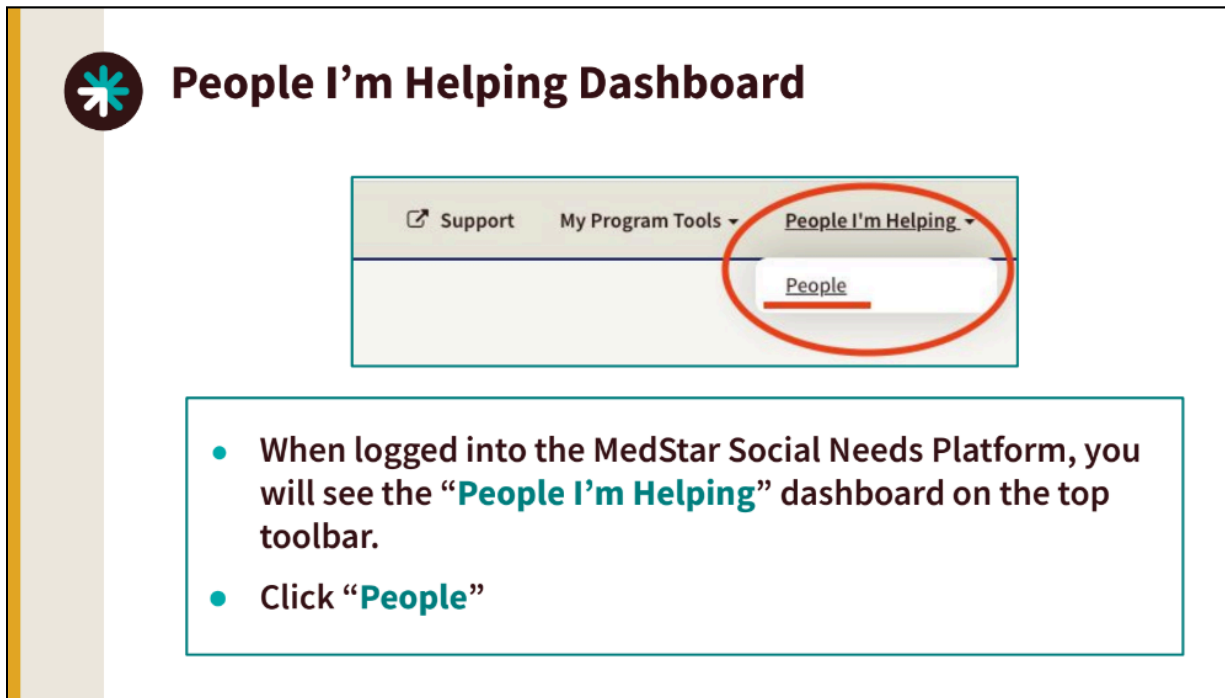


DC WIC TEAM COMMUNICATION CHEAT SHEET

How to communicate with the DC WIC team; step by step snapshots

Step 1: Go to findhelp.org

Step 2: Log in



People I'm Helping Dashboard

Support My Program Tools People I'm Helping

People

- When logged into the MedStar Social Needs Platform, you will see the “**People I'm Helping**” dashboard on the top toolbar.
- Click “**People**”

