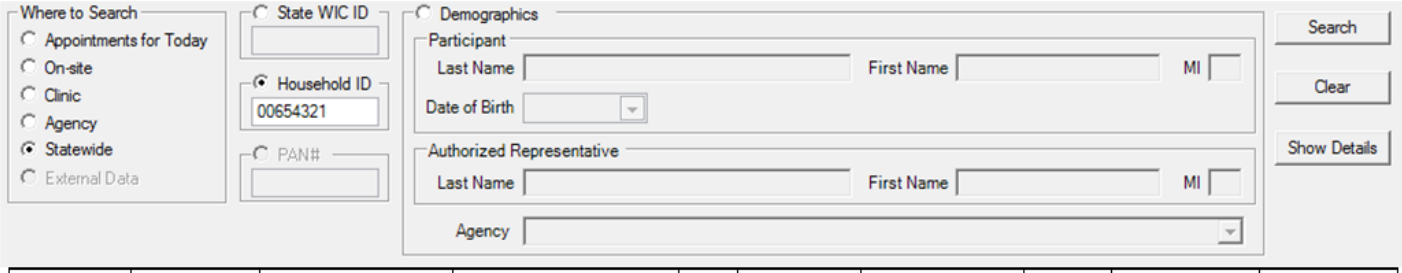
How to Handle a Duplicate SWID in MOWINS

When a duplicate SWID is created or found for a participant, you should fill out the Corrections for Participant Data Form or WIC-38 Form and either fax it to the State WIC Office at (573) 526-1470 or email it to the WICHelpDesk@health.mo.gov to have it processed. Note: We are no longer removing duplicate records from their active HHIDs.

In Figure 1, Amy Smith (SWID: 00246810) is the duplicate record in the HHID.

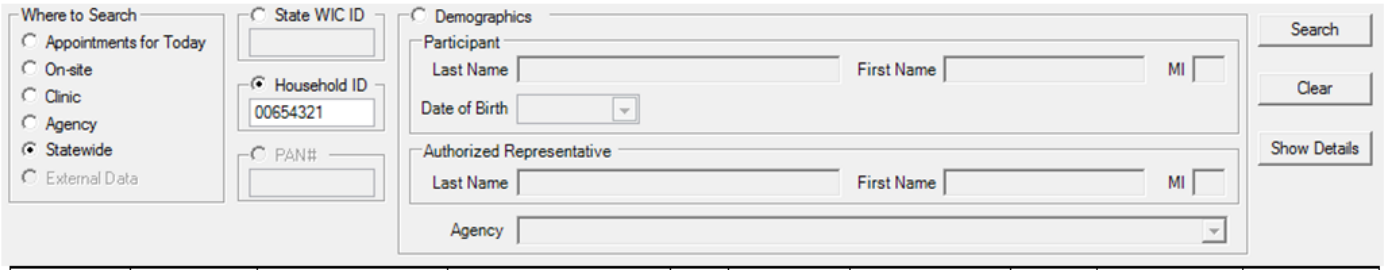
Figure 1.



State WIC ID	Household ID	Last Name	First Name	MI	Date of Birth	WIC Category	Gender	Agency Number	Clinic Number
00123456	00654321	SMITH	AMY	R	03/21/1985	Non-Breastfeeding	Female	100	99
00246810	00654321	SMITH	AMY		03/21/1985	Pregnant	Female	100	99
00369120	00654321	SMITH	JOHN	P	06/13/2013	Child	Male	100	99
00135790	00654321	SMITH	JACOB	T	08/31/2012	Child	Male	100	99

In Figure 2. Once WIC Help Desk staff have processed the duplicate record, you will see both the active SWID and the duplicate SWID in the HHID. The duplicate record now appears as grayed out and showing to be in Agency Number 88. You should not use this grayed out record. However, you can still view any data in the record.

Figure 2.



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00246810	00654321	SMITH	AMY		03/21/1985	Pregnant	Female	88	88
00369120	00654321	SMITH	JOHN	P	06/13/2013	Child	Male	100	99
00135790	00654321	SMITH	JACOB	T	08/31/2012	Child	Male	100	99

Other notes:

1. Always be sure to perform **statewide** searches on participants to avoid duplicate records. Be sure you search by any previous names as well. To avoid creating duplicate records, do not use any special characters or spaces in participant names.
2. When linking in the Health Information area, please be sure you are selecting the correct SWID because the duplicate SWID will be listed there as well.
3. When you are looking up Adjunct Eligibility for participants and you find they have duplicate DCN numbers, you should fill out the WIC-38 form and submit it to the WIC Help Desk.