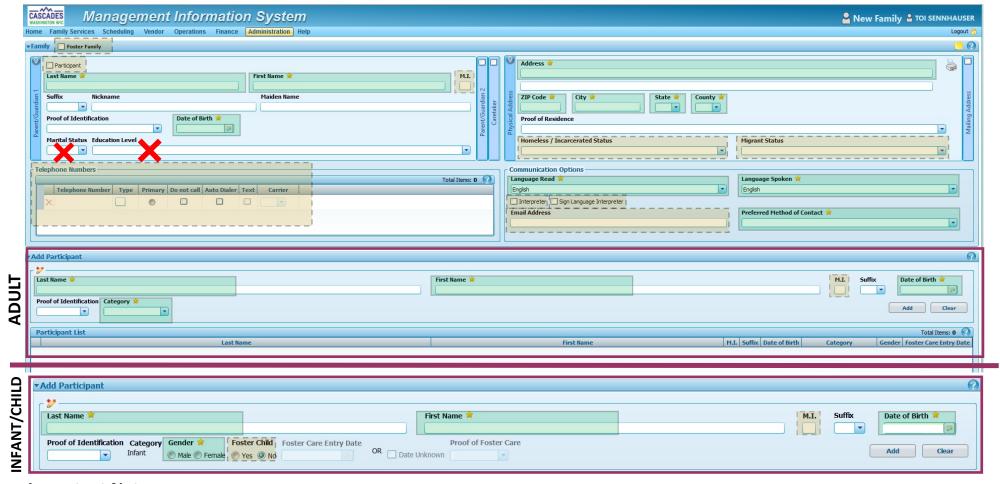


Cascades Required Fields Tool—Applicant



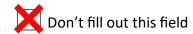




Important Notes:

- Fill this applicant screen out once for the entire family. When adding participants, enter information for adults or infants/children as shown above.
- Foster Care Entry Date field: This field is required for foster children. Enter date OR click Date Unknown.
- Proof of Foster Care field: This field is <u>required</u> for foster children. Select Not Required unless custody is in question.

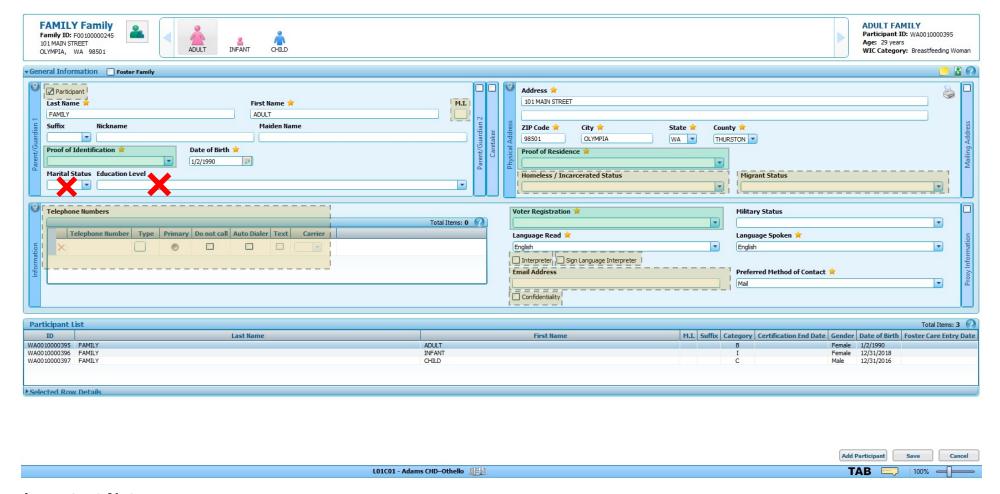
Color Legend





Cascades Required Fields Tool—Certification Family Demographics Screen

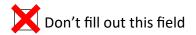




Important Notes:

- Fill this screen out once for the entire family.
- Some fields are pre-filled with information staff entered previously. Add required information, and assess for additional information at the certification.
- Confidentiality: Check this box if the participant doesn't want to be contacted by WIC.

