Automated WIC Certification

SIGN IN SCREEN

This screen is used to sign onto the growth chart/ WIC Program automated risk systems.

1. Enter KY number.
2. Enter User Name. This is the KY number.
3. Enter User Password as assigned.

07/07

DAILY REGISTRATION SCREEN

This screen is used to access the patient who has been registered on the Patient Encounter System/Patient Registration Screen.

1. Access patient by:
   a. Entering the patient number or last name/first name and clicking go. **OR**
   b. Clicking on patient name.
   The current patent selected shows at the top of the screen.
2. Click on the arrows to scroll from page to page. Single arrows move to the next page of names. Double arrows move to the last page or the first page depending on the direction. Movement can be backwards or forwards depending on the arrows direction.
3. Click on the line under the patient number to put the patients in numerical order. OR Click on the line under the last name to put the names in alphabetical order.

07/07

PATIENT LOOKUP

This screen is used if the patient cannot be found on the Daily Registration Screen.

1. Select Patient Lookup.
2. Type in the Patient's Number (ID number) or name.
3. Click the Go button.

07/07

NEW MEASURES AND BLOODWORK

This screen is used to enter measures.

1. Once the patient has been selected from either the Daily Registration Screen or the Patient Lookup. Click on New Measures and Bloodwork.
2. The **Service Date** and **Status** will already be completed from the Registration Screen. Change the Service Date, if the date of service is other then the date displayed.

Height/Weight

1. The **Date of Measures** will be pre-filled from the Registration Screen. Change the Date of Measures, if the measurements were done on another date such as with a referral. To change the date of Measures type the new date in the box or click on the calendar icon to choose a new date.
2. Enter the **height** in feet and inches or just inches. Example 5' 4' or 64" Click on the **Convert** button, if the measurements have been received in centimeters. A box will appear to enter the centimeters. Enter the measures and click convert. The English measures will automatically be filled in to the height boxes.
3. If the height is unknown or could not be obtained i.e. when a child is in a wheelchair, click on **Unknown Height**. The measure will appear as a 99 in the system. An invalid measure will not plot on the growth chart.
4. If the child is less then 3 and is measured laying down, click on the box **Recumbent (Y).** This child will be plotted on the 0-36 month growth chart.
5. Enter the **weight** in pounds and ounces. Click on the **Convert** button, if the measurements have been received in kilograms. A box will appear to enter the kilograms. Enter the measures and click convert. The English measures will automatically be filled in the weight boxes.
6. If the weight is unknown or could not be obtained, click on **Unknown Weight**. The measure will appear as a 99 in the system. An invalid measure will not plot on the growth chart
7. Enter **Head Circumference** in centimeters. Click on the **Convert** button, if the measure was received in inches. The measurement in centimeters will automatically be filled in the box. Head circumference is not required for WIC. Leave this field blank if head circumference was not measured.
8. **BMI** will be automatically calculated once height and weight are entered.
9. Enter **Comments,** if desired**.** These comments will display on the growth chart comments section.

Bloodwork

1. The **Date of Measures** will be pre-filled from the Registration Screen. Change the Date of Measures, if the bloodwork was done on another date such as with a referral. To change the date of Measures, type the new date in the box or click on the calendar icon to choose a new date.
2. The **Lead Measures Date** will be pre-filled from the Registration Screen. Change the Lead Measures Date, if the lead test was done on another date. To change the date of Measures type the new date in the box or click on the calendar icon to choose a new date.
3. Enter either the **Hemoglobin** in grams per deciliter or the **Hematocrit** in percentage.

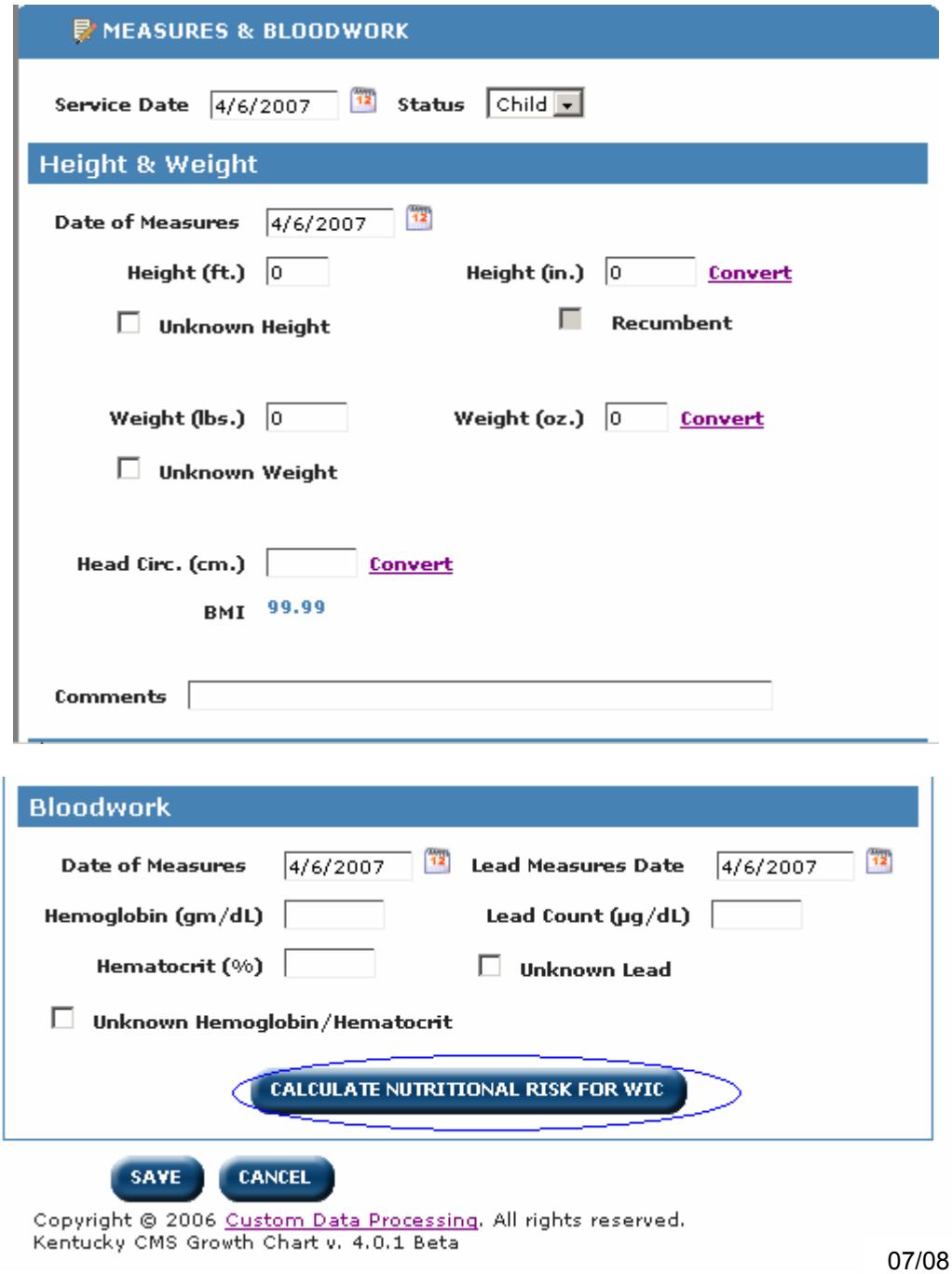
07/07

NEW MEASURES AND BLOODWORK (cont.)

4. If the hemoglobin and the hematocrit are unknown or could not be obtained, click on **Unknown Hemoglobin/Hematocrit**. The measure will appear as a 99 in the system.
5. Enter **Lead Count** in µg/deciliter. Lead Count is not required for WIC however, if a lead count was obtained in the last 12 month and is entered in this field, nutritional risk for lead will be assessed. Leave this field blank if the lead count is unavailable.
6. If the visit is a WIC certification, click **Calculate Nutritional Risk for WIC** to continue with the automated risk program.

   Or

   If the visit is not a WIC certification, click **Save** for the information to be saved to history. Then click the **Growth Chart** button to retrieve and print the growth chart.

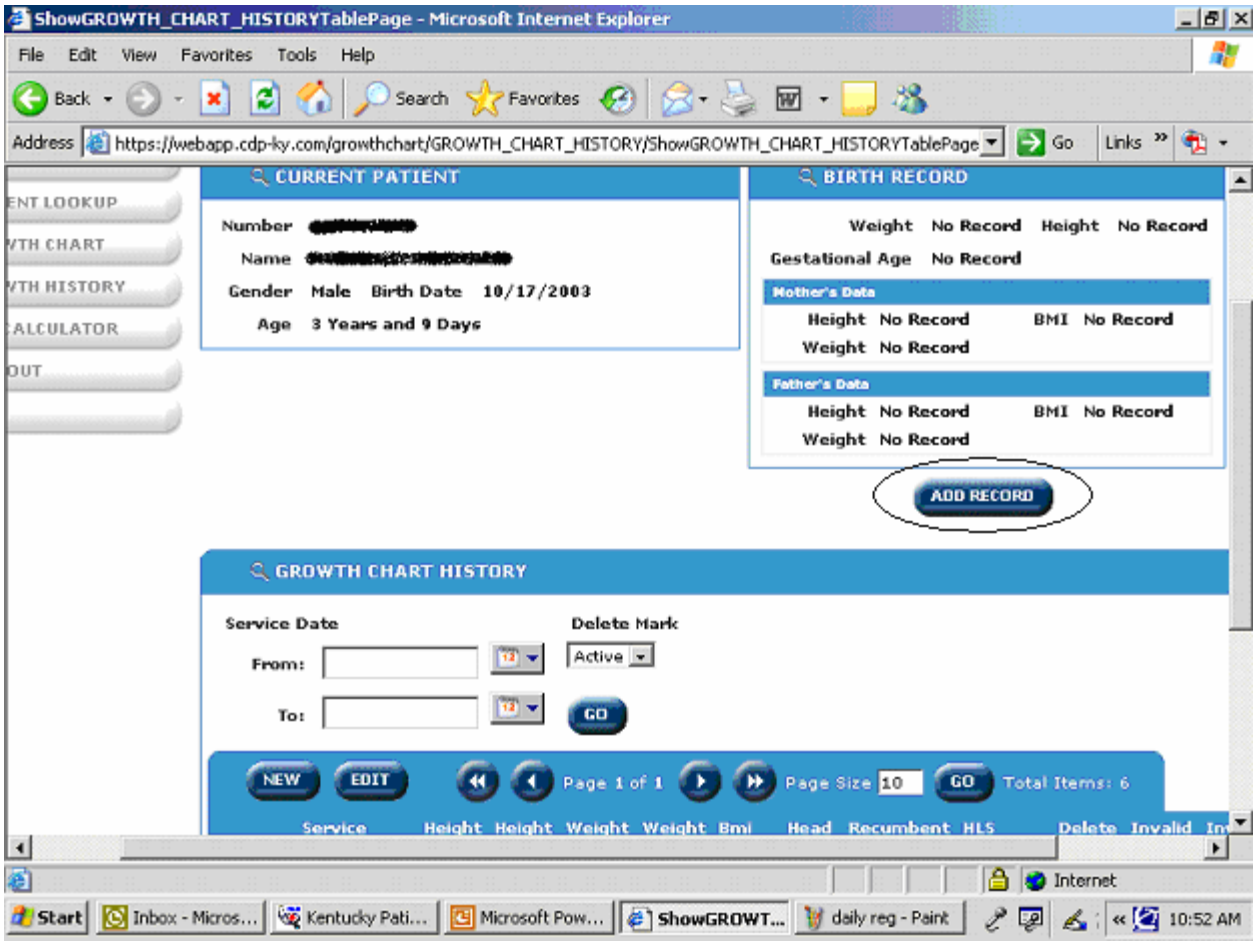


07/08

NEW MEASURES FOR THE STATUS OF INFANT

This screen is used to access the record for new measures for infants and the parents' data.

