



# Washington WIC – Certifier Competency Training Worksheet

## 17. Cascades

Competency	Certifier is able to:	Training Requirements
<p>Able to use Cascades software to guide WIC service delivery to participants and document information in participant and family records.</p>	<ul style="list-style-type: none"> <li>• Complete a new and subsequent certification for all participant categories: Pregnant, Breastfeeding, Non-breastfeeding Postpartum, Infant, Child participant</li> <li>• Complete a Presume Eligible for a Pregnant participant</li> <li>• Complete a PE Complete Assessment for a Pregnant participant</li> <li>• Assign food prescriptions and issue benefits</li> <li>• Complete a Care Plan, including documenting nutrition education topics, referrals, goals, and write brief Nutrition Assessment</li> <li>• Add a Foster Child and issue benefits</li> <li>• Transfer participants to other WA clinics and out of state agencies</li> <li>• Determine next appointment and schedule as appropriate (following clinic guidelines)</li> </ul>	<p><b>1. Complete the following course in the Learning Center (LC):</b></p> <ul style="list-style-type: none"> <li>• DOH STATE WIC <a href="#">CBT Unit 1: Getting Started with Cascades</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 2: Adding Families and Scheduling Appointments</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 3: Certifying a Pregnant Woman and Child</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 4: Manage Care Plan and Issue Benefits</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 5: Subsequent Certification of Breastfeeding Woman and Infant</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 6: Manage a Care Plan</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 7: Add a Foster Child</a></li> <li>• DOH STATE WIC <a href="#">CBT Unit 8: Manage Care Plan and Issue Benefits for a Foster Child</a></li> </ul> <p><b>2. Review all information below:</b></p> <p><b>Cascades Training Supplements (CTS):</b> Review these supplements to enhance learning while reviewing the CBTs:</p> <ul style="list-style-type: none"> <li>• <a href="#">Unit 1 Getting Started</a></li> <li>• <a href="#">Unit 2 Add a New Family and Schedule Appointments</a></li> <li>• <a href="#">Unit 3 Certify a Pregnant Woman and Child</a></li> <li>• <a href="#">Unit 4 Manage Care Plan and Issue Benefits</a></li> </ul>



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		<ul style="list-style-type: none"> <li>• <a href="#">Unit 5 Subsequent Certification of Breastfeeding Woman and Infant</a></li> <li>• <a href="#">Unit 6 Manage Care Plan for a Woman and Child</a></li> <li>• <a href="#">Unit 7 &amp; 8 Foster Families and Children, Manage Care Plan and Issue Benefits to a Foster Child</a></li> </ul> <p><b>Cascades Steps</b>  <a href="#">Cascades Steps</a> (scroll down Cascades Support page)  Review the Cascades Steps and use as reference to guide using Cascades to complete different activities.</p> <p><b>Staff Tools</b>  <a href="#">Staff Tools</a> (scroll down Forms &amp; Materials page)</p> <ul style="list-style-type: none"> <li>• <a href="#">Understanding Appointment Notification Screens</a></li> <li>• <a href="#">Understanding Foster and Non-Foster Transfers</a></li> </ul> <p>Practice completing activities using the Cascades Sandbox.</p>
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Be sure to discuss any outstanding questions or issues with certifier.

To request this document in another format, call 1-800-841-1410.  
Deaf or hard of hearing customers, please call 711 (Washington Relay)  
or email [wic@doh.wa.gov](mailto:wic@doh.wa.gov).  
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