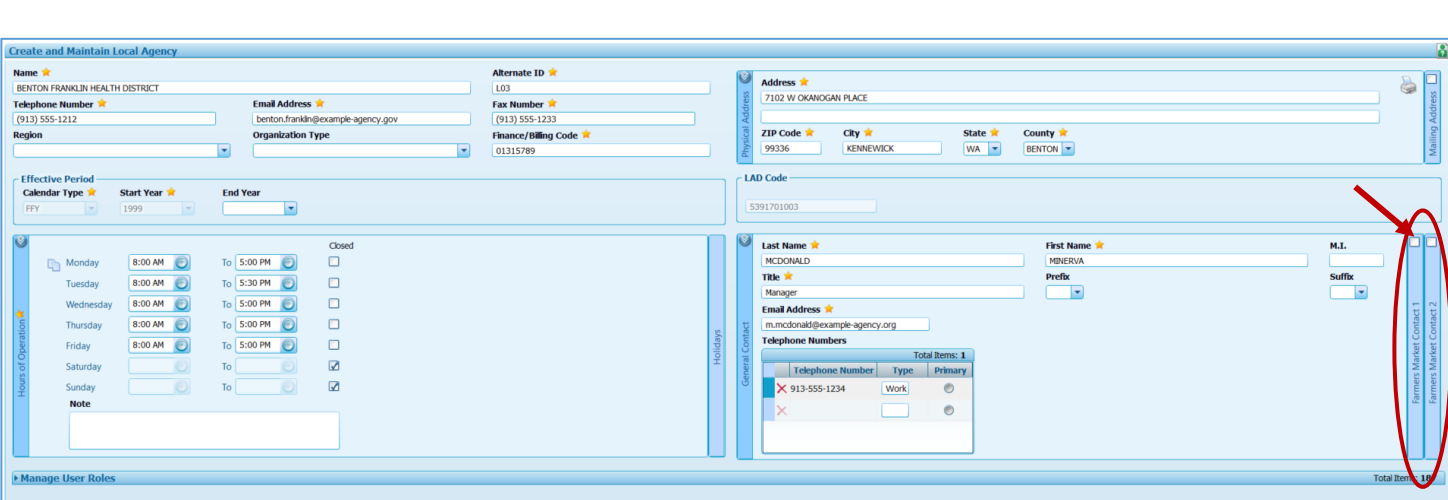
Steps	Cascades Screen
<p>Create a Farmers Market Contact for a local agency.</p> <p>Step 1 Locate the Local Agencies Setup Screen:</p> <ul style="list-style-type: none">• Select Operations.• Select Setup.• Select Maintain Local Agencies. <p>Note: Only staff in a Clinic Administrative role can create and update Farmers Market Contacts.</p>	 <p>The screenshot shows the Cascades WIC Application interface. The main header is 'QA2 Management Information System'. The navigation menu includes 'Home', 'Family Services', 'Scheduling', 'Operations', 'Finance', 'Administration', and 'Help'. The 'Operations' menu is expanded, showing options like 'Search Dual Participation', 'Maintain Customer Service Issues', 'Notifications', 'Maintain Outreach Organizations', 'Maintain Outreach Campaigns', 'Inventory', 'Monitoring and Analysis', 'Manage Staff Training', 'Create Survey Distribution List', and 'Define Farmers Market Season'. The 'Setup' option is highlighted in yellow. A sub-menu for 'Setup' is open, listing 'Maintain Appointment Types', 'Maintain Nutrition Education Topics', 'Maintain Training Types', 'Maintain Assets', 'Maintain Referral Organizations', 'Maintain Local Agencies' (highlighted with a red box and a red arrow), 'Maintain Clinics', and 'Maintain Communication Types'. Other menu items like 'Food Maintenance', 'Maintain Appointment Types', 'Search Product Inventory', 'Maintain Local Agencies', 'Maintain Clinics', and 'Pending List' are also visible.</p>



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<p>Step 2 Search for the agency:</p> <ul style="list-style-type: none"> In the Name field, type the name of the local agency. Select Search. Select the Pencil to edit the selected local agency. 	 <p>Local Agency Search</p> <p>Name: <input type="text" value="Benton"/> Local Agency ID: <input type="text"/> Alternate ID: <input type="text"/> Region: <input type="text"/> Organization Type: <input type="text"/></p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Local Agency ID</th> <th>Alternate ID</th> <th>LAD Code</th> <th>Name</th> <th>Physical Address</th> <th>Telephone Number</th> <th>Contact Name</th> <th>Contact Number</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>L03</td> <td>5391701003</td> <td>Benton Franklin Health District</td> <td>7102 W Okanogan Place, KENNEWICK, WA 99336</td> <td>913-555-1212</td> <td>MINERVA MCDONALD</td> <td>253-555-1234</td> </tr> </tbody> </table> <p>Local Agency Search</p> <p>Name: <input type="text" value="Benton"/> Local Agency ID: <input type="text"/> Alternate ID: <input type="text"/> Region: <input type="text"/> Organization Type: <input type="text"/></p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Local Agency ID</th> <th>Alternate ID</th> <th>LAD Code</th> <th>Name</th> <th>Physical Address</th> <th>Telephone Number</th> <th>Contact Name</th> <th>Contact Number</th> <th>Total Items: 1</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>L03</td> <td>5391701003</td> <td>Benton Franklin Health District</td> <td>7102 W Okanogan Place, KENNEWICK, WA 99336</td> <td>913-555-1212</td> <td>MINERVA MCDONALD</td> <td>253-555-1234</td> <td>1</td> </tr> </tbody> </table>	Local Agency ID	Alternate ID	LAD Code	Name	Physical Address	Telephone Number	Contact Name	Contact Number	3	L03	5391701003	Benton Franklin Health District	7102 W Okanogan Place, KENNEWICK, WA 99336	913-555-1212	MINERVA MCDONALD	253-555-1234	Local Agency ID	Alternate ID	LAD Code	Name	Physical Address	Telephone Number	Contact Name	Contact Number	Total Items: 1	3	L03	5391701003	Benton Franklin Health District	7102 W Okanogan Place, KENNEWICK, WA 99336	913-555-1212	MINERVA MCDONALD	253-555-1234	1															