Click **Add Record** from the History Screen. This screen will allow you to add the birth information.



07/07

ADDING BIRTH MEASURES INFORMATION

This screen is used to enter the birth measures and parents' data.

Add Birth Record

1. Enter **Gestational Age** in Weeks and Days in the boxes. Days cannot be more then 6. If the child was born at less then (<) 40 weeks of age or more then (>) 40 weeks of age then the gestational age will be adjusted accordingly.

Birth Measures

1. Enter **Birth weight** in pounds and ounces. Ounces cannot be more then 15.
2. Enter **Birth Length** in inches.
3. If the length or weight is unknown or could not be obtained. Click on **Unknown Height** or **Unknown Weight** as appropriate. The measure will appear as a 99 in the system.

Parent Data

1. Enter **Parent Data** when it is available).
2. Enter **Father's Stature** in feet and inches *or* feet *or* inches.
3. Enter **Father's Weight** in pounds and ounces.
4. **Father BMI** will be automatically calculated once height and weight are entered.
5. Enter **Mother's Stature** in feet and inches *or* feet *or* inches.
6. Enter **Mother's Weight** in pounds and ounces.
7. **Mother BMI** will be automatically calculated once height and weight are entered
8. If the visit is a WIC Certification, click on the button circled below, **Calculate Nutritional Risk for WIC**, if no new measures were taken for that infant.

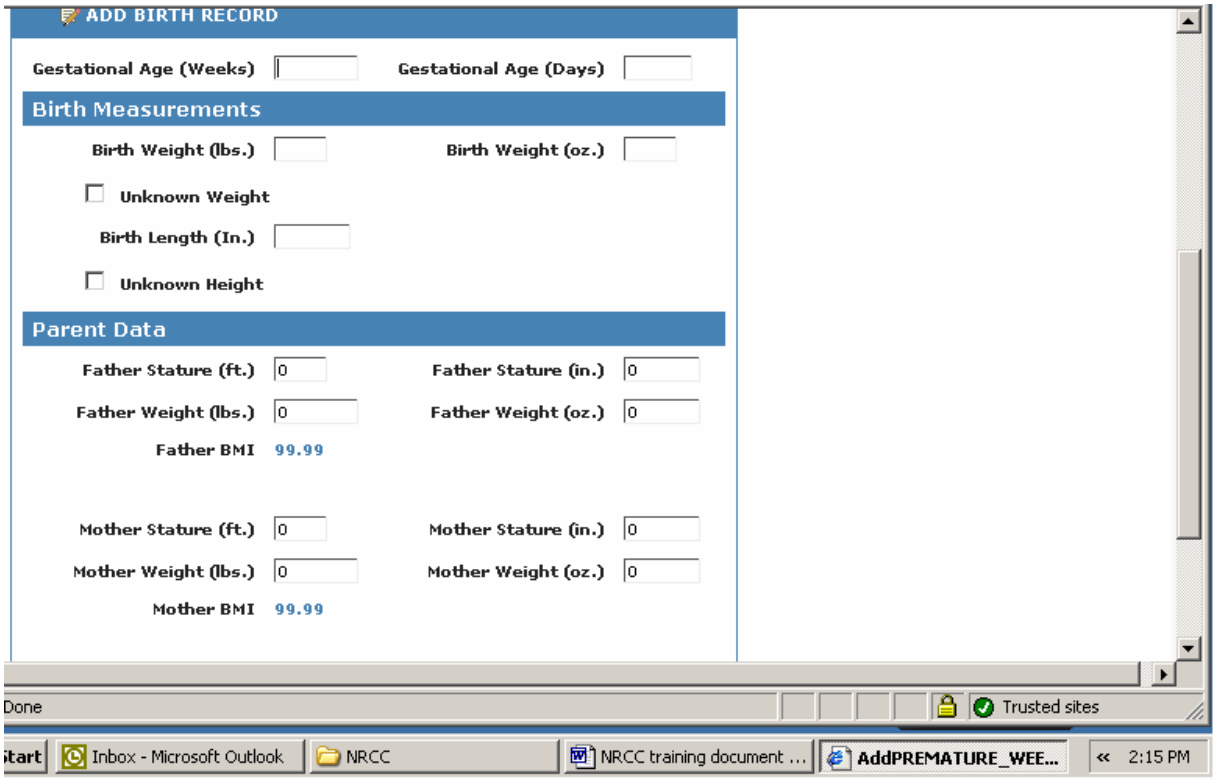
Or

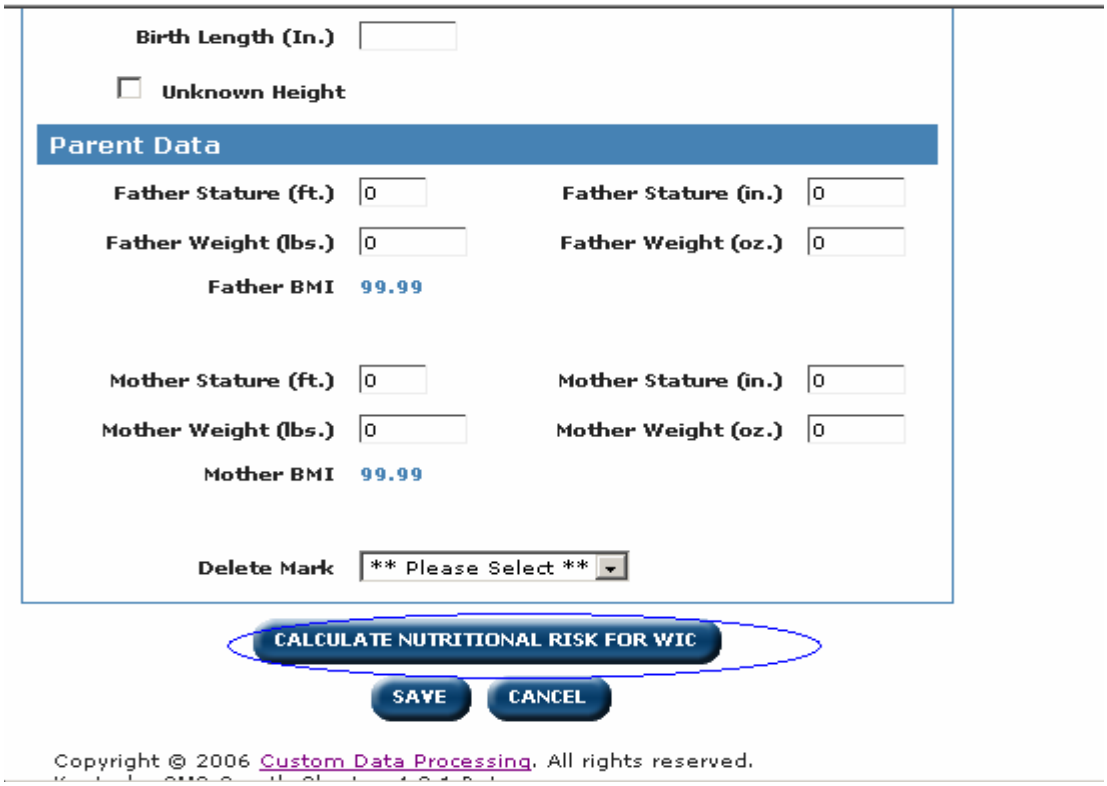
If new measures were taken or it is not a WIC Certification, click **Save** to retain information in the system.

See next page for screens.

07/07

ADDING BIRTH MEASURES INFORMATION cont.

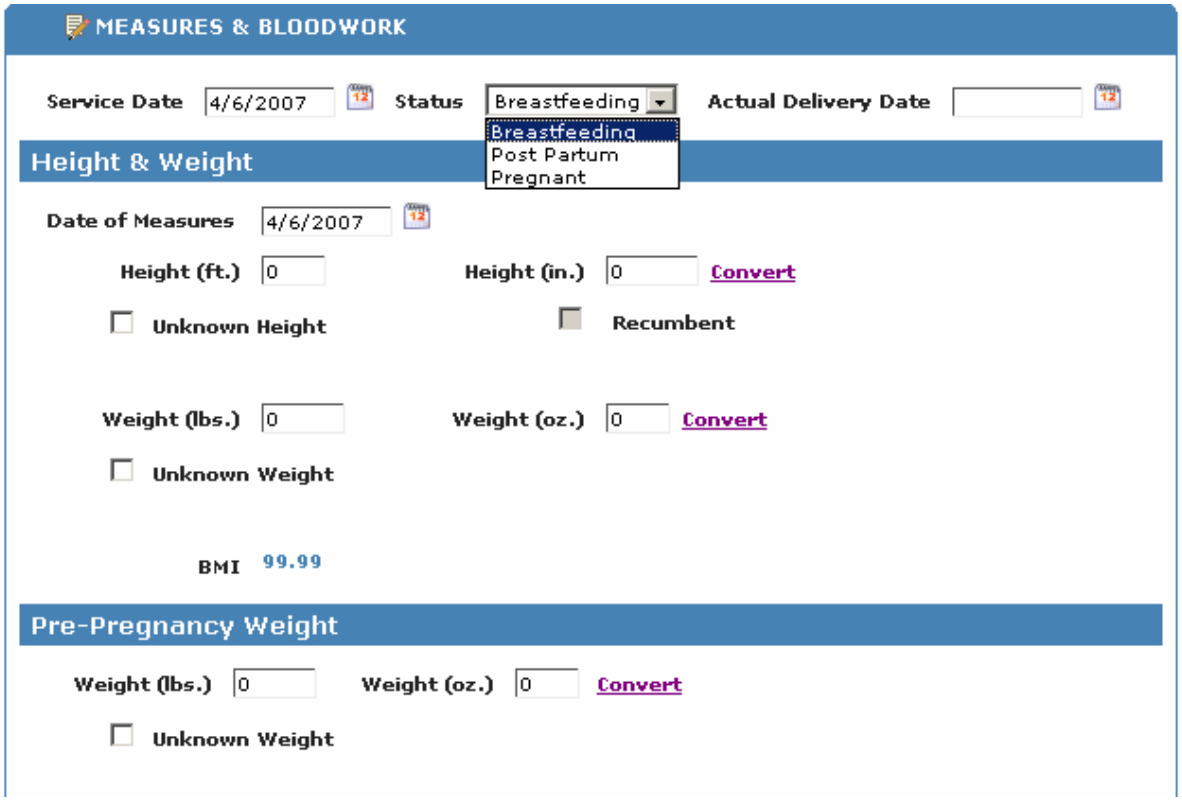




NEW MEASURES AND BLOODWORK FOR STATUS OF POSTPARTUM OR BREASTFEEDING

This screen is used to enter measures for a woman with the status of Postpartum or Breastfeeding.

1. Ensure the Status of the patient is correct. Change if necessary.
2. Enter the **Actual Delivery Date**, if the patient is breastfeeding or post partum. Be sure to enter the date as MM/DD/YYYY or use the calendar icon.
3. Complete the **Pre-Pregnancy Weight** in pounds and ounces. Click on the **Convert** button, if the measurements have been received in kilograms. A box will appear to enter the kilograms. Enter the measures and click convert. The English measures will automatically be filled in the weight boxes.
4. If the weight is unknown or could not be obtained, click on **Unknown Weight**. The measure will appear as a 99 in the system. An invalid measure will not plot on the growth chart.
5. Click **Calculate Nutritional Risk for WIC** if this is for a WIC certification.

