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**POLICY: Remote Mid-Certification Health Assessment**

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The CPA completes a mid-certification health assessment without the participant being physically present due to concerns about potential COVID-19 exposure.

During the remote mid-certification the CPA must:

1. Follow-up to previous nutrition risks and concerns identified at the certification.
2. Conduct a brief assessment of health and nutrition practices.
3. Offer nutrition education and breastfeeding support, as appropriate.
4. Refer to other social and health programs as appropriate.
5. Confirm the current food benefits meet the participant's needs.
6. Complete a Breastfeeding Review if there is a change in the breastfeeding participant's and infant's food benefits.

The CPA must:

1. Complete the contact by agency landline phone, agency cell phone or secure interactive video chat.
  - Check with your IT staff about what electronic methods meet the definition of a secure video chat.
2. Not withhold WIC food benefits if the participant misses the mid-certification health assessment appointment.
  - Provide one month of food benefits and reschedule the appointment for the following month.
3. Use an interpreter for the contact when bi-lingual staff aren't available to interpret for a participant with Limited English Proficiency (LEP).
  - Document the use of an interpreter service on the Family Demographics screen in the participant's file.

**Note:** See [Volume 1, Chapter 18 - Certification](#), "Mid-Certification Health Assessment" policies by participant category for more information.

**PROCEDURE:**

The CPA:

- A. Gives a brief description of the mid-certification health assessment. Let the participant know the information is confidential and the appointment will take about 30 minutes.
  - It's best practice to let the participant know you'll ask questions about potentially personal information so they can decide if they're in an area they can answer these questions.
  - It's also helpful to let participants know staff will enter the information into a computer so they're aware of what is occurring in the clinic during this interaction.
  
- B. Completes the health assessment around the middle of the infant's, child's, or breastfeeding participant's certification period. This includes:
  1. Measurements: **Optional – obtain when possible**
    - Enter weight, length and height information if the participant has information available from the past 60 days when possible.
    - a) Ask if there are any concerns about weight or growth in relationship to health.

**Note:** Documenting the participant as not physically present on the Participant Demographics screen removes the Cascades requirement to enter measurements and iron test values.
  2. Iron test value: **Optional – obtain when possible**
  3. Follow up on nutrition risks and concerns identified at the certification.
  4. Ask the Health Assessment questions on the **Dietary and Health** screen in Cascades to assess for any new health or nutrition issues.
  5. Have a conversation about the participant's needs and concerns. Follow up to nutrition, and as appropriate breastfeeding goals and discussions documented during the certification period.
  6. Offer appropriate referrals and follow up to previous referrals.

7. Provide, as appropriate, breastfeeding support.
  8. Confirm the current food prescription meets the participant's needs.
- C. Documents information from the health assessment.
1. Select any new risk factors identified during the health assessment.
    - Refer the participant to the dietitian when a new high risk factor is identified.
  2. Select any referrals made, nutrition education provided and update the participant's **Care Plan**.
  3. Document a Breastfeeding Review, if completed, in the Family Care Plan.
- D. Issues food benefits.
1. Issue food benefits for the appropriate number of months based on required documentation and next appointment needs.
  2. Staff sign for the food benefits and write "RBI" for remote benefit issuance.
    - See [Volume 1, Chapter 22 – Issue WIC Food Benefits](#), "Issuing Food Benefits without Physical Presence" for more information.
- E. Lets the participant, Parent Guardian or Caretaker know when their next appointment is based on their needs and how it will be completed (in person, video chat, or phone).
- F. Thanks the participant for participating in WIC and offer a phone number for questions.

Washington State WIC Nutrition Program  
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