



Cascades Steps

Enter Medical Documentation for the First Time

If a participant needs a MDF and one already exists for that participant, please use [Cascades Steps – Enter New Medical Documentation When Current Medical Documentation Exists](#).

- Use these steps when a participant’s medical provider prescribes medical foods or formulas.
- The process is the same for all participant categories and all foods and formulas prescribed by a medical provider.

Steps	Cascades Screen
<p>Step 1 Create new food prescription:</p> <p>In Issue Benefits Quick Link, select Prescribe Food.</p>	
<p>Step 2 Create new food prescription:</p> <p>Create new prescription by selecting the green “+” sign.</p>	

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<p>Step 3 Create new food prescription:</p> <p>Enter date in the Select the New Food Prescription Date pop-up.</p> <p>Select Save.</p>	
<p>Step 4 Add the formula or food you want to add:</p> <p>In Add Item to Food Prescription container select:</p> <ul style="list-style-type: none"> • Category • Subcategory • Quantity <p>Select Add Item.</p>	<div style="border: 2px solid red; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">IMPORTANT STEPS WHEN ADDING NEW FORMULA</p> <ul style="list-style-type: none"> • In Food Prescription Items, add the new formula <u>before</u> you zero out the old formula. If you zero out first, it changes the infant’s status to Fully Breastfeeding. This creates problems with issuing benefits. • When you add the new formula and quantity, you’ll receive the alert “Formula Rx exceeds the Nutrition Benefit for WIC.” Zeroing out the original formula quantity corrects the alert. • When you add the new formula, zero out the old, but don’t delete it. </div>

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<p><u>The Medical Documentation Form (MDF) in Cascades</u></p> <p>Once you've selected Add Item, the Attach Medical Documentation form pops up.</p> <p>In the bottom right corner, you'll also see the Medical Documentation Required Status Message.</p> <p>Note: You'll see the food you added in the Medical Food Prescription container.</p>	

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<p>Step 5 Fill in medical documentation information:</p> <ul style="list-style-type: none"> Prescription Dates <ul style="list-style-type: none"> Effective Date = Today's date Expiration Date = Up to one year max from effective date Diagnosis Information <ul style="list-style-type: none"> Medical Reason = Select Medical Diagnosis from MDF ICD or Diagnosis code = N/A Note: If a grace period is being used, select it from the Medical Reason dropdown. Physician's Information <ul style="list-style-type: none"> Physician's Name Physician's Phone 	<p>The screenshot displays three sections of the Cascades screen:</p> <ul style="list-style-type: none"> Prescription Dates: A form with three date fields: 'Effective Date' (6/6/2019), 'Expiration Date' (9/6/2019), and 'Prescription Date' (6/6/2019). Red boxes and arrows highlight the Effective and Expiration Date fields. Diagnosis Information (Top): A form with four options: 'Medical Reason' (Other Medical Diagnosis), 'ICD Code' (NA), 'Diagnosis Code', and 'Verbal Order'. Red boxes and arrows highlight the Medical Reason and ICD Code fields. Diagnosis Information (Bottom): A form with four options: 'Medical Reason' (Grace Period), 'ICD Code', 'Diagnosis Code' (NA), and 'Verbal Order'. Red boxes and arrows highlight the Medical Reason and ICD Code fields. Physician Information: A form with five fields: 'Physician's Name' (Jones), 'Physician's Phone' ((555) 555-5555), 'Physician's Email', 'Medical Food Prescribed', and 'Non-Medical Food Prescribed'. Red boxes and arrows highlight the Name and Phone fields.

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<p>Step 6 Check and save medical food prescription:</p> <ul style="list-style-type: none"> • Make sure only the food or formula marked on the MDF is check-marked. • Select Save. • A Status Message will display saying medical documentation was saved successfully. 	

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<p>Note: For women and children you will need to scroll to bottom of the Medical Food Prescription list to see the food or formula you added.</p> <p>Make sure only the food or formula marked on the MDF is check-marked.</p>	

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<p>Step 7 Review food prescription items:</p> <ul style="list-style-type: none"> Return to Prescribe Food Quick Link. Verify medical foods or formula were added to the Food Prescription Items container. Verify other items in food prescription are correct. 	<table border="1"> <thead> <tr> <th colspan="2">Food Prescription</th> <th colspan="2">4/9/2019 2 yr to 5 yr</th> <th colspan="2">4/11/2019 2 yr to 5 yr</th> </tr> <tr> <th>Food Prescription Date</th> <th>WIC Category</th> <th>Age Category</th> <th>Family Issuance Day</th> <th>Issuance Frequency</th> <th></th> </tr> </thead> <tbody> <tr> <td>4/11/2019</td> <td>Child</td> <td>2 yr to 5 yr</td> <td>25</td> <td>3 Month(s)</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Food Prescription Items</th> <th colspan="2">Total Items: 9</th> </tr> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Benefit</td> <td>\$8.00</td> <td>\$8.00</td> <td>\$\$\$\$</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>32</td> <td>32</td> <td>Ounce</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>1</td> <td>1</td> <td>CTNR</td> </tr> <tr> <td>Milk - Fat Reduced</td> <td>Milk Reduced Fat or Nonfat All WIC</td> <td>3.25</td> <td>4</td> <td>Gallon</td> </tr> <tr> <td>Cheese or Tofu</td> <td>Cheese - all WIC</td> <td>1</td> <td>1</td> <td>Pound</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC - hot and cold</td> <td>36</td> <td>36</td> <td>Ounce</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz</td> <td>2</td> <td>2</td> <td>CTNR</td> </tr> <tr> <td>WIC Eligible Nutritionals</td> <td>PediaSure, RTF</td> <td>248</td> <td>910</td> <td>Ounce</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-around;"> Next Certification Due Notice Issue Cancel </div>	Food Prescription		4/9/2019 2 yr to 5 yr		4/11/2019 2 yr to 5 yr		Food Prescription Date	WIC Category	Age Category	Family Issuance Day	Issuance Frequency		4/11/2019	Child	2 yr to 5 yr	25	3 Month(s)		Food Prescription Items		Total Items: 9		Category	Subcategory	Quantity	Category Max Quantity	UOM	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$8.00	\$8.00	\$\$\$\$	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	32	32	Ounce	Eggs	Eggs - all WIC	1	1	Dozen	Legumes	Peanut Butter/Beans All WIC	1	1	CTNR	Milk - Fat Reduced	Milk Reduced Fat or Nonfat All WIC	3.25	4	Gallon	Cheese or Tofu	Cheese - all WIC	1	1	Pound	Breakfast Cereal	Cereal All WIC - hot and cold	36	36	Ounce	Juice - 64 oz	Juice - All WIC - 64 oz	2	2	CTNR	WIC Eligible Nutritionals	PediaSure, RTF	248	910	Ounce
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<p>Step 8 Issue benefits:</p> <p>Select Issue button.</p>																																																																									

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 To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)
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