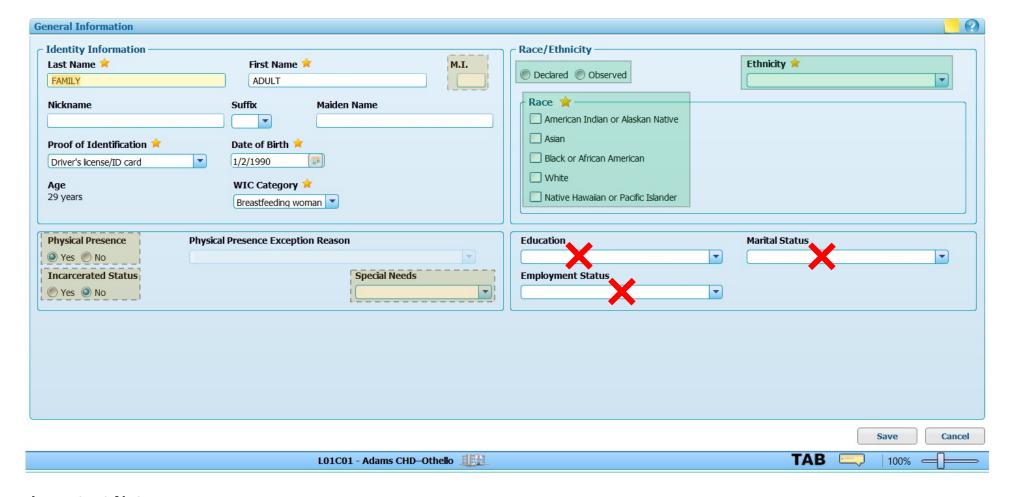
Color Legend







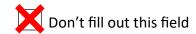




Important Notes:

- Fill this screen out for each participant.
- ⇒ Infants or children: Add proof of identification, if needed.
- ⇒ Adults: Don't ask about education, marital, or employment status.

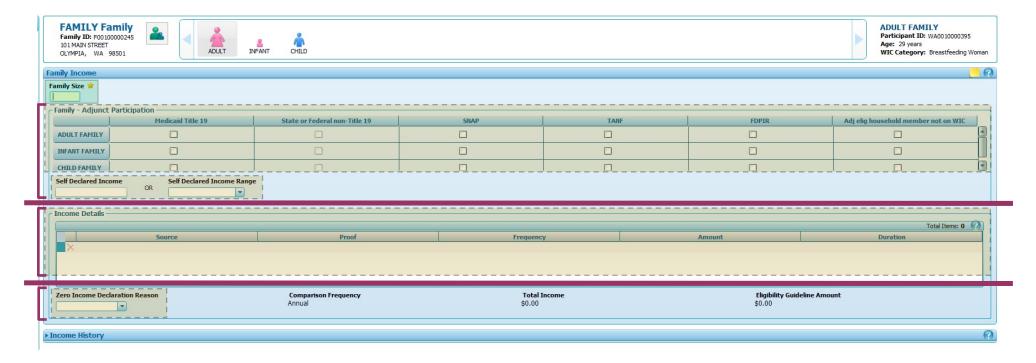
Color Legend







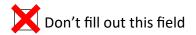




Important Notes:

- Fill this screen out once for the entire family. **Exception**: For foster children, click on each name to enter income information separately for each foster child.
- Pregnant Category only: Next to the Family Size field, fill out the required field titled No. of Expected Infants.
- Staff must enter Adjunct Participation information, Income Details, OR a Zero Income Declaration Reason when assessing income eligibility.
 - ⇒ If entering **Adjunct Participation**, policy <u>requires</u> staff to also enter self-declared income from the **past 30 days** in the **Self-Declared Income** field.
 - ⇒ If a participant isn't adjunctively income eligible, enter source, proof, frequency, amount, and duration of income into **Income Details** section.
 - ⇒ If the family reports zero income, staff must enter a **Zero Income Declaration Reason**.

