



Certification: Categories B and N

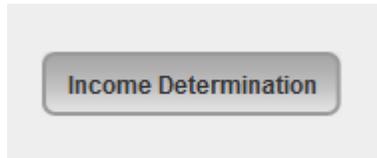
Certification for new participant

1. Enter Family number

Participant Or Family #

Income

1. Click on the Income Determination button (Family page)



- Click on the Income Determination button (Family page)
- Select the Household size from the dropdown (labeled A)
- Select the Source from the dropdown (labeled B)
 - See examples of Proof of income in the Appendix #1
- Select the Proof of Income from the dropdown (labeled C)
 - See examples of Proof of income in the Appendix #2
- Select the Method (labeled D)
 - See examples of Method in the Appendix #3
- Enter the income amount (labeled E)

* Household Size is a required field.

Please enter income.

Household Size: * **A**

	B	C	D	E
1	Source <input type="text"/>	<input type="text"/>	Method <input type="text"/>	\$ <input type="text"/>
	Notes (optional) <input type="text"/>			
2	Source <input type="text"/>	<input type="text"/>	Method <input type="text"/>	\$ <input type="text"/>
	Notes (optional) <input type="text"/>			
3	Source <input type="text"/>	<input type="text"/>	Method <input type="text"/>	\$ <input type="text"/>
	Notes (optional) <input type="text"/>			

2. Click the Save button

- Once the income has been saved a message will display

Income information saved.

View/Edit Income Information

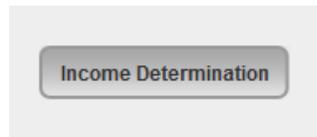
Date: 7/6/2015
Household Size: 4

1	Employment	Check Stubs	Weekly	\$750.00
Notes:				

TOTAL GROSS WEEKLY INCOME: \$750.00

Income (Adjunctively Eligible)

- Click on the Income Determination button (Family page)



- Click on the Income Determination button (Family page)
- Select the Household size from the dropdown (labeled A)
- Adjunctive Eligible will automatically display (labeled B)
- Verbal Report will automatically display (labeled C)
- Select the Method (labeled D)
 - See examples of Method in the Appendix #3
- Enter the income amount (labeled E)

* Household Size is a required field.

Adjunctively eligible. Need verbal income.

Household Size: * Please Select... **A**

1	Adjunctive Eligible B	Verbal Report C	Method D	\$ <input type="text"/> E
Notes (optional)				

Reset

- Once the income has been saved a message will display

Income information saved.

View/Edit Income Information

Date: 7/2/2015
Household Size: 2

1	Adjunctive Eligible	Verbal Report	Bi-weekly	\$1,200.00
Notes:				

TOTAL GROSS BI-WEEKLY INCOME: \$1,200.00

- 3. Click on the Edit button to edit the income information



- 4. Click on the Family number to return to the Participant Information page

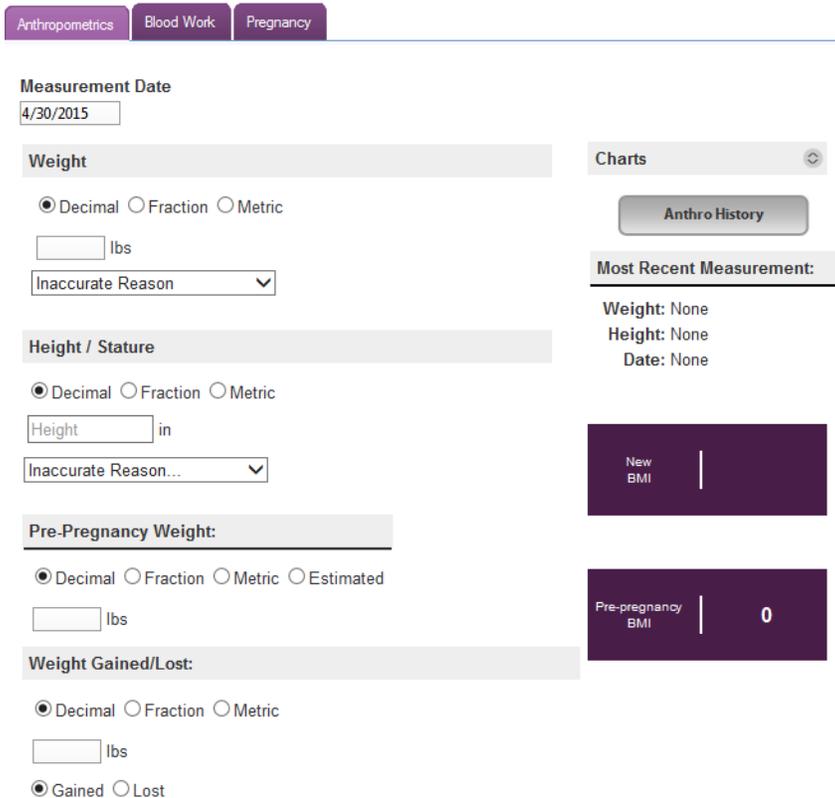


- 5. Click on Nutrition Assessment link



Anthropometrics

- 1. View of the Anthro page

A screenshot of the "Anthropometrics" page in a web application. At the top, there are three tabs: "Anthropometrics", "Blood Work", and "