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<p>Step 3 Add the Farmers Market Contact for the local agency:</p> <ul style="list-style-type: none"> Locate the Farmers Market Contact 1 and 2 field next to General Contact. 	 <p>Create and Maintain Local Agency</p> <p>Name: <input type="text" value="BENTON FRANKLIN HEALTH DISTRICT"/> Alternate ID: <input type="text" value="L03"/></p> <p>Telephone Number: <input type="text" value="(913) 555-1212"/> Email Address: <input type="text" value="benton.franklin@example-agency.gov"/> Fax Number: <input type="text" value="(913) 555-1233"/></p> <p>Region: <input type="text" value="WA"/> Organization Type: <input type="text"/> Finance/Billing Code: <input type="text" value="01315789"/></p> <p>Effective Period: Calendar Type: <input type="text" value="FFY"/> Start Year: <input type="text" value="1999"/> End Year: <input type="text"/></p> <p>Hours of Operation</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>To</th> <th>End</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8:00 AM</td> <td>To</td> <td>5:00 PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Tuesday</td> <td>8:00 AM</td> <td>To</td> <td>5:30 PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Wednesday</td> <td>8:00 AM</td> <td>To</td> <td>5:00 PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thursday</td> <td>8:00 AM</td> <td>To</td> <td>5:00 PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Friday</td> <td>8:00 AM</td> <td>To</td> <td>5:00 PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Saturday</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sunday</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Address: <input type="text" value="7102 W OKANOGAN PLACE"/> ZIP Code: <input type="text" value="99336"/> City: <input type="text" value="KENNEWICK"/> State: <input type="text" value="WA"/> County: <input type="text" value="BENTON"/></p> <p>LAD Code: <input type="text" value="5391701003"/></p> <p>General Contact</p> <p>Last Name: <input type="text" value="MCDONALD"/> First Name: <input type="text" value="MINERVA"/> M.I.: <input type="text"/></p> <p>Title: <input type="text" value="Manager"/> Prefix: <input type="text"/> Suffix: <input type="text"/></p> <p>Email Address: <input type="text" value="m.mcdonald@example-agency.org"/></p> <p>Telephone Numbers</p> <table border="1"> <thead> <tr> <th>Telephone Number</th> <th>Type</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td>913-555-1234</td> <td>Work</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Farmers Market Contact 1: <input type="text"/> Farmers Market Contact 2: <input type="text"/></p>	Day	Start	To	End	Notes	Monday	8:00 AM	To	5:00 PM	<input type="checkbox"/>	Tuesday	8:00 AM	To	5:30 PM	<input type="checkbox"/>	Wednesday	8:00 AM	To	5:00 PM	<input type="checkbox"/>	Thursday	8:00 AM	To	5:00 PM	<input type="checkbox"/>	Friday	8:00 AM	To	5:00 PM	<input type="checkbox"/>	Saturday	<input type="text"/>	To	<input type="text"/>	<input checked="" type="checkbox"/>	Sunday	<input type="text"/>	To	<input type="text"/>	<input checked="" type="checkbox"/>	Telephone Number	Type	Primary	913-555-1234	Work	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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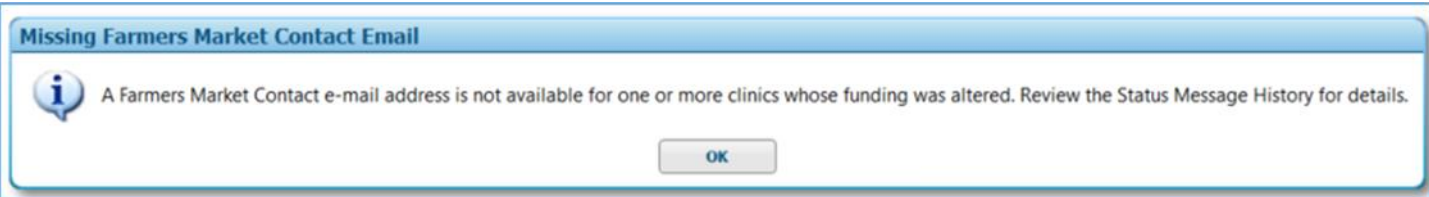
