



Training Supplement

Unit 5

SUBSEQUENT CERTIFICATION OF  
BREASTFEEDING WOMAN  
AND INFANT



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 DOH-961-1147 December 2018



## About this Supplement

We created this Training Supplement as a reference to help you organize new topics, computer functions, and information you'll need that's specific to Washington WIC. We'll share tips and tools for continuing the warm and welcoming WIC services you offer to all WIC families in Washington while changing to a new system.

Please note the Computer Based Trainings (CBT) are only used to explore and practice using Cascades. Some scenarios in the CBT don't necessarily reflect state policies and procedures. Also, some content in the CBT and in the Cascades Sandbox may look different once you use Cascades after your clinic's rollout date. For example, some Nutrition Education topics or Goal choices may look different.

We hope we highlighted key areas for you, shed some light on some of the ways your work will be changing, and helped begin conversations with your co-workers as you bring Cascades to your clinics.



### Simulation TIPS!


- 1) Be very, very accurate with your cursor when the instructions ask you to click on a certain part of the Cascades page.
- 2) Spell words exactly as you are instructed to type them—watch for extra spaces and spelling.
- 3) If you need to take the simulation again, click on the "Simulation Instructions" in the Table of Contents (right).
- 4) If you want to view specific content again, click on the Slide Title in the Table of Contents (right).

## About this Unit

This unit introduces you to Subsequent Certifications in Cascades. In demonstrating a subsequent certification, you'll see the entire certification process covered in Unit 3 again. This is a wonderful way to become more familiar and comfortable with Cascades. Your Unit 3 supplement may be helpful as an additional resource, as you work your way through Unit 5.

## Terms and Definitions


New System-specific Words or Definitions	
<b>Subsequent Certification</b>	Called a recertification in Client Services.
<b>Apply</b>	<ul style="list-style-type: none"> <li>• Button on the <b>Subsequent Certification</b> screen.</li> <li>• Staff press the <b>Apply</b> button to start the subsequent certification process.</li> <li>• Federal rules consider the subsequent certification process as reapplying for WIC.</li> </ul>
<b>System Assigned Risks</b>	<ul style="list-style-type: none"> <li>• Risks automatically marked on the <b>Assigned Risk Factors</b> screen by Cascades based on information entered on previous screens.</li> <li>• Marked with “System” in the <b>Assigned By</b> column.</li> <li>• Staff <u>can’t</u> remove these risks.</li> </ul>
<b>Staff Assigned Risks</b>	<ul style="list-style-type: none"> <li>• Staff can add additional risk factors manually on the <b>Assigned Risk Factors</b> screen.</li> <li>• Staff <u>can</u> remove these risks.</li> </ul>
<b>Extended Status</b>	<ul style="list-style-type: none"> <li>• Staff can extend a certification for up to 30 days.</li> </ul>
	<b>Self-reported</b> participation in an adjunctive income eligibility program, like Medicaid, TANF or SNAP.
	<b>Verified</b> participation in an adjunctive income eligibility program, like Medicaid, TANF or SNAP.



**BEST PRACTICE!**

Complete all Certification screens for infants and children up to age 2 first, especially the Health Information screen.

Information collected on the Health Information screen decides the default food prescription for each participant.



## New Ways to Look at Common Features

### SUBSEQUENT CERTIFICATION

Thinking of a subsequent certification as “applying” for WIC may seem like a new concept. In Client Services, re-applying for WIC was reflected in the message you received when you opened the Recertification wizard. When you verified you wanted to end the current certification and start a new one, it meant the person was reapplying for WIC and started the recertification process.

In Cascades, you use the **Apply** button to begin a Subsequent Certification.

1. Any staff person can select the **Apply** button.
  - Infants and children can only apply within 30 days of the current **Certification Period** end date.
  - Adult participants can apply at any time.
    - Staff select the adult’s category: Pregnant, Breastfeeding or Non-breastfeeding Postpartum.
2. After applying, Cascades displays stars by all the required certification screens.
3. Follow the Separation of Duties policy and have one staff person assess income eligibility and another assess nutrition risk.

Click on the **Subsequent Certification** tab.

Click **Apply** for each participant you want to subsequently certify.

### TIP!

If a Pregnant participant has a miscarriage then returns to apply for WIC with another pregnancy, make sure the previous pregnancy certification is either expired or terminated. If it isn't, follow these steps in order to start the subsequent certification for the new pregnancy.

1. Go to the **Certification Summary** screen, press **Terminate Certification** and **Save**.
2. Go to the **Subsequent Certification** screen.
3. Press the **Apply** button and select the Pregnant category.

**GROWTH GRIDS**

Cascades Growth Grids have some new features!