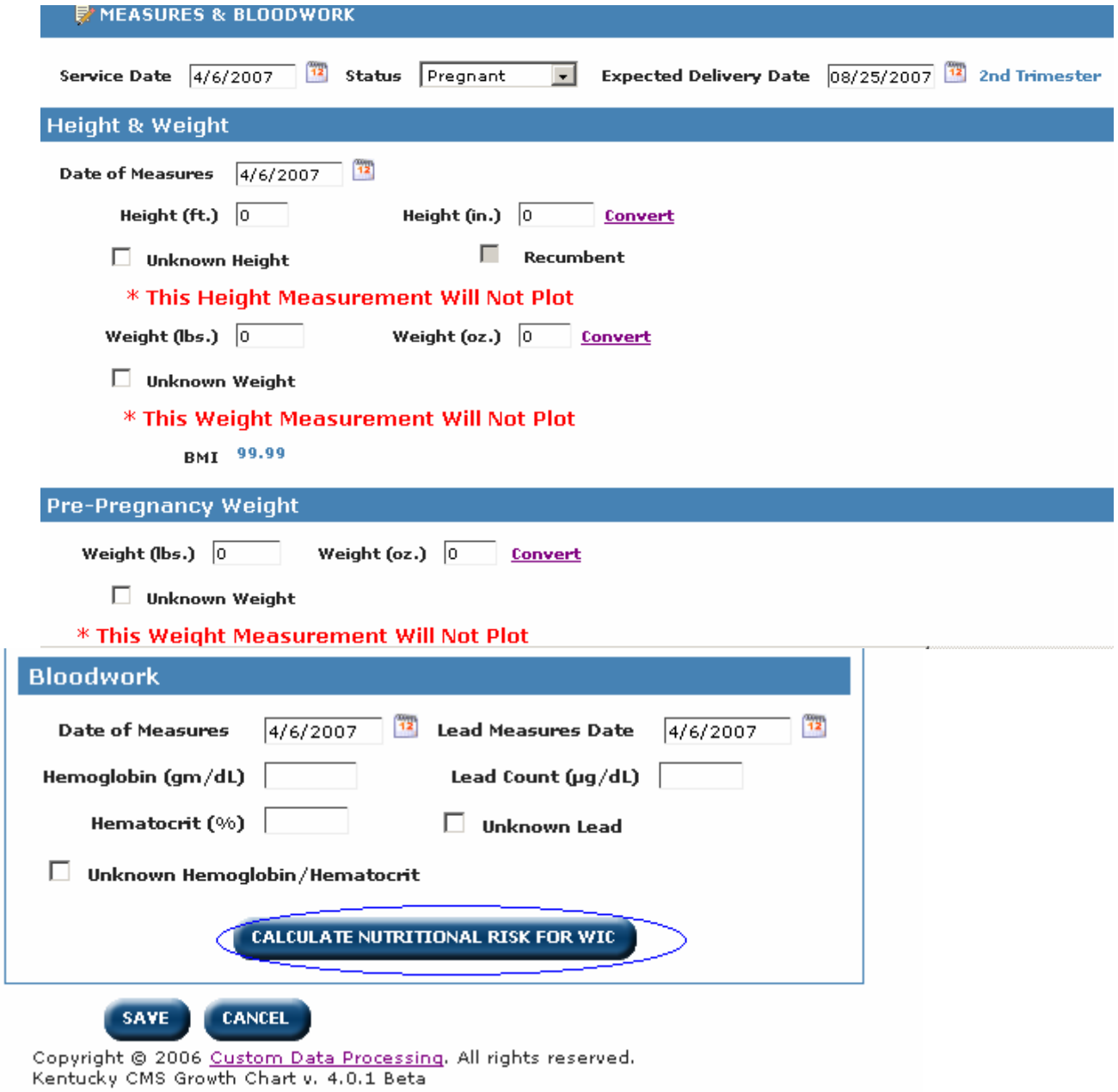


07/08

NEW MEASURES AND BLOODWORK FOR A STATUS OF PREGNANT

This screen is used to enter measures for a woman with the status of Pregnant.

1. Ensure the Status of the patient is correct. Change if necessary.
2. Enter the **Expected Delivery Date**, if the patient is pregnant. Be sure to enter the date as MM/DD/YYYY or use the calendar icon.
3. The trimester of pregnancy will automatically be calculated.
4. Complete the **Height and Weight and Prepregnancy Weight**. (See the New Measures and Bloodwork and the New Measures and Bloodwork for Status of Postpartum or Breastfeeding for specifics) These measures will not plot on the growth chart.
5. Click **Calculate Nutritional Risk for WIC** if this is for a WIC certification.

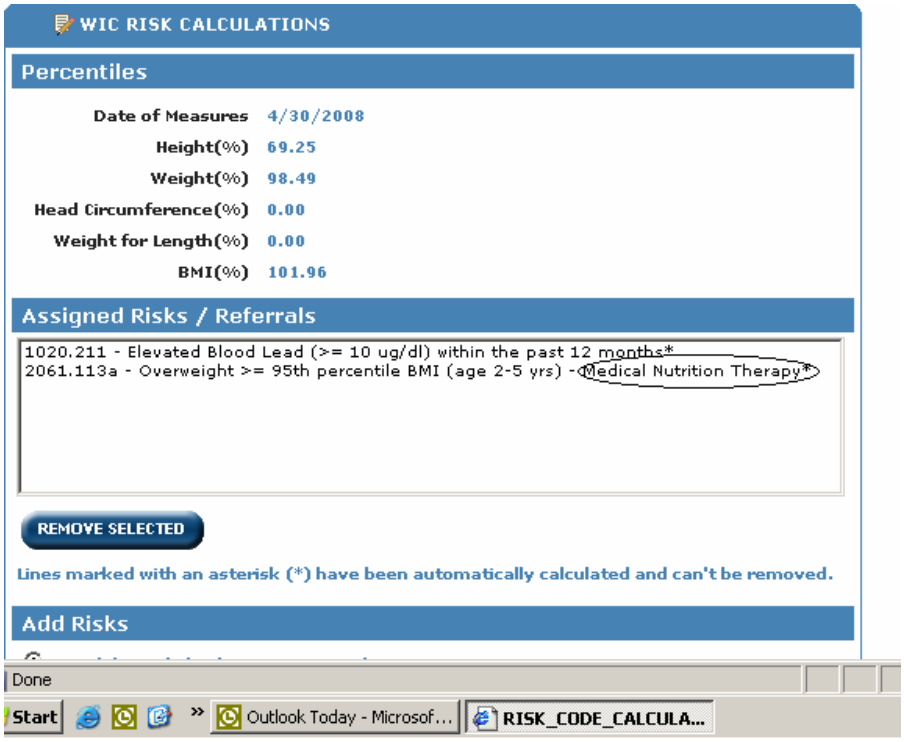


07/08

CALCULATE NUTRITIONAL RISK FOR WIC

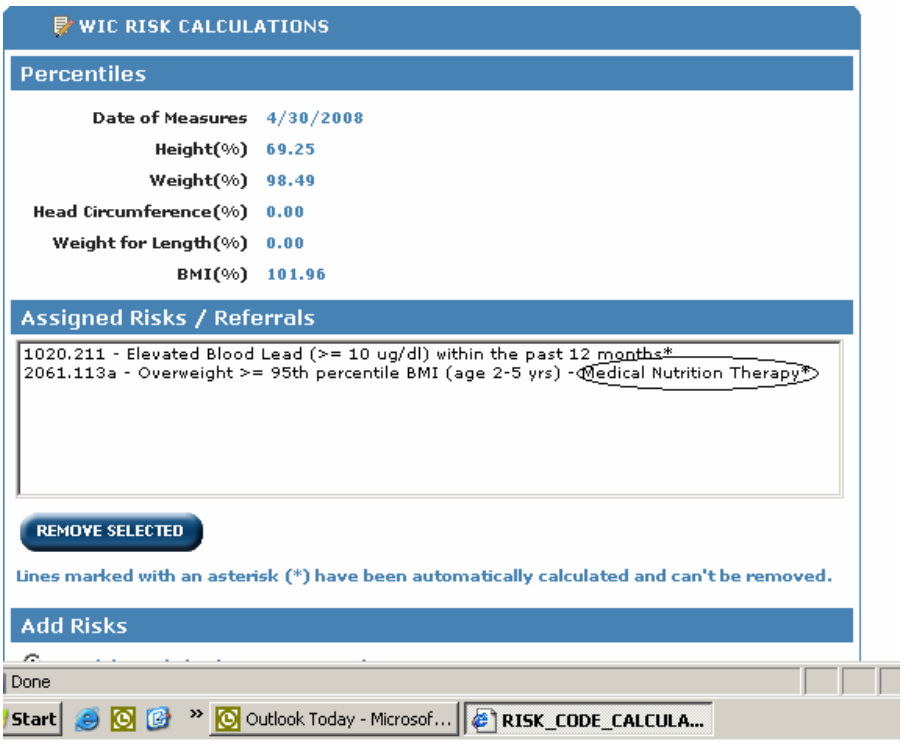
This screen displays the calculated Nutritional Risks.

1. Percentiles displays:
   a. Dates of Measures for the height and weight and the Date of Measures for bloodwork.
   b. Percentiles that were calculated for the measurements.
   c. Bloodwork results.
2. **Assigned Risk / Referrals** will display all of the nutritional risks as assigned by the system from the measurement data. Risks that have been selected by the system cannot be removed unless the record is edited.



07/08

Referrals as appropriate for the risk will appear to the right of the risk code as shown above. (See Medical Nutrition Therapy in the below example). Be sure to document the referral or refusal to be seen in the **Plan** section of the automated WIC-75.

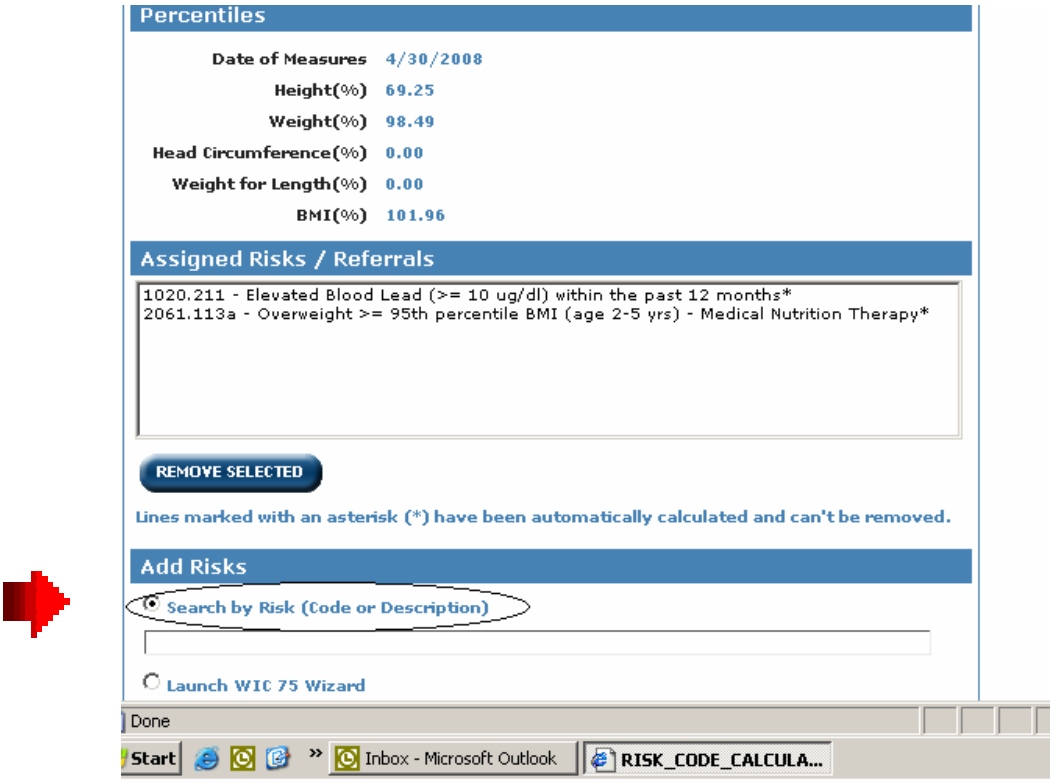


07/08

CALCULATE NUTRITIONAL RISK FOR WIC (cont.)

