

Points of Clarification on Extended (1 year) Child Certification

*from Webinars
Feb 14 and Feb 16, 2012*

Mid-certification Components

The child mid-certification is to take place in the 5th - 7th month of the certification.

This requirement can be met in the following ways:

- a. Complete all components of the mid-certification at the same appointment. When there is neither referral form nor child available to measure, single issue and reschedule the SM appointment.
- b. Complete the nutrition assessment at one appointment (e.g. in the 5 month) and enter/discuss the anthropometric data and possibly bloodwork at another appointment (e.g. in the 6 or 7 months). This option can also apply when there is neither referral form nor child available to measure. While this is allowable, it may mean “double work”, because staff may need to re-assess/counsel the participant based on her child’s current status.

Not needed during midcertification are the following: proof of income, proof of address, proof of ID, Rights & Responsibilities (R & R form).

Presence at certification

The child does not have to be present at mid-certification if a referral form with current anthropometric information (no more than 60 days old) is brought to the appointment.

But it’s after month 7!

If you have rescheduled to the 7th month, and the mom *still* did not bring the referral form or the child, document your attempts to do a full mid-certification in ISIS comments. Complete the nutrition assessment component. Continue to issue to the participant according to your Master Nutrition Education Plan until recertification, which may include double and triple issuing.

Master Nutrition Education (Base) Plans

The ISIS code should be the same first two letters (SM). If you would like to differentiate the child SM from the infant SM, consider adding numbers after the code, e.g. SM18, SM30 etc.

Reminder: While it is STRONGLY recommended that local agencies single issue during the month after an enrollment, local agencies now have discretion to decide whether or not to single issue during the month after an enrollment. See the “Guidance” area of WPM 330-10, and 320-50.

Use of working parent exemption

Please review WPM 210-07 Presence Requirement, detailing the use of this exemption. For instance, in households where there are two parents/caretakers, BOTH parents/caretakers MUST be working in order for the presence at certification exemption to apply. At the webinar a local agency rightly pointed out that evening clinics, lunch appointments, or weekend clinics are often helpful for working parents.

If the exemption is used for a child, it is possible that it may 2 years before the child is required to be present at certification.

Bloodwork

a. Abnormal:

A child with a low Hgb/Hct at recertification **will** need bloodwork again at a midcertification appointment. Staff will need to continue to request bloodwork results every 6 months for children with anemia.

b. Normal:

A new bloodtest needs to be completed each year for children with normal blood test results. If a bloodwork was used to certify a child for a prior certification period it cannot be used for the new certification period.

Food package/therapeutic formula

Clerical staff can only load the food package if it's the standard package, otherwise a qualified staff needs to do it. Only qualified staff such as WNAs, DNs, RDs, etc. can prescribe/change the packages, but the percentage of child packages that will NOT be the standard will be small.

By going through the "change" pathway when a child's record displays either a red N or a red B, the Nutrition Education Plan will automatically load into the individual's record. This is the same procedure used now to load the Nutrition Education plan, when a participant transfers into your agency. Please refer to the ISIS screen prints in the webinar on how to do this.

Note: The red N means that the individual does not have a nutrition education plan. The red B means that the individual does not "both" a nutrition education plan and designated food package.

To see previous food packages in ISIS (sample includes Therapeutic package):

Step	Action	Result
1	Through the <i>Prepare Packages to Print</i> pathway: Press F1=Hist (history) on the <i>Prescribe or Change/Browse Prescription</i> screen.	If FI's have been issued in prior months for the family, you will get the <i>Browse Family Issued Food Packages</i> screen.
2	Select the child that received a package— <u>for example</u> : CT4A package. Press F11.	You will see the FIs issued for the individual, including formula the child was previously issued as well as the number of cans.

What you CANNOT see is the *Month and Year Prescription Good Through Date*. This information will be on the query (Excel spreadsheet) that will be sent to your local agency, IF you had any as of January 31, 2012.