<b>Growth Grids</b>	
<b>Feature</b>	<b>What's New or Different</b>
<b>Age Adjusted Growth Grids</b>	<ul style="list-style-type: none"> <li>• The actual age plot connects to the age adjusted plot instead of all adjusted age plots connecting and all actual age plots connecting.</li> <li>• Hover over the plot point to see the precise growth percentile.</li> <li>• The graph title displays the number of weeks premature.</li> </ul>
<b>Data Grid</b>	<ul style="list-style-type: none"> <li>• There's a <b>Data</b> grid below the Growth Chart. Click the triangle next to the word "Data" to access the information for all measurements plotted.</li> <li>• The data includes: <b>Measurement Date, Height, Weight, Expected Weight Gain, Actual Weight Gain, BMI</b> (if applicable), <b>Age at Measurement</b>, and % for each graph.</li> </ul>
<b>Chart Type</b>	<ul style="list-style-type: none"> <li>• Like Client Services, staff select which grid to view.</li> <li>• WHO (World Health Organization) grids are the standard from birth to 24 months of age, and BMI grids are the standard for 2 – 5 years of age.</li> <li>• Cascades will also display the 0 – 36 month grids for infants and children. Use these grids for children 24 – 36 months when you can't get a standing height.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>(WHO) Weight / Age (0-24 Months)</p> <p>(WHO) Length / Age (0-24 Months)</p> <p>(WHO) Weight / Length (0-24 Months)</p> <p>(WHO) Head Circumference / Age (0-24 Months)</p> <p>Weight / Age (0-36 Months)</p> <p>Length / Age (0-36 Months)</p> <p>Weight / Length (0-36 Months)</p> <p>Head Circumference / Age (0-36 Months)</p> </div>

## FAMILY ASSESSMENT SCREEN

Although you've already seen the **Family Assessment** screen in Unit 3, we want to highlight a few of the questions on this screen.

### Domestic Abuse Assessment

We re-worded the questions on domestic abuse to read:

"Do you ever feel unsafe at home? Have you felt afraid of your partner or a family member?"

We intentionally re-phrased these questions to make them more culturally sensitive. Therefore, you can ask these two questions as written.

You can document the participant's answer or pertinent information in the text box field on the Family Assessment screen.

You can select this risk in one of the following ways:

1. Go to the **Assigned Risk Factors** screen and manually select the Recipient of Abuse risk (Risk 901).
2. If you use the optional **Eco-Social Assessment** screen, click the radio button to select "yes" for **Recipient of Abuse**.
  - Remember if you click in any field on the Eco-Social Assessment screen, you'll have to enter information in all starred fields.

### Medical Provider Fields

There are 3 fields to document the family's medical providers.

- Each clinic can decide if they want to use a standard for documenting the type of medical provider entered in each field.

For example:

- Medical Provider 1 = Pediatricians
- Medical Provider 2 = OB/GYN
- Medical Provider 3 = Other

- Standards help you run reports on the Medical Provider fields and have consistency for recognizing types of providers without having to enter medical titles.

### Outreach Question: Where did you hear about WIC?

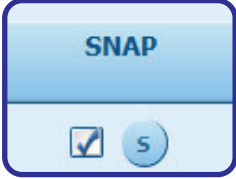
- Staff are required to ask this question at the first family member's initial certification.
- You don't have to ask this question when certifying additional family members or subsequently certifying anyone in the family.



## INCOME INFORMATION SCREEN


You were introduced to this screen in Unit 3 with an income-based assessment. This Unit demonstrates an adjunctive eligibility example with SNAP participation.

How Cascades assesses adjunctive eligibility:



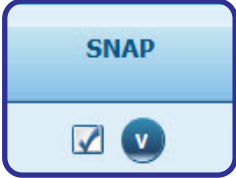
**Mark self-declared program participation**

- Cascades displays an "S" next to the program check box.
- Cascades doesn't use the self-declared program participation for the income eligibility assessment.



**Verify program participation**

- Use the ProviderOne look-up function to verify WIC-eligible medical assistance program participation.
- View and select other program verification documents.



**Assess WIC income eligibility**

- Cascades displays a "V" when staff verify adjunct program participation.
- Cascades uses the adjunct program for the income eligibility assessment.

### Important Note:

- SNAP participation makes the **individual** participant income eligible.
- Staff must mark SNAP for each participant on the program, see current proof of participation, and document it.
- Cascades follows all current WIC adjunctive eligibility rules to determine income eligibility for the participant and family.

## UNLINK CHILD BUTTON

A breastfeeding or non-breastfeeding postpartum participant and the infant (or child up to age 2) are linked to each other as a "dyad" or pair.