Step 3: Click on People I'm Helping

Step 4: Then click the subheading People



People I'm Helping Dashboard

MedStar Health Support My Program Tools People I'm Helping Colton

People I'm Helping

Assignee: Show All

Follow Up Date: mm/dd/yyyy - mm/dd/yyyy

Archived Profiles: Hide

Apply Filters

Willie Findit Search

Name	Refer	Summary	Assignee	Email	Phone	Flagged	Medical Record Number (MRN)
Porter Kaufmanendog	Refer	Summary		rlyer+kaufmanendog@findhelp.com		Yes	
Daily Parton	Refer	Summary		aspenr+dp@findhelp.com	(555) 967-5309	Yes	
Ciri Cirtra	Refer	Summary	Kelsey Allen	kallen+ciricirtra@sunbertha.com	(668) 777-7777	Yes	
Chris Healthstatdemo	Refer	Summary		cdouglashealthstatdemo@sunbertha.com		Yes	
Ann Perkin	Refer	Summary		stobinson+annperkin@findhelp.org		Yes	
Karl Healthstatdemo	Refer	Summary		cdouglas+healthstatdemo@sunbertha.com	(512) 859-3684	Yes	
Jodi Seeker	Refer	Summary		ksicba+jodseeker@findhelp.com	(555) 555-5555		
Daily Parton	Refer	Summary		asteinbacher+demo@findhelp.com	(268) 340-9750		
Tom Reporttest822	Refer	Summary		cdouglas+tm822@findhelp.com			
nonno seeker	Refer	Summary	Raul Skalks	rskalks+seeker2@findhelp.com			
Kaerthana Worker	Refer	Summary		kuenkatesam+demo@findhelp.com	(668) 960-6656		

Step 5: This will show all individuals referred by you



People I'm Helping Dashboard

People I'm Helping

Assignee: Show All

Follow Up Date: mm/dd/yyyy - mm/dd/yyyy

Archived Profiles: Hide

Apply Filters

Willie Search

Name	Refer	Summary	Assignee	Email	Phone	Flagged	Medical Record Number (MRN)
Willie Findit	Refer	Summary		cnava+williefindit@findhelp.com	(942) 513-8856		

1-1 of 1 < >

- From here, you can search for the patient by name, MRN, or ID.
- Click the patient name and it will open the patient's profile.



People I'm Helping Profile

Navigation History

You have referred Willie to 12 programs.

Inbound Referrals

Community Food Pantry
by Bertha Engagement

Status:
✓ Got help

ADD NOTE **ADD/REMOVE GOALS**

8/23/23	Status set to 'got help' Colton Naval
8/22/23	Status set to 'not updated' Colton Naval
8/22/23	Referred by Colton N (Find Help Admin)



Navigation History

You have referred Willie to 12 programs.

Inbound Referrals

Community Food Pantry
by Bertha Engagement

Status:
✓ Got help

CANCEL **ADD/REMOVE GOALS**

Type your note here...
Willie works two jobs and may be slow to respond

Make note visible to people outside your organization who can see the referral

Workers who can see this referral, including workers at Find Help Admin and Community Food Pantry, will be able to see this note.
NOTICE: Users will not be notified your note has been added so it may not be seen. Notify them directly if necessary.

SAVE

8/23/23	Status set to 'got help' Colton Naval
8/22/23	Status set to 'not updated' Colton Naval
8/22/23	Referred by Colton N (Find Help Admin)

- You can communicate with the agency by adding a **note** in the profile. Make sure to check the “**make note visible**” option, and click **save**.

Step 6: Click on the individual you would like to send a message about

Women, Infants and Children (WIC)

by Community Of Hope, Inc. (COH)

Status: Primary Service:

■ No longer interested

ADD NOTE

3/26/24	Status set to 'no longer interested' Colton Naval
3/26/24	Status set to 'not updated' Colton Naval
3/26/24	Referred by Colton N (Find Help Admin)

Step 7: Click on Add Note

Women, Infants and Children (WIC)

by Community Of Hope, Inc. (COH)

Status: Primary Service:

■ No longer interested ▼

CANCEL

Type your note here...

Client works two jobs and may be slow to respond

Make note visible to people outside your organization who can see the referral

Workers who can see this referral, including workers at Find Help Admin and Women, Infants and Children (WIC), will be able to see this note.

NOTICE: Users will not be notified your note has been added so it may not be seen. Notify them directly if necessary.

SAVE

Step 8: Type your comments where it says "Type your note here..."

Step 9: Be sure to check the box that says "Make note visible to people outside your organization who can see the referral"

Step 10: Then, Save

Women, Infants, and Children (WIC)

by Unity Health Care

Status: Applicable Z Codes*:

! Couldn't contact ▼ Z59.41 Food Insecurity ▼

Please choose the relevant Z Code(s) for the needs addressed by this referral.

ADD NOTE

11/28/23 Status set to 'couldn't contact'
Unity WIC

12/23/23 Status set to 'not updated'
Karen Ganacias

12/23/23 Referred by Karen G (Staff - MedStar Health Social Needs)

Step 11: Comments written back will show up in the notes section