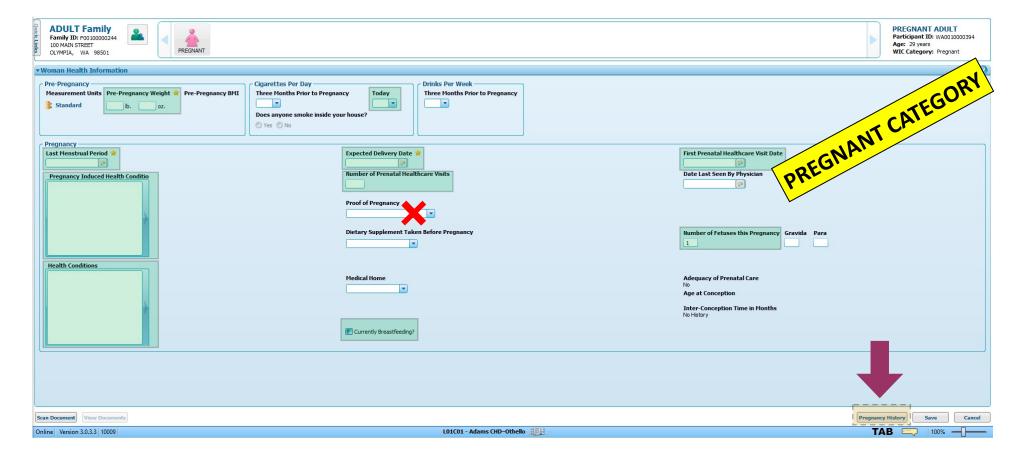
Color Legend









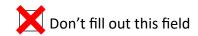


Important Notes:

- Fill in either the Last Menstrual Period date OR the Expected Delivery Date. The matching date will calculate automatically.
- Pregnancy History: Washington WIC recommends entering information from the past 2 years at a minimum.

Color Legend

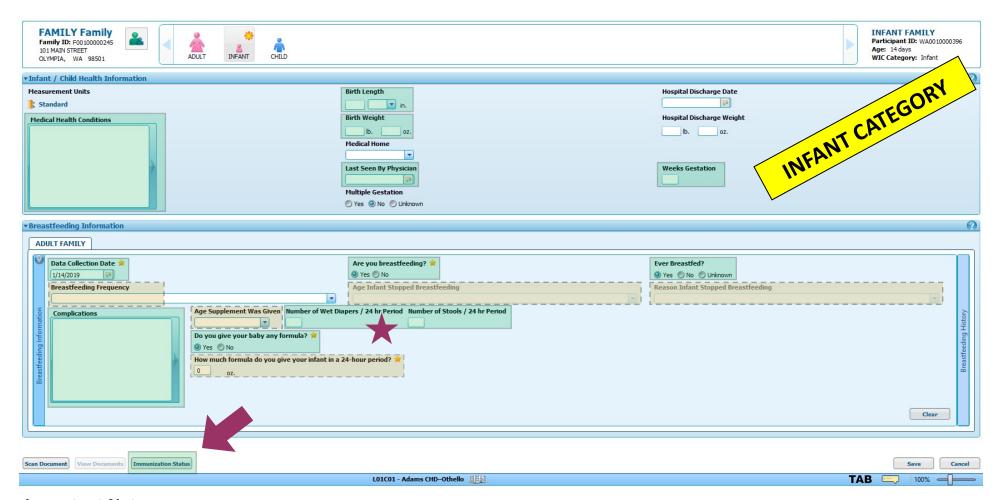
Fields required by system or WIC policy





Cascades Required Fields Tool—Certification Health Information Screen—Infant



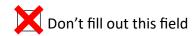


Important Notes:

- Fill the Health Information screen out for **infants first, then for the adult.** This assures that the food prescriptions for infant and adult match.
- Ask about Breastfeeding Frequency only if Are you breastfeeding? is answered with "yes".
- Ask How much formula do you give your infant in a 24-hour period? only if Do you give your baby any formula? is answered with "yes".
- T Symbol: Number of Wet Diapers and Number of Stools in a 24-hour period only required for infants age 0-4 months.