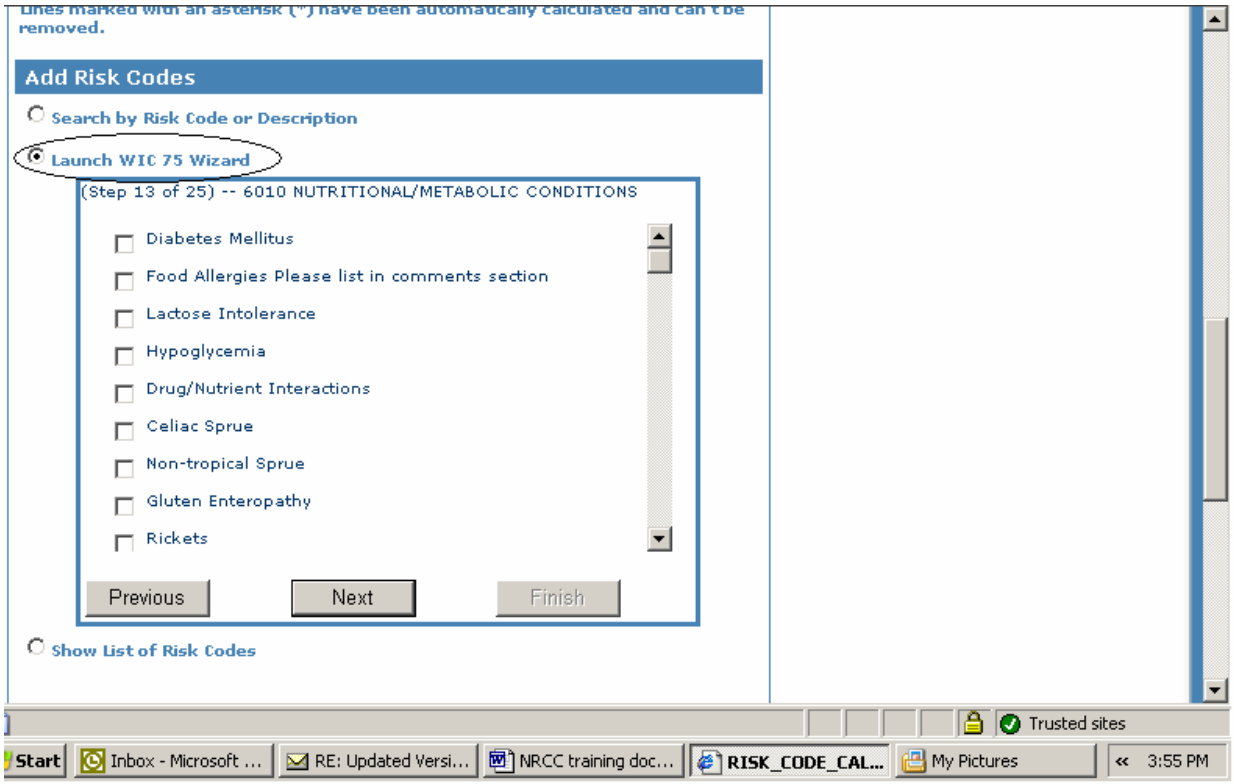
This screen allows risk codes to be assigned during the assessment process. There are 3 ways that risk codes can be added.

1. Search by Risk Code or Description.
   a. Click the circle next to **Search by Risk Code or Description**.
   b. Type the number of a Risk Code (1010- as written on the WIC 75 a, b,c) or a description of a Risk (as written on the paper WIC 75). The risk code with the description and referral will appear in the box. Once the correct risk appears, click **Add Risk** button to add the risk to the **Assigned Risk /Referrals Box**.

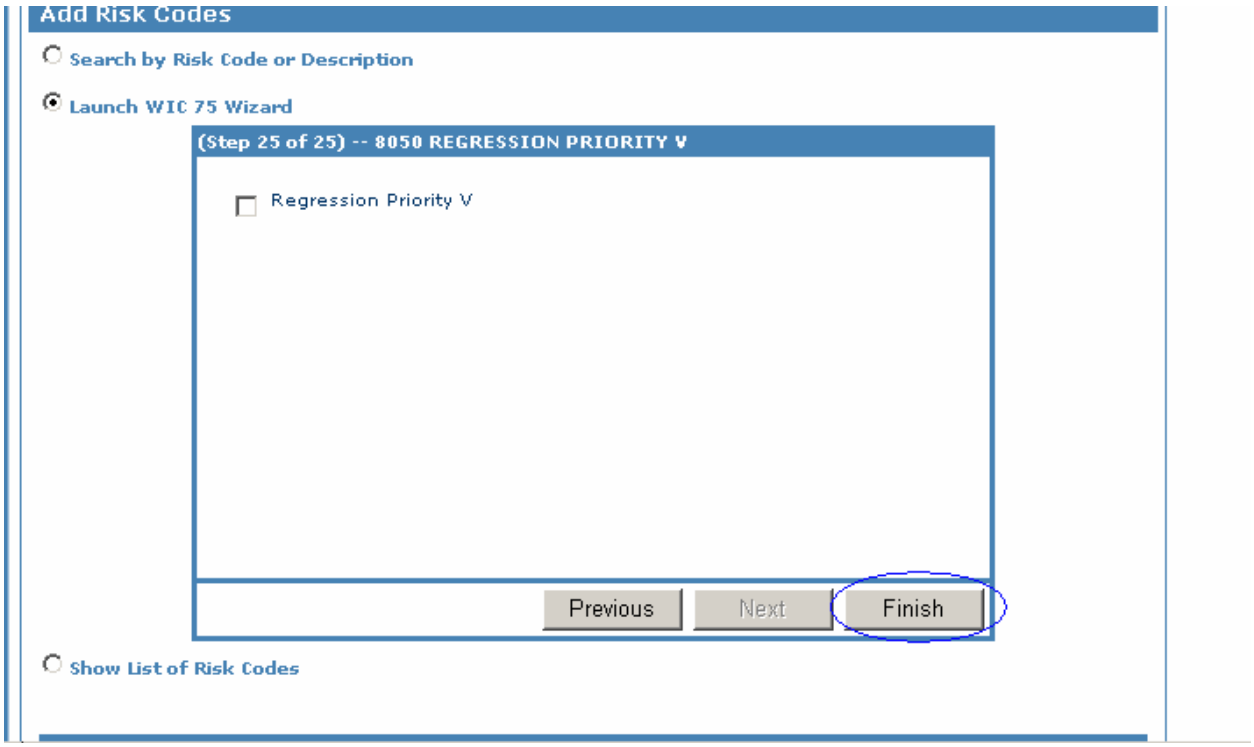


07/08

2. Launch WIC 75 Wizard.
    a. Click the circle next to **Launch WIC 75 Wizard.**
    b. Click the next button to move through all of the items on the WIC 75.
    c. Click on the box next to the risk to choose the risk.
    d. Click the **Next** button until the **Finish** button appears.
    e. Click the **Finish** button to exit the wizard.
    f. All checked risk codes, description and referrals will appear in the "**Assigned Risk /Referrals Box**".



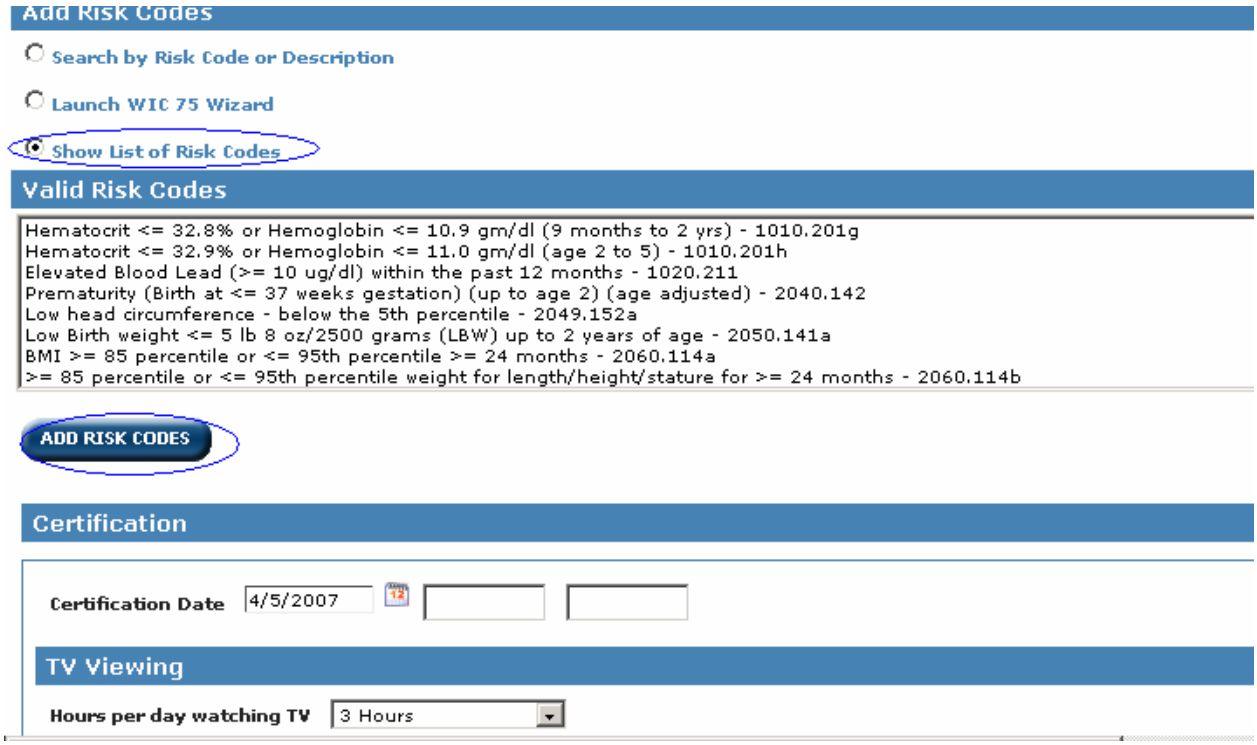
07/07


Add Risk Codes
Search by Risk Code or Description
Launch WIC 75 Wizard
(Step 25 of 25) -- 8050 REGRESSION PRIORITY V
Regression Priority V
Previous
Next
Finish
Show List of Risk Codes

07/07

CALCULATE NUTRITIONAL RISK FOR WIC (cont.)

3. Show List of Risk Codes.
   a. Click the circle next to **Show List of Risk**.
   b. Scroll through the list of risk codes and descriptions to find the ones needed.
   c. Highlight the risk needed.
   d. Click the **Add Risk** button to add the risks to the **Assigned Risk /Referrals Box.**



Once all assessed risks have been added, scroll down to complete the rest of the screen.