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<ul style="list-style-type: none"> Click the check box and open the Farmers Market Contact 1. Fill out the contact information. Select and fill out the Farmers Market Contact 2 field if desired. Click Save. 	<p>The screenshot shows a form for adding or updating a contact. It includes fields for Last Name (HOLLIS), First Name (TONYA), Title (Coordinator), Email Address (t.hollis@example-agency.org), and Telephone Numbers. A table below shows one telephone number: 913-555-1235, Work type, not primary. The 'Farmers Market Contact 2' field is currently empty. The 'Save' button is highlighted with a red arrow.</p>																												
<p>Step 4 Create a Farmers Market Contact for a clinic:</p> <ul style="list-style-type: none"> Return to the Maintain Local Agencies screen. Select [+] to expand the local agency clinic options. Select the pencil to edit the desired clinic. Check and fill out the Farmers Market Contact(s). Select Save. 	<p>The screenshot shows the 'Local Agency Search' interface. The search criteria are Name: Benton, Local Agency ID: [empty], Alternate ID: [empty], Region: [empty], Organization Type: [empty]. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Local Agency ID</th> <th>Alternate ID</th> <th>LAD Code</th> <th>Name</th> <th>Physical Address</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>L03</td> <td>5391701003</td> <td>Benton Franklin Health District</td> <td>7102 W Okanogan Place, KENNEWICK, WA 99336</td> </tr> </tbody> </table> <p>Below this, a detailed view of the search results is shown, including a table of clinics:</p> <table border="1"> <thead> <tr> <th>Clinic ID</th> <th>Alternate ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>L03C01</td> <td>Benton Franklin HD-Benton City</td> </tr> <tr> <td>5</td> <td>L03C02</td> <td>Benton Franklin HD-Connell</td> </tr> <tr> <td>6</td> <td>L03C03</td> <td>Benton Franklin HD-Kennewick</td> </tr> <tr> <td>7</td> <td>L03C04</td> <td>Benton Franklin HD-New Horizons High School</td> </tr> <tr> <td>8</td> <td>L03C05</td> <td>Benton Franklin HD-Pasco</td> </tr> </tbody> </table> <p>The '+' icon in the search results table and the pencil icon next to the first row are circled in red with arrows.</p>	Local Agency ID	Alternate ID	LAD Code	Name	Physical Address	3	L03	5391701003	Benton Franklin Health District	7102 W Okanogan Place, KENNEWICK, WA 99336	Clinic ID	Alternate ID	Name	4	L03C01	Benton Franklin HD-Benton City	5	L03C02	Benton Franklin HD-Connell	6	L03C03	Benton Franklin HD-Kennewick	7	L03C04	Benton Franklin HD-New Horizons High School	8	L03C05	Benton Franklin HD-Pasco
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<p>Note: Each clinic needs to have at least one Farmers Market Contact. If a contact hasn't been created, this message will appear after finalizing the reallocation of FMNP funds.</p>	

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