Color Legend

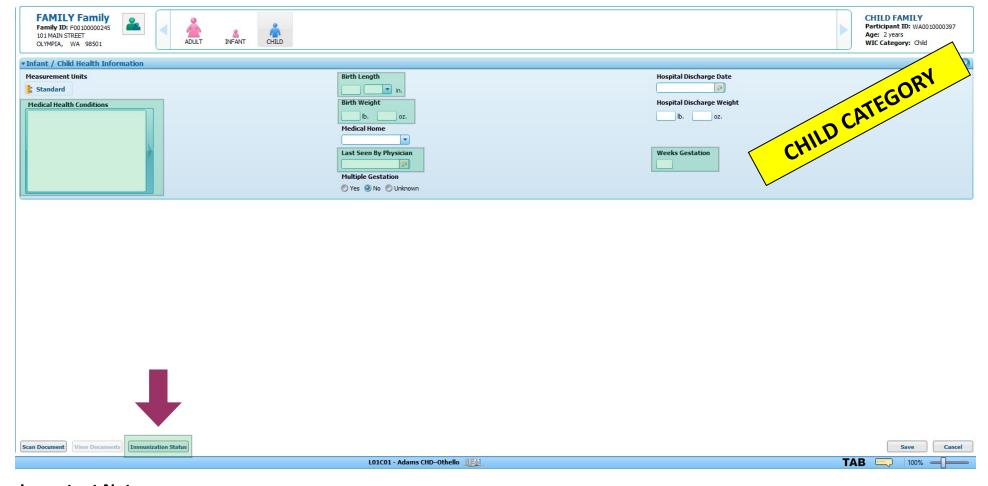
Fields required by system or WIC policy







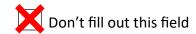




Important Notes:

- Birth Length, Birth Weight, and Weeks Gestation: Document these if known. Use this information for risk determination and growth chart plotting.
- Immunization Status is only required for children up to age 2 years old.

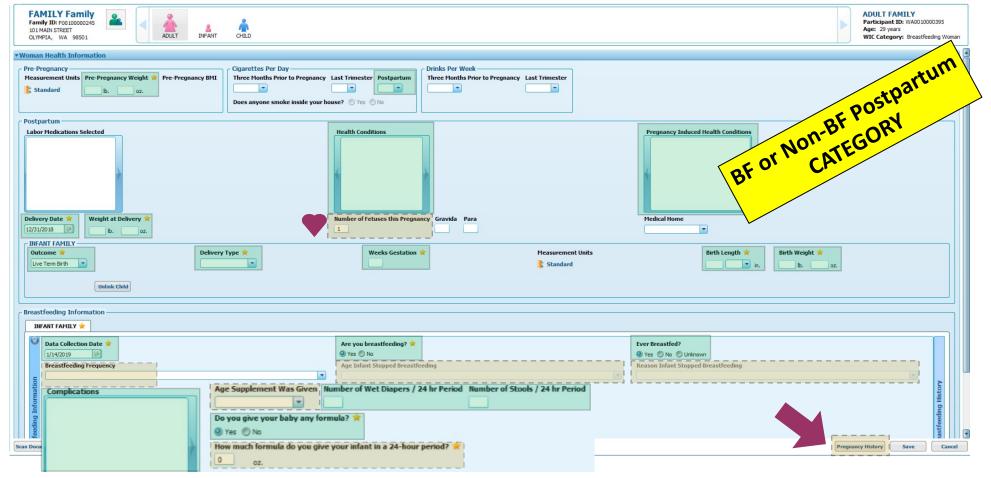
Color Legend





Cascades Required Fields Tool—Certification Health Information Screen—BF or Non-BF Postpartum

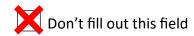




Important Notes:

- Fill the Health Information screen out for **infants first, then for the adult.** This assures that the food prescriptions for infant and adult match.
- Symbol: When assessing, don't ask the question, but listen for participant mention "twins", "triplets", etc.
- Pregnancy History: Washington WIC recommends entering information from the past 2 years at a minimum.