Certification

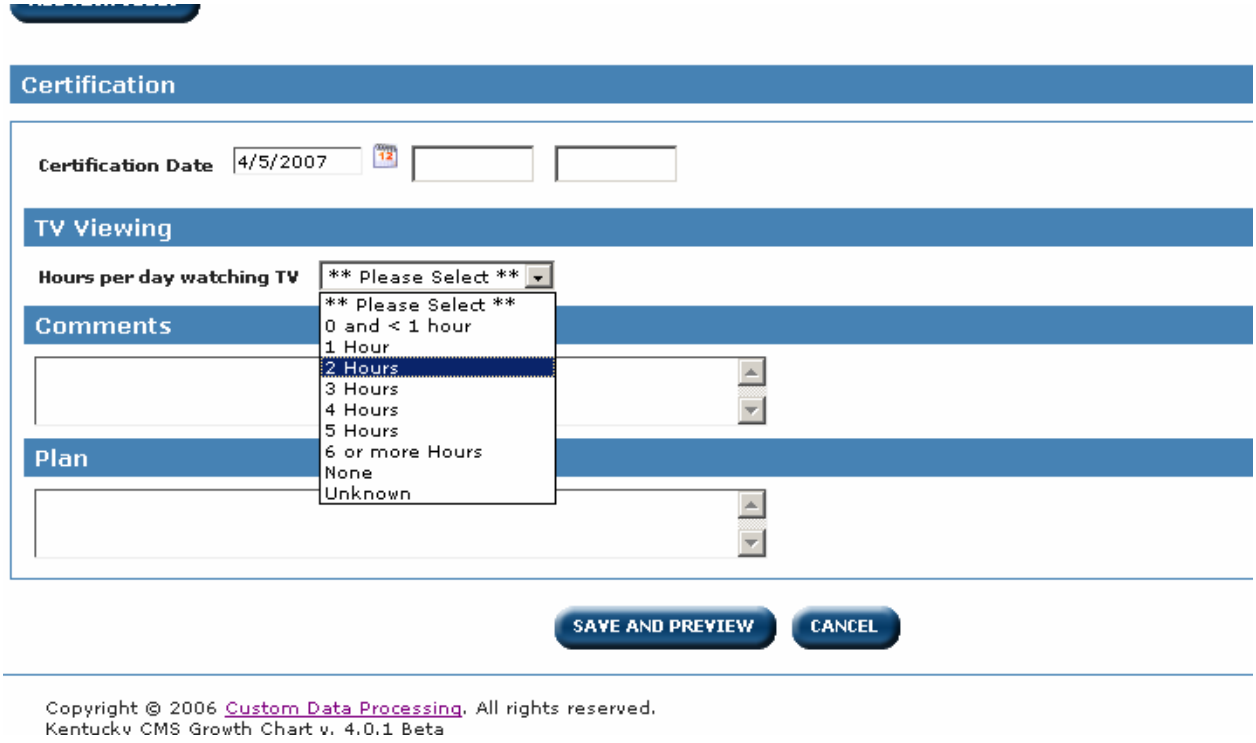
The **Certification Date** will be completed as today's date. If that is not the correct date, change the Certification date to the date the certification was performed.

07/07

TV VIEWING

This portion of the screen will only appear for children 24 months old or older.

1. Click on the drop down for **Hours per day watching TV**.
2. Click on the correct number of hours per day television is watched.



07/07

BREASTFEEDING

This portion of the screen will only appear for infants less than 24 months of age. Answer the following questions each time they appear.

1. Is the infant/child currently breastfed or fed breast milk from a bottle/cup at least one time a day?
    a. Click yes or no if the infant is being currently breastfed or fed breast milk from a bottle/cup at least 1 time a day.
    b. Click unknown if the caretaker, proxy does not know the answer to the question.

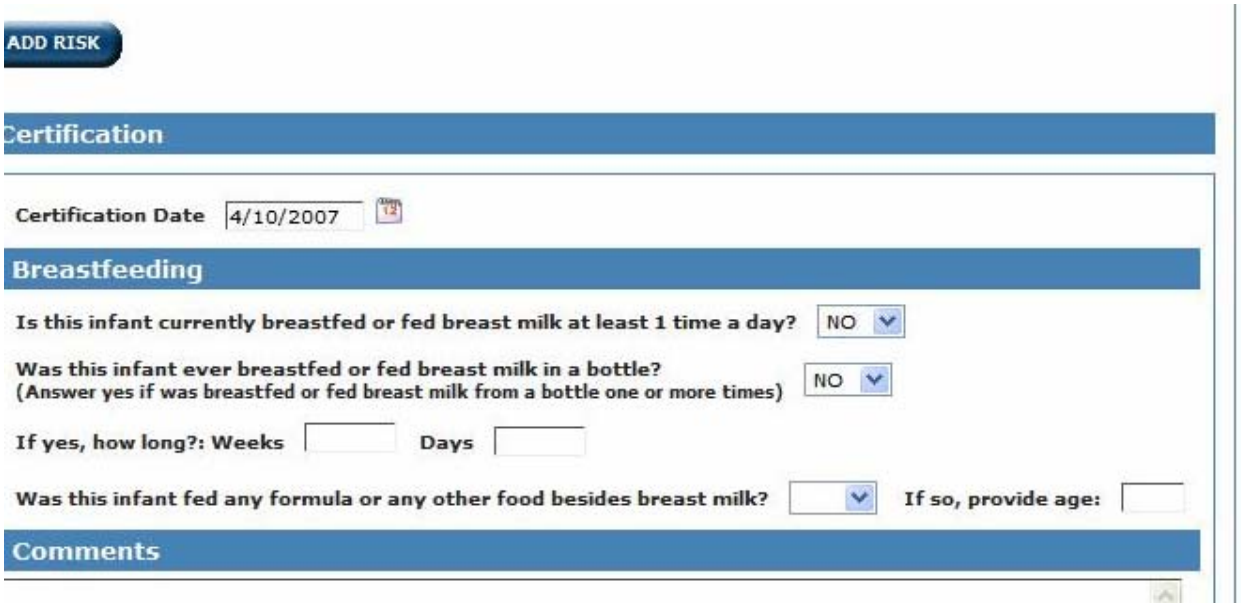
2. Was the infant/child ever breastfed or fed breast milk from a bottle/cup? Answer yes, if (name of infant) was breastfed or fed breast milk from a bottle/cup at least once. Yes No Unknown
    a. Click yes or no if the infant was ever breastfed or fed breast milk from a bottle/cup.
    b. Click unknown if the caretaker/ proxy does not know the answer to the question.

3. If yes, how long was the infant/child breastfed or fed breast milk? Complete the Number of days _____, Number of weeks_____ or Number of months _____.

4. Is the infant/child fed any infant formula or any other food besides breast milk?
    a. Click yes or no if the infant is being fed any food or formula other than breast milk.
    b. Click unknown if the caretaker, proxy does not know the answer to the question.

5. If yes, how old was the infant/child when other foods were fed?
    a. Click the age when the infant was fed any infant formula or any other food besides breast milk.
    b. Use the following; < 7 months, ≥ 7months, Only fed breastmilk, Unknown

07/07


ADD RISK
Certification
Certification Date 4/10/2007
Breastfeeding
Is this infant currently breastfed or fed breast milk at least 1 time a day? NO
Was this infant ever breastfed or fed breast milk in a bottle?
(Answer yes if was breastfed or fed breast milk from a bottle one or more times) NO
If yes, how long?: Weeks Days
Was this infant fed any formula or any other food besides breast milk? If so, provide age:
Comments

07/07

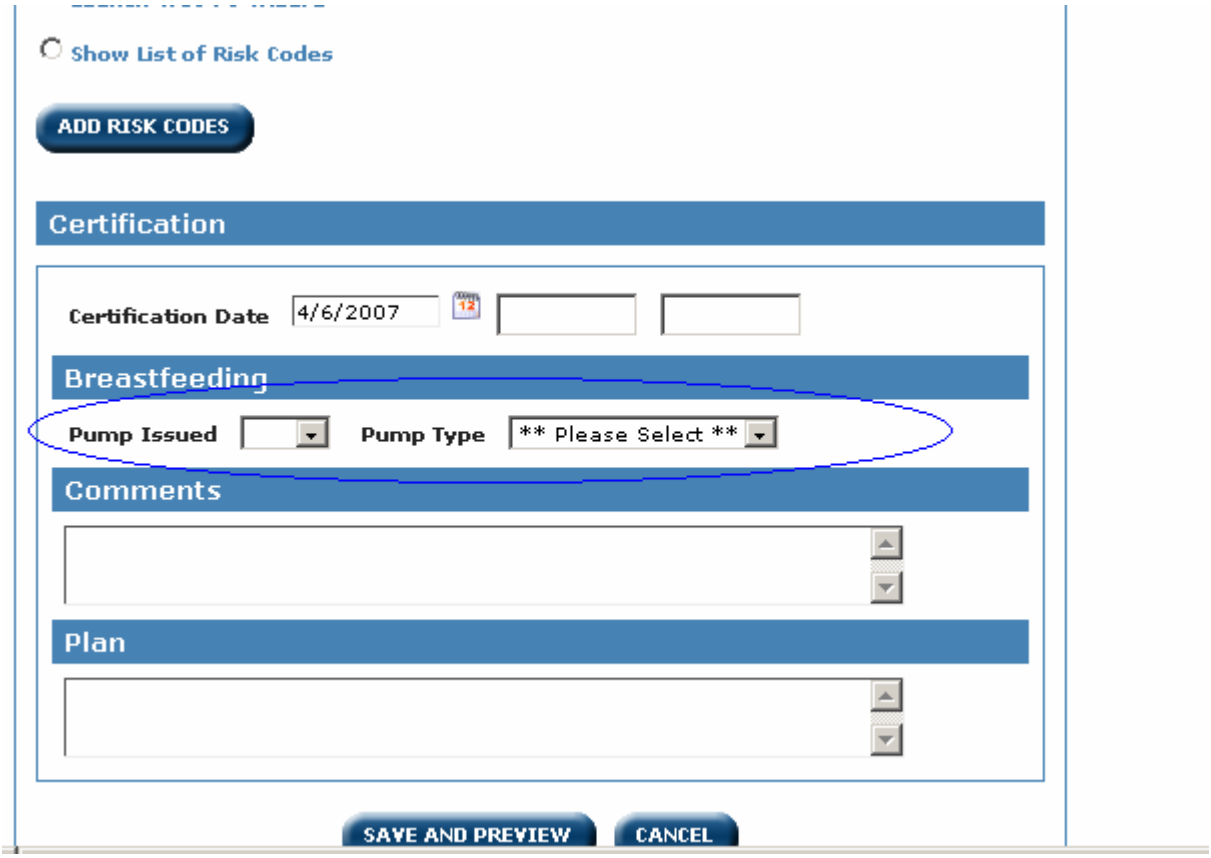
BREAST PUMP ISSUANCE

This portion of the screen will only appear when the woman has a status of breastfeeding.

Answer the following questions if a breast pump was issued.