- This link allows for food prescriptions for both participants to complement each other.
- It's also the reason why it's important to enter breastfeeding information in the **Health Information** screen for infants and children up to 2 years first.

You'll rarely need to unlink a dyad. It's used only when the transition is permanent, such as adoption or permanent loss of custody. Infants and children entering foster care stay linked to the biological parent, even though they are changing households.

**Please be very careful not to accidentally unlink a dyad. It's impossible to re-link!**

In the Infant version of the Health Information screen, the **Unlink Child** button is at the right lower side of the Breastfeeding section:

In the Adult Participant version of the Health Information screen the **Unlink Child** button is above the Breastfeeding section:

## Policy Topics

Link: [Cascades Policies and Procedures Manual](#)

### INITIAL CERTIFICATION FOR ALL INFANTS

- Staff must complete an Initial Certification for all infants.
  - Cascades doesn't have an enroll function. Federal rules no longer allow this practice.
- Infants under 4 weeks of age don't have to be physically present for the Initial Certification.
  - Best practice is to schedule an appointment the following month to assess the growth and health of the infant.

Reference: Cascades Volume 1, Chapter 18 – Certification

### EXTENDING THE CERTIFICATION FOR 30 DAYS

- Staff can provide a 30 day extension to the certification for infants and children when appointments aren't available for the participant's subsequent certification.
  - This doesn't apply to Pregnant, Breastfeeding and Non-breastfeeding Postpartum categories. Extending the certification would go beyond categorical eligibility.
- Staff must extend the certification within 30 days of the end date.
- Staff can't extend the certification after the certification period ends.

**Note:** You'll learn more about this and get to practice in Cascades Instructor-Led Training (ILT).

Reference: Cascades Volume 1, Chapter 18 – Certification

### “WHERE DID YOU HEAR ABOUT WIC?”

- Staff are required to ask this question located on the **Family Assessment** screen once for the family when the first person is certified.

Reference: Cascades Volume 1, Chapter 18 – Certification

### NUMBER OF WET DIAPERS/STOOLS IN 24 HOUR PERIOD

- Staff only need to enter this information for infants for birth to 4 months of age.

Reference: Cascades Assessment Questions Infant 0-4 Months

Number of Wet Diapers / 24 hr Period	Number of Stools / 24 hr Period
<input type="text"/>	<input type="text"/>

## HEIGHT MEASUREMENTS FOR ADULT PARTICIPANTS

- Staff must enter adult participant’s height and weight measurements at the initial certification.
- Staff don’t have to measure height for pregnant participants’ at the tri-monthly weight checks.
- Staff don’t have to measure height at the subsequent certification for adult participants.
  - If the participant is a teen, staff must measure height at the subsequent certification.

Reference: Cascades Volume 1, Chapter 9 - Anthropometrics

### TIP!

Cascades requires you to enter a **measurement pair** (height and weight) for each measurement entered on the **Anthro/Lab** screen.

Since policy doesn’t require you to measure height again when documenting a trimonthly weight check for a pregnant participant, **or** completing a subsequent certification for a non-teen participant, you can copy the height measurement taken earlier.

Follow these steps to copy the height measurement taken earlier:

1. Open **Measurement History** using the Height/Weight “flippy” (double arrow button).
2. Enter the **Height** documented previously.

The screenshot shows the 'Height/Weight' form in the Cascades software. The form includes fields for 'Measurement Date' (12/7/2018), 'Height' (input field), and 'Weight' (146 lb.). Below the form is a 'History' table with the following data:

Measurement Date	Age at Measurement	Height	Weight
11/26/2018	28	64 in	142 lb, 0 oz

## WIC Connects for Cascades

### CASCADES TERMINOLOGY

Cascades tends to use medical phrases, like “Number of Fetuses,” or “Live Birth Outcomes”. We can use participant-centered terminology like you already do in your appointments now.

Here are some examples:

Cascades Says...	Example of Participant-centered Phrase...
Non-Breastfeeding Postpartum	Today you’ll receive a Postpartum food package for 6 months, which includes milk, grains, ...
Number of Fetuses	Are you having twins?
Live Birth Outcomes	How many pregnancies have you had? Have you experienced any miscarriages or abortions?

### REGISTERED DIETITIAN HIGH RISK NOTES

Cascades doesn’t have a dedicated wizard for the high risk care plan like Client Services did. Instead, dietitians write their high risk notes in the **Nutrition Assessment** field in the **Care Plan Summary**.

Dietitians have many options for how to write this note, such as SOAP and ADIME, or more free form styles. You may want to talk as a clinic and decide what note style works for both the dietitians and for other staff in the clinic.