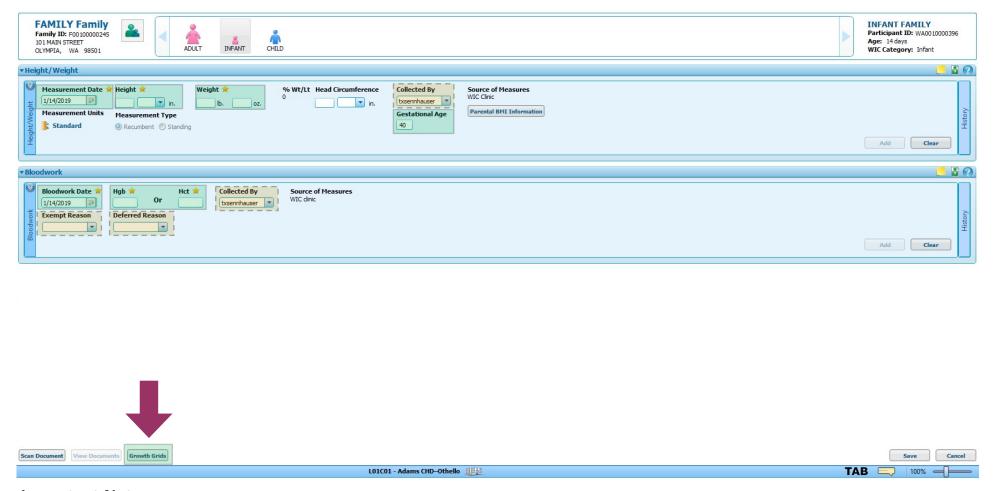
Color Legend





Cascades Required Fields Tool—Certification Anthro/Lab Screen

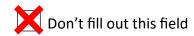




Important Notes:

- Height: Adult height is required at certification. Height can be copied for tri-monthly prenatal weight gain checks.
- Infant Category only: Washington WIC recommends that staff measure Head Circumference, even though it is not required.
- Exempt or Deferred Reason: Enter when no bloodwork value is entered at certification, and bloodwork is required by policy.
- Growth Grids (infant/child): View and educate on the appropriate growth chart type for the child's age and method used to measure.

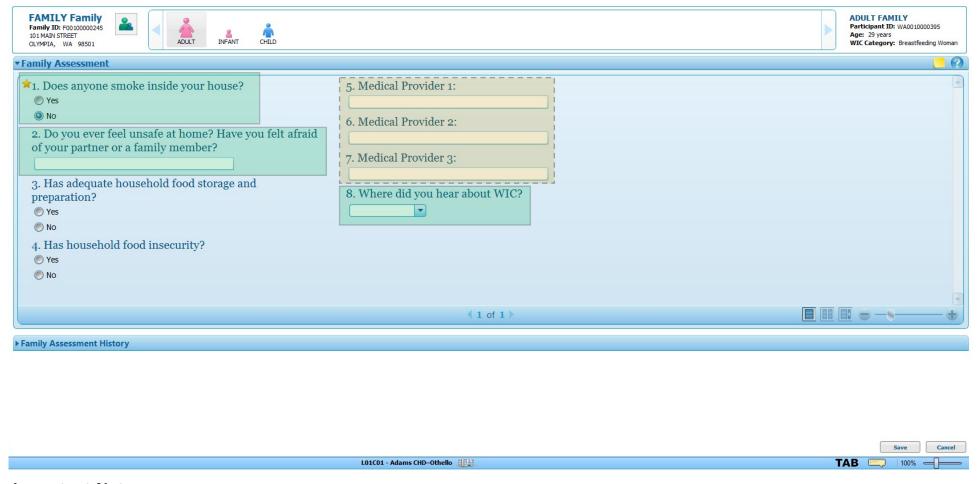
Color Legend





Cascades Required Fields Tool—Certification Family Assessment Screen

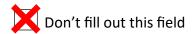




Important Notes:

- Fill this screen out once for the entire family.
- Question 2 on domestic abuse: If participant confirms domestic abuse, document information here and select the risk on the Assigned Risk Factors screen.
- Medical Provider: Document different medical providers per your clinic's agreed upon practice.