If a breast pump is issued:

a. Click the **Pump Issued** dropdown and click on yes or no.
b. Click on the **Pump Type** that was issued

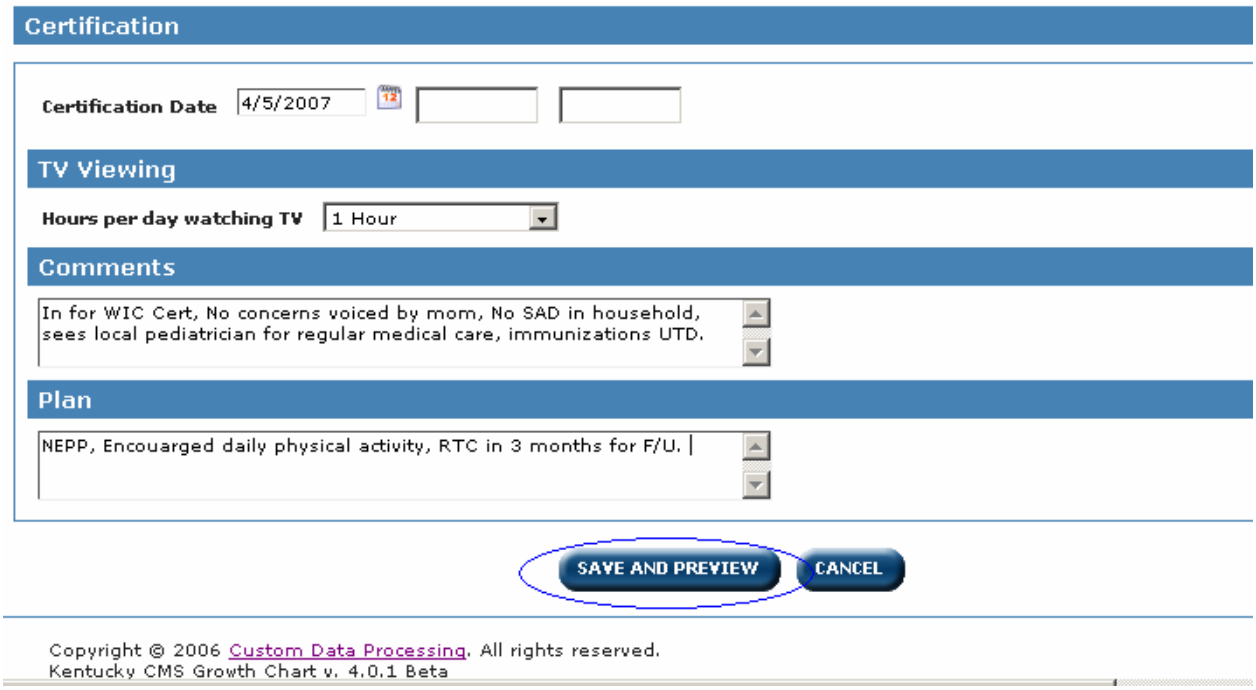


07/07

COMMENTS/ PLAN

This portion of the screen is to document the comments and the plan for the participant. All documentation for the certification visit should be entered either in the **Comments** or **Plan** section as appropriate.

1. Use the **Comments** section to document the S (Subjective) and A (Assessment) of the S.O.A.P. note documentation. The WIC 75 that will print from this screen will already contain the following information; name, gender, DOB, age, status, measures, bloodwork, risks, growth chart percentiles, and referrals needed.
2. Use the **Plan** section to document goals and plan for follow-up with the participant. This section can also be used to document referrals for other services (e.g., MNT, Social Programs, etc.) for the client.
3. Click on the **Save** and **Preview** button, once all documentation has been entered.

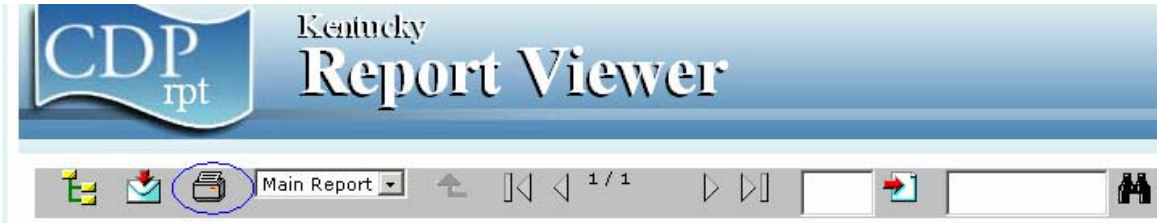


07/08

WIC 75

The below report is the automated WIC 75 which is to be used for documentation of the Certification.

1. Click on the print icon circled below to send the WIC 75 to the printer.
2. Review, sign and place the document in the participant's record.



WIC-75

Date of Service 04/05/2007

Patient Information

HLS	500500	Patient Number	200001005
Name	Bart Simpson	Age	3 years 3 months 21 days
Gender	Male	Status	Child
Birth Date	01/16/2004	Priority	3A

Visit Data

Height & Weight

Date of Measures	04/05/2007
Height	0 ft. 35.50 in.
Weight	40 lbs. 0 oz.
BMI	22.31

Bloodwork

Date of Measures	04/05/2007	
Hemoglobin	12.500	gm / dL
Hematocrit		
Lead Count		µg/dL

Additional Information

Hours per day watching TV 3 Hours

Risk Assessment

Risk Code	Percentile	Priority	Referral
1020.211 - Elevated Blood Lead (>= 10 ug/dl) within the past 12 months	0	3A	
2061.113a - Overweight >= 95th percentile BMI (age 2-5 yrs)	117	3A	Medical Nutrition Therapy
2067.134 - Failure to Thrive		3A	Medical Nutrition Therapy
2065.121d - Short Stature (<= 5th percentile height stature for age (age 2 to 5)	4	3A	Medical Nutrition Therapy
2061.113b - Overweight >= 95th percentile weight for length (age 2-5 yrs)	116	3A	Medical Nutrition Therapy
7010.000 - Dietary Concerns		5B	

Comments

In for WIC Cert, No concerns voiced by mom, no SAD in household, sees local pediatrician for regular medical visits, UTD on Immunizations

Plan

NEPP, encouraged daily physical activity, RTC in 3 months for f/u.

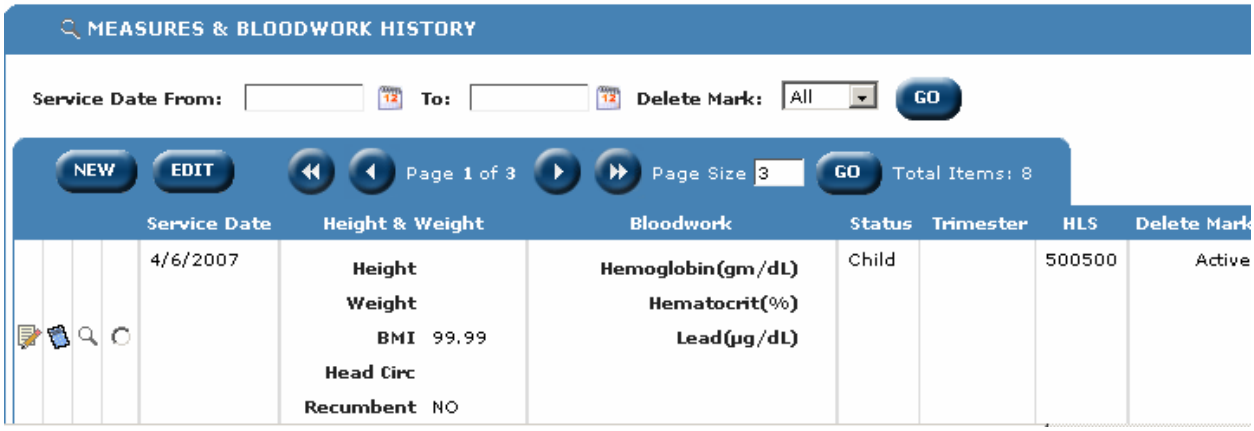
Signature: _____ Date: 04/05/2007

07/07

GROWTH CHART

This screen enables the printing of the growth chart.

1. Click on the **Growth Chart** button. Then, print the charts needed.



07/07

Growth Chart Types

This is an example of the types of charts:

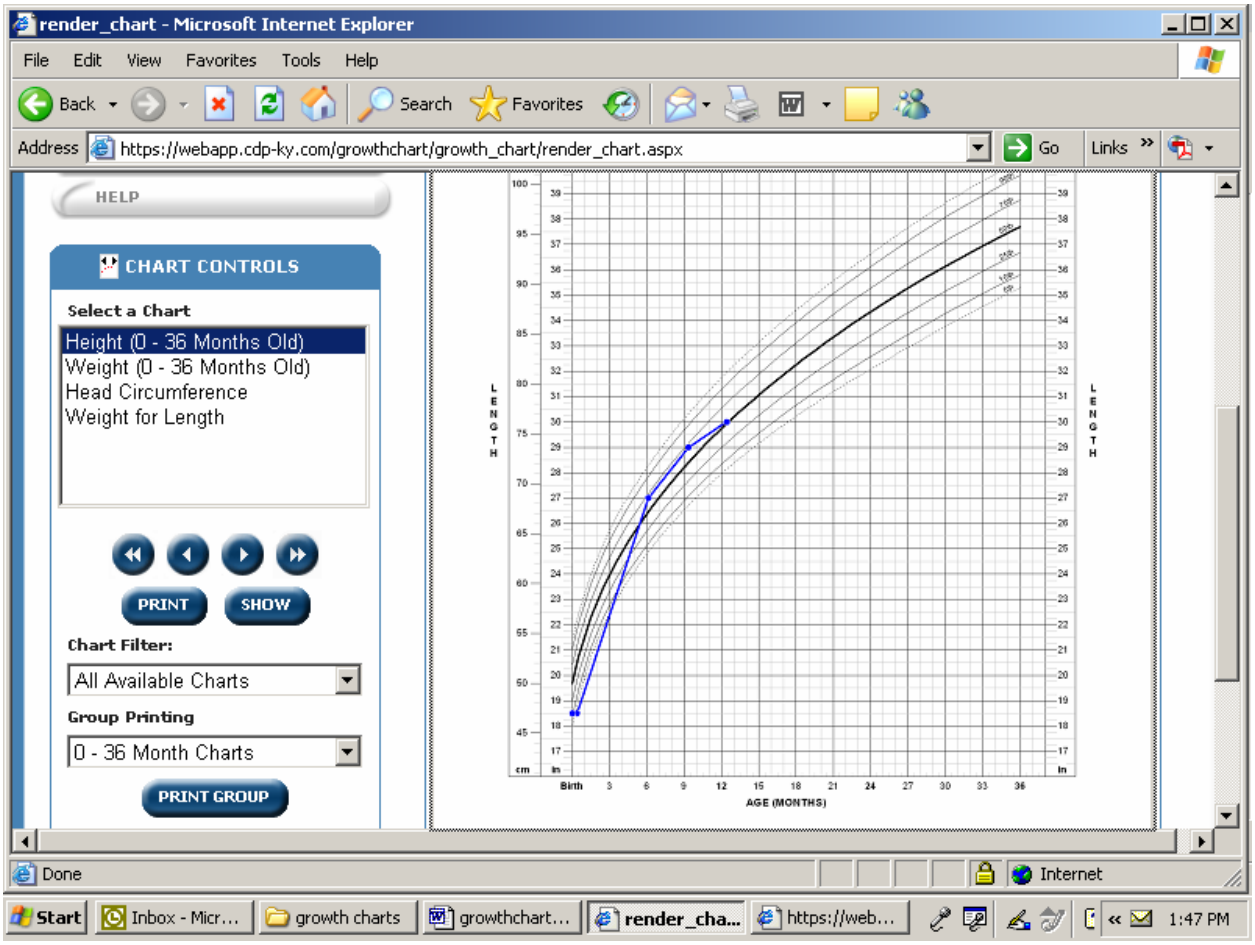
- 0-36 months
- 2-20 years

1. To move from chart to chart use the directional arrows underneath the **Chart Control** box or click on the chart name in the **Select a Chart** box then click the **Show** button. Single arrows move to the next chart. Double arrows move to the last chart or the first chart depending on the direction. Movement can be backwards or forwards depending on the arrows direction.
2. Click on the **Print** button to print the highlighted charts individually

   Or

   Choose the appropriate age group under **Group Printing** and then click on the **Print Group** button to print all of the available charts for an age group.