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IRX49M01          CALIFORNIA WIC INFORMATION SYSTEM          2/22/12
100KSACH          CHANGE/BROWSE PRESCRIPTION                 09:54 AM

INDIVIDUAL NAME:  SOOKIE          STACKHOUSE          ID: 010204817SS
FOOD PKG ID: CT4A  NAME: RX, WHOLE MILK, THERAP FORM-WIC AGENCY

MONTH AND YEAR PRESCRIPTION GOOD THROUGH:
AND THERE RESTRICTIONS OR WHY WAS IRRGRT?  ___
1. "Which formula do you use?"  ___

FOOD PACKAGE PRESCRIPTION FOR CERTIFICATION PERIOD
  ID TLR HOLD      ID TLR HOLD      ID TLR HOLD      ID TLR HOLD
MAR CT4A      -   JUL  CF4A      -
APR CF4A      -   AUG  CF4A      -
MAY CF4A      -   SEP  CF4A      H
JUN CF4A      -   OCT  CF4A      -
Command ==>
F: 1=Hst 2=View 3=Ext 4=Opt 5=Chg Pkg 7=Tlr 9=Comm 10=Shw Chg 11=Done 12=Prev

TII          *          0 22.30 A

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IFI90M01          CALIFORNIA WIC INFORMATION SYSTEM          2/22/12
100KSACH          BROWSE FAMILY ISSUED FOOD PACKAGES          09:55 AM
  BOTTOM OF LIST REACHED.
FAMILY NAME:     SOOKIE          STACKHOUSE          FAMILY ID:  SS151612004

To browse issued food items, type 'S' in the ACT field and press F11.

ACT              NAME              DOB              MO/YR RX        PKG ID          USER ID
-               SOOKIE              01/25/2010      02/12           CP4             100KSACH
S               SOOKIE              03/16/2010      02/12           CT4A            100KSACH
-               JASON              12/15/2010      02/12           CT4W            100KSACH

Command ==>
F: 1=Help 3=Exit 4=Options 11=Done 12=Prev

TI 0 12,3 A

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IFI91M01          CALIFORNIA WIC INFORMATION SYSTEM          2/22/12
100KSACH          BROWSE ISSUED FOOD ITEMS          09:56 AM

NAME: SOOKIE          STACKHOUSE          MO/YR RX: 02/12  PACKAGE ID: CT4A

ITEM          QUANTITY          DESCRIPTION
1134 - 01 FOOD INSTRUMENT          15 CANS NUTRAMIGEN CONC
1137 - 01 FOOD INSTRUMENT          20 CANS NUTRAMIGEN CONC
2004 - 01 FOOD INSTRUMENT          $6 FRUITS AND VEGETABLES
2203 - 01 FOOD INSTRUMENT          WHOLE MILK - 1 GALLON & 1 QRT
2205 - 01 FOOD INSTRUMENT          WHOLE MILK - 2 GALLONS
2330 - 01 FOOD INSTRUMENT          EGGS - 1 DOZEN
2340 - 01 FOOD INSTRUMENT          CHEESE - 1 (16 OZ)
2351 - 01 FOOD INSTRUMENT          128 OZ JUICE
2371 - 01 FOOD INSTRUMENT          CEREAL (36 OZ)
2381 - 01 FOOD INSTRUMENT          BEANS - DRY 1 LB OR PB
2396 - 01 FOOD INSTRUMENT          WHOLE GRAINS - 2 (16 OZ)

Command ==>
F: 1=Help 3=Exit 11=Done 12=Prev

TI 0 23,15 A

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Miscellaneous

- **ISIS will NOT be available Sunday March 4, 2012.** Please plan to come into clinic as early as 7 a.m. **MONDAY MARCH 5, 2012** to enter your revised Master Nutrition Education (Base) Plan.
 - An alternate can complete the mid-certification appointment, but cannot complete a re-certification.
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