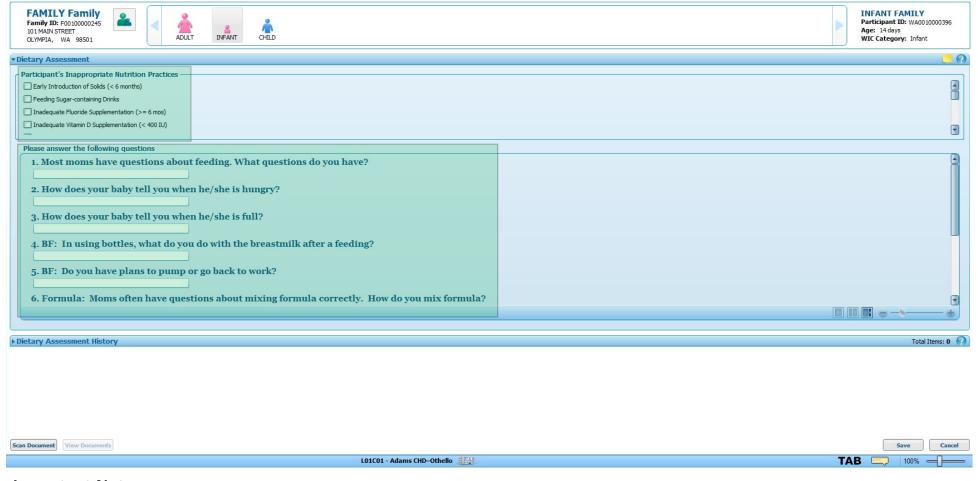
Color Legend





Cascades Required Fields Tool—Certification Dietary & Health Screen

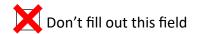




Important Notes:

- Fill this screen out for each participant. There are different questions for each participant category.
- Use the **Assessment Questions** to guide the conversation and document the participant's responses.
- Select all risks that apply.

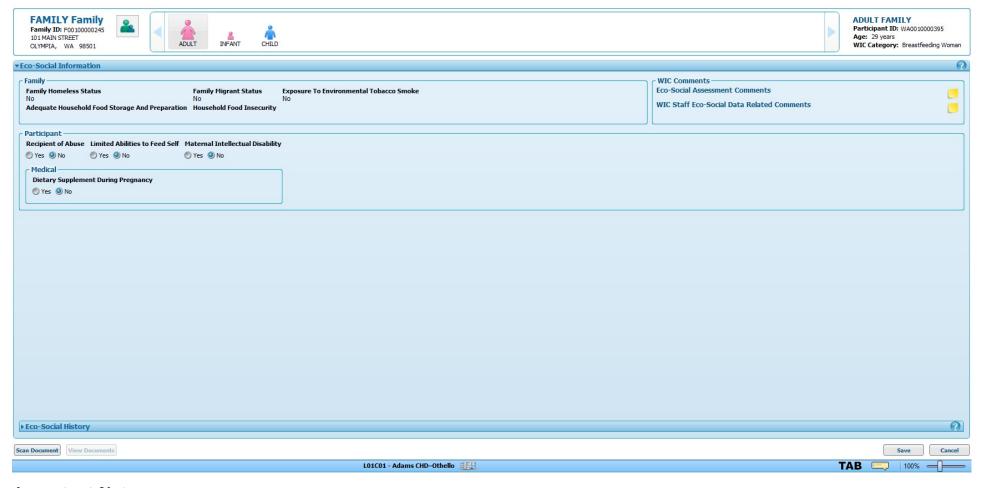
Color Legend





Cascades Required Fields Tool—Certification Eco-Social Assessment Screen

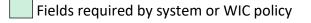




Important Notes:

- This screen is optional for all participants. If you choose to fill this out, fill out a screen for each participant.
- You can identify additional risks here and use sticky notes to provide more information. NOTE: You **don't** have to select these risks on this screen, you can select them on the **Assigned Risk Factors** screen.