Note: Each time a new growth chart is printed **the old growth chart will be shredded** since history is maintained by the system. However, the last 0-36 month chart should be retained in the medical record once the child is plotted on the 2-20 chart.

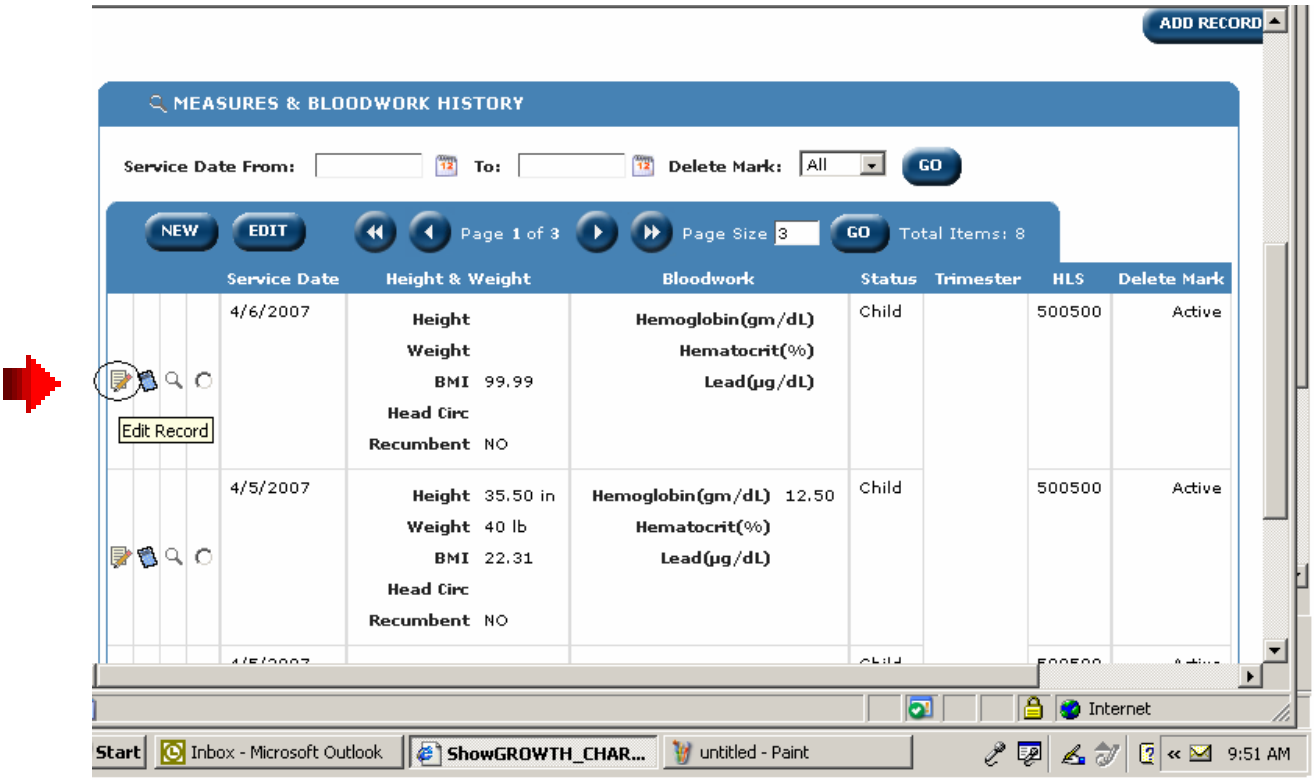


07/07

MEASURES AND BLOOD WORK HISTORY

To **edit** a record:

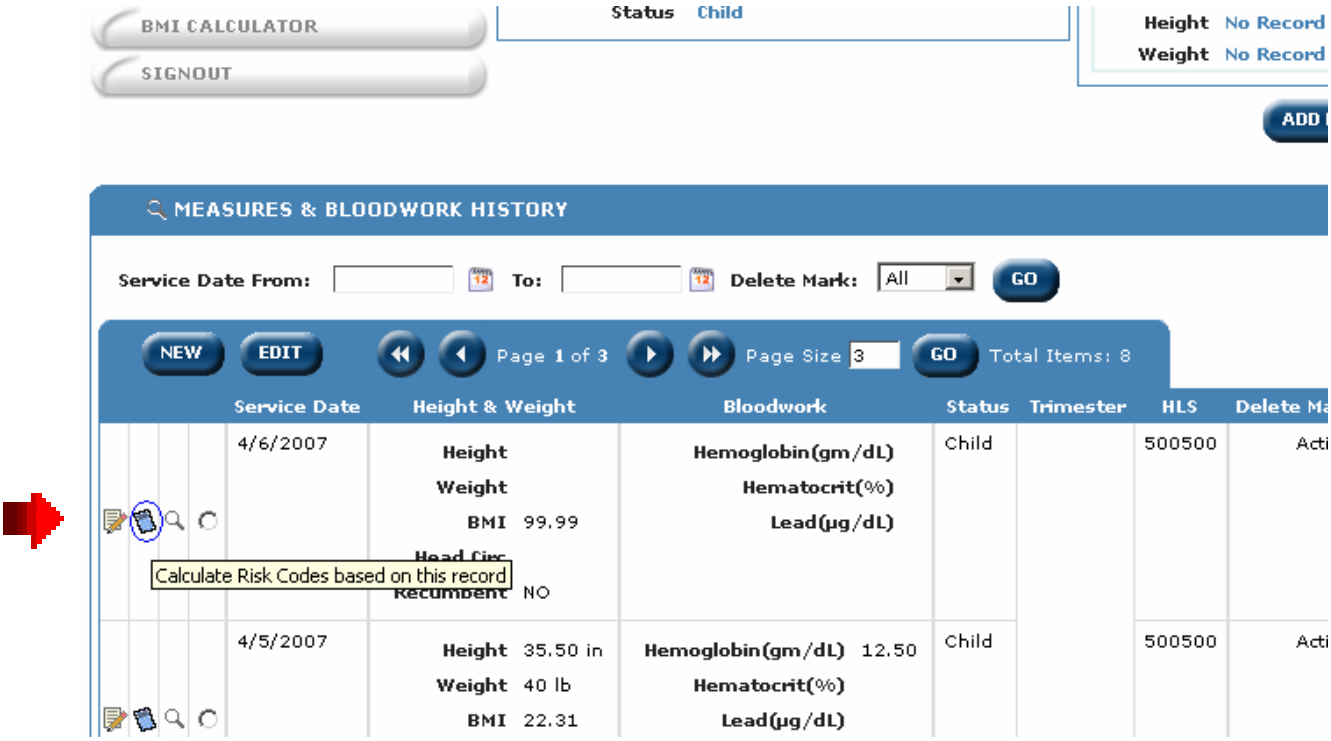
a. Click on the **Icon** circled below.
b. Correct the measures
c. Click the **Save** button.



07/08

MEASURES AND BLOOD WORK HISTORY cont.

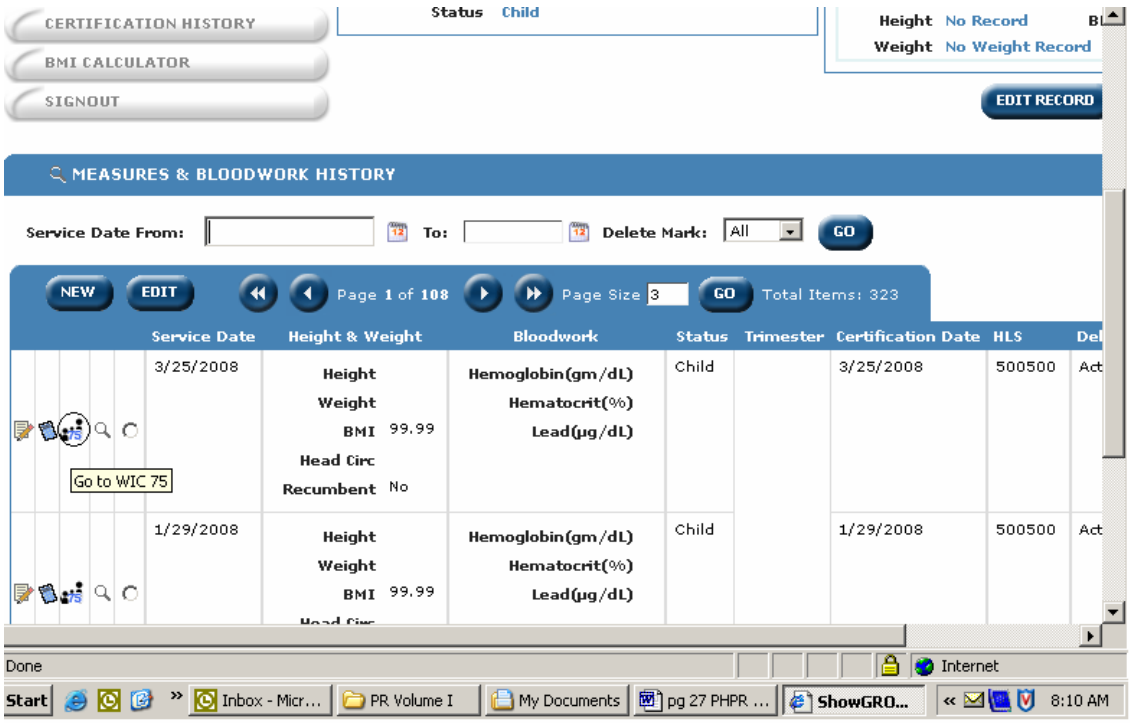
To **pull up the automated risk screen from the history screen**, click on the icon circled below.



07/08

MEASURES AND BLOOD WORK HISTORY cont.

To **retrieve the WIC 75 from the history screen**, click on the icon circled below.