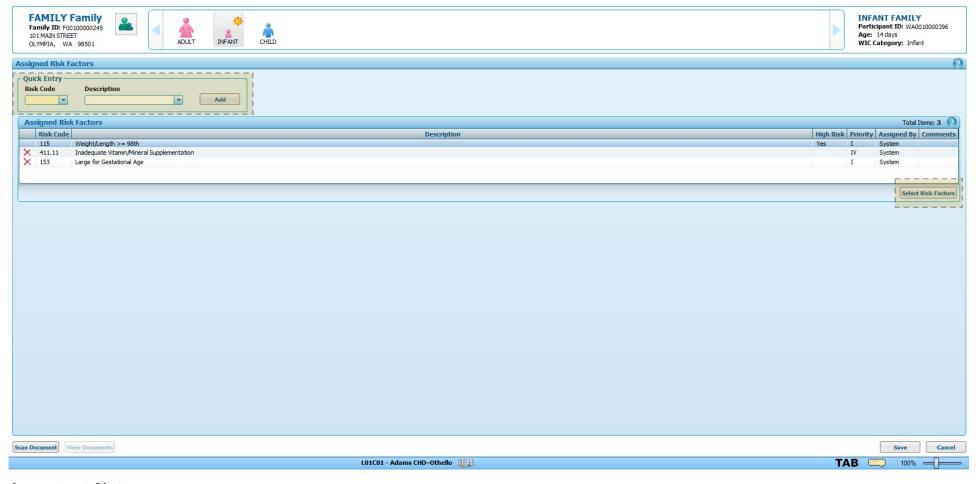
Color Legend





Cascades Required Fields Tool—Certification Assigned Risk Factors Screen



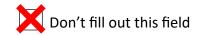


Important Notes:

- Fill this screen out for each participant.
- You can use both the Quick Entry section and the Select Risk Factors button to add additional risk factors.

Color Legend

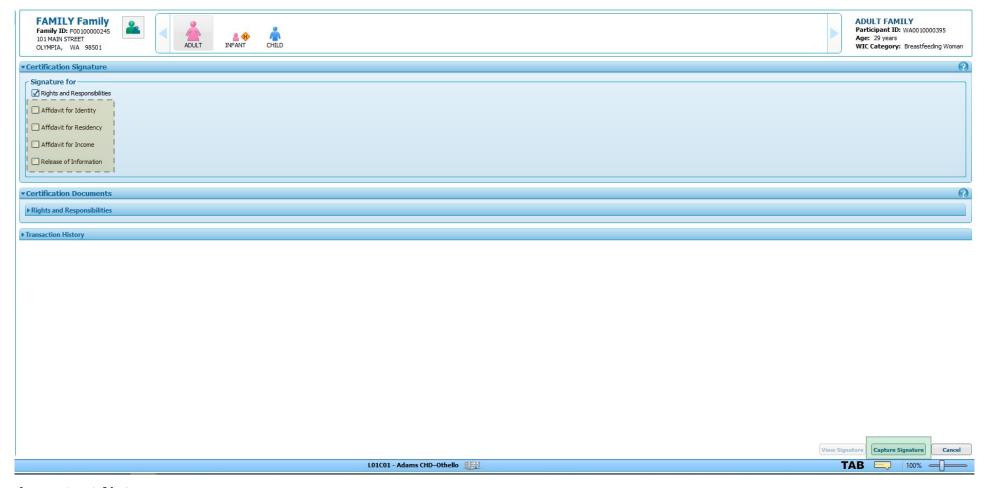
Fields required by system or WIC policy







Certification Signature Screen

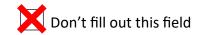


Important Notes:

• Fill this screen out once for the entire family.