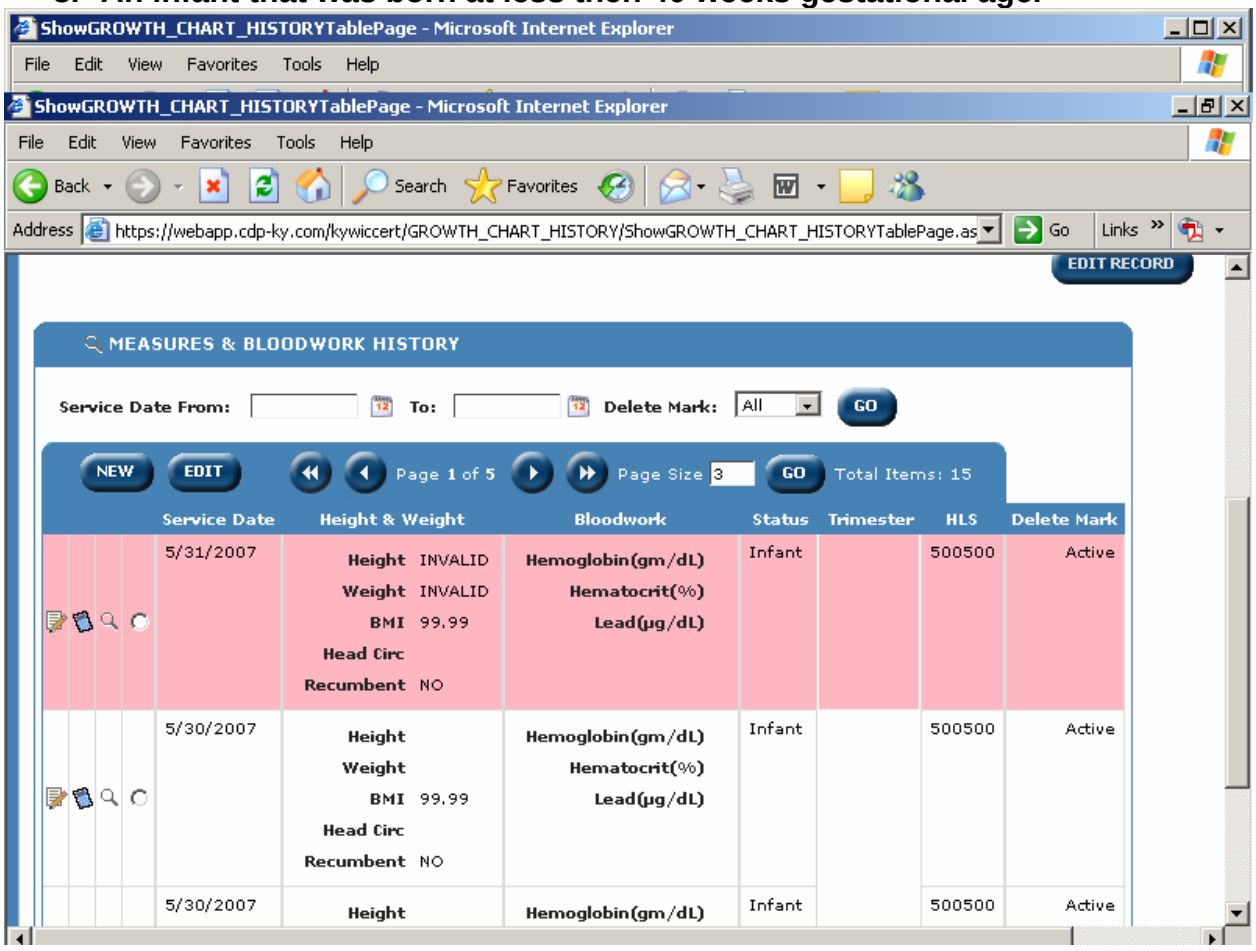
07/08

MEASURES AND BLOOD WORK HISTORY cont.

Invalid Measures

Measures for a pregnant woman or measures that have been marked invalid will be highlighted on the history screen.
Growth charts will not be plotted for the following reasons:

1. **A pregnant woman.**
2. **Any measures that are invalid.**
3. **An infant that was born at less then 40 weeks gestational age.**



07/07

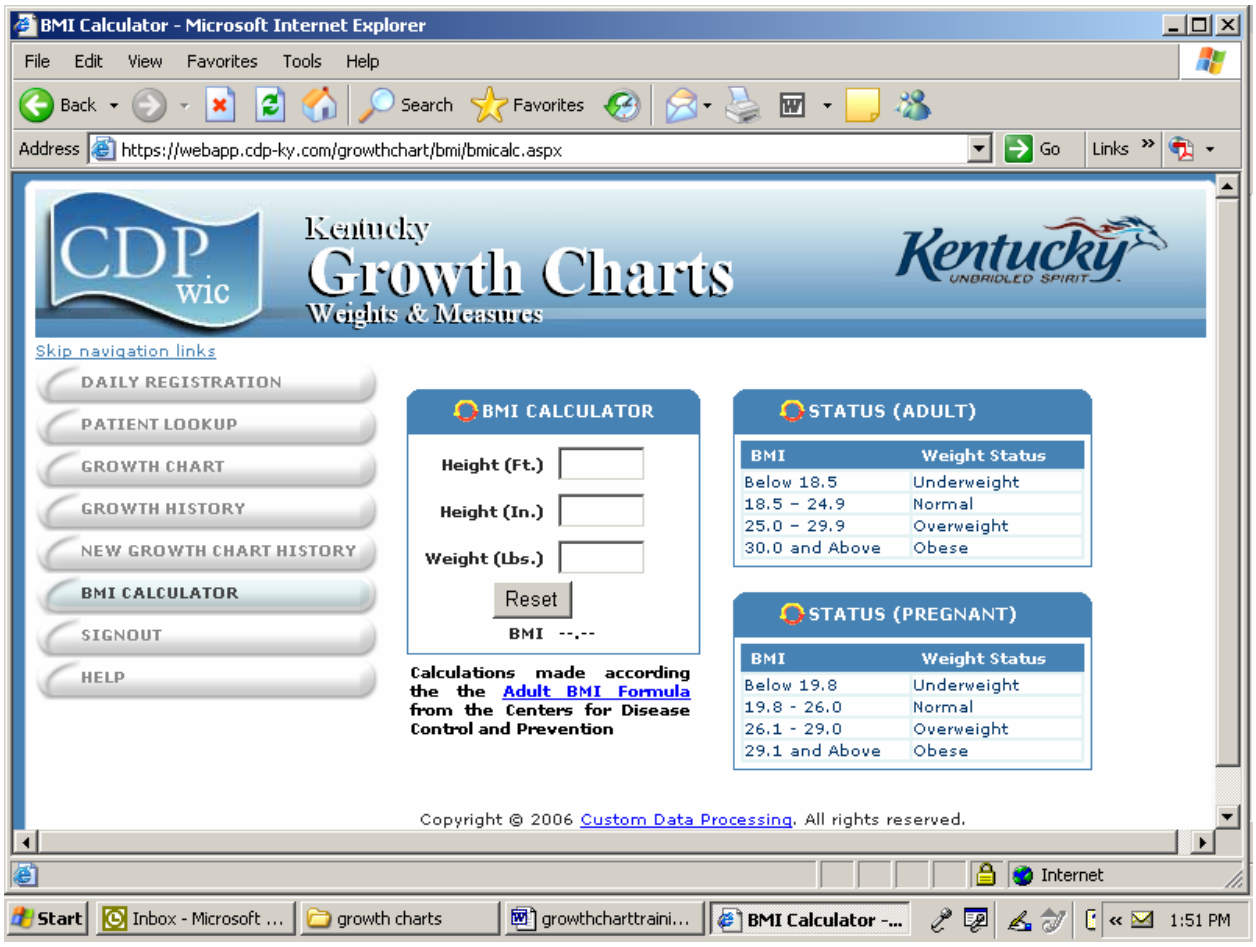
BMI CALCULATOR

The BMI Calculator screen is an extra tool that can be used for those patients that need a BMI but are not plotted on the growth chart. This is only a tool. The information is not stored.

BMI Calculator

1. Enter the **Height** in feet and inches *or* in feet *or* inches.
2. Enter the **Weight** in pounds.
3. The **BMI** will be calculated. Document the information in the medical record, as appropriate.

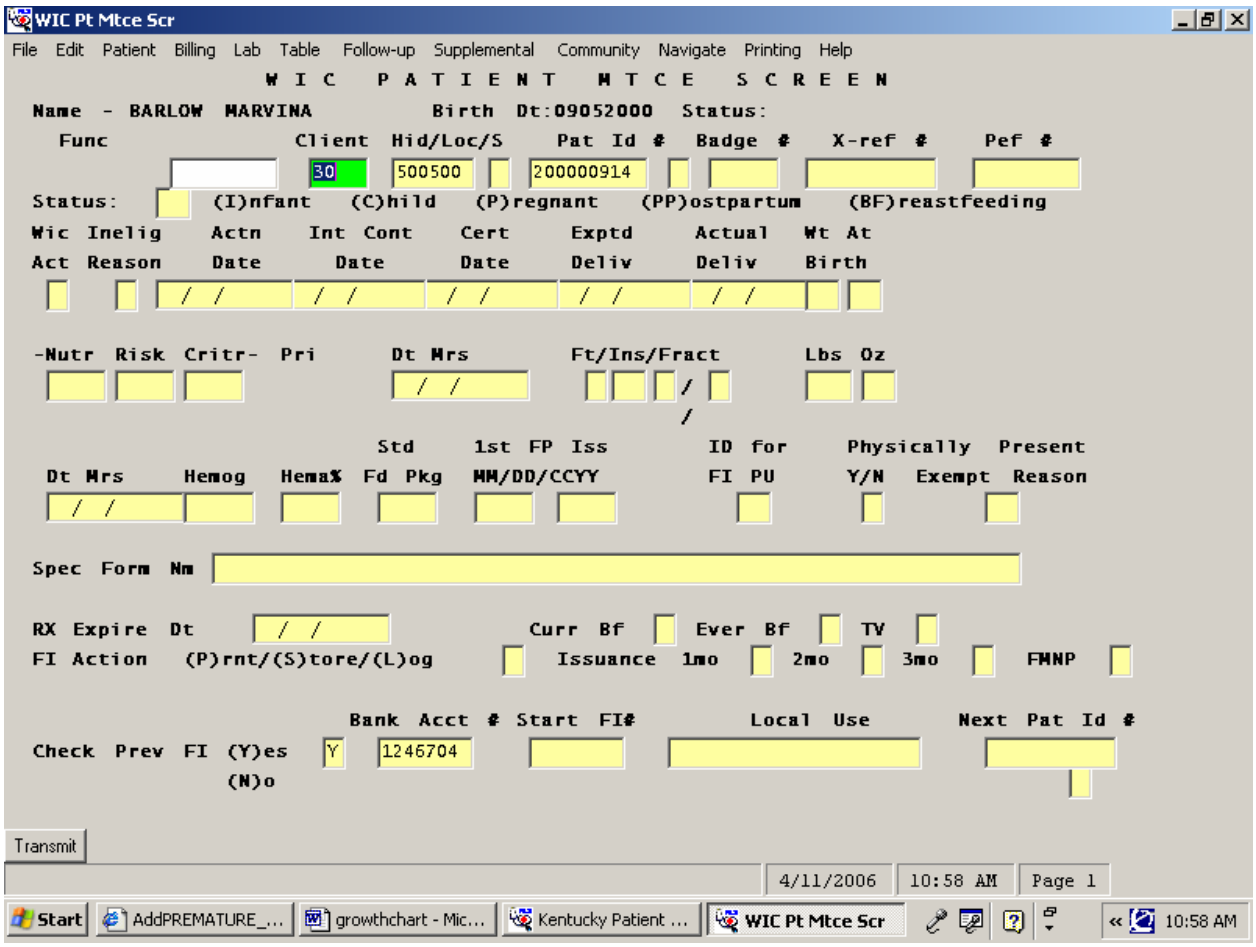
Status (Adult and Pregnant) – Provides the weight status i.e. normal, overweight, etc based upon the BMI calculated.



07/07

WIC PATIENT MTC SCREEN

At checkout, enter the encounter and display the WIC Patient MTCE Screen. The information entered in the auto risks system such as height, weight, bloodwork and risk codes will be displayed.



07/07

Offsite Certifications

When offsite certifications are performed, use the following procedure.

1. Place the paper documentation from the certification in the participant's medical record.
2. Enter height, weight, and hemoglobin into the **New Measures and Bloodwork.**
3. Calculate the risks and add assigned risks
4. Click **Save** to retain all of the information entered into the system.

Procedure for System Down

When the system is down, use the following procedure.

1. Retain the paper signed WIC 75 in the participant's medical record.
2. Enter the information obtained into the automated system when it is available.
3. Do not print automated WIC 75.

07/07