Color Legend

Fields required by system or WIC policy



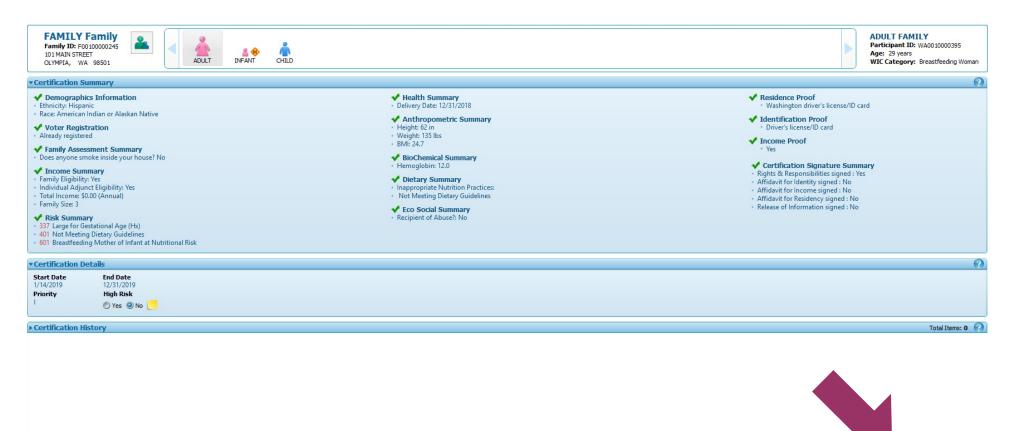


Cascades Required Fields Tool—Certification Certification Summary Screen



Cancel

100%



Important Notes:

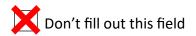
- Fill this screen out for each participant. **Double-check entries** for DOB, WIC category, height, weight, Hct, Hbg, and Assigned Risk. Once you click **Certify**, you can't delete these.
- If you notice a discrepancy in any part of the Certification Summary, you can click on the bolded headers to return to previous screens.

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• Green check marks don't mean the participant is certified yet—don't forget, you still have to click the **Certify** button for each participant.

Color Legend

Fields required by system or WIC policy _____ Assess and enter, if this field applies to the participant

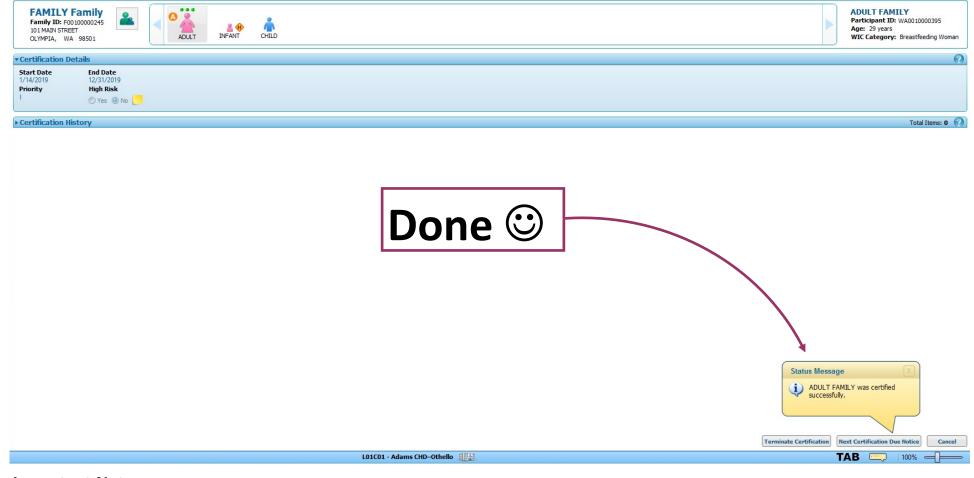


TAB =







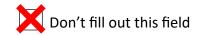


Important Notes:

- You'll see a screen like this for each participant.
- In the top left corner the start and end date of the certification will show.

Color Legend

Fields required by system or WIC policy





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Washington State WIC Nutrition Program does not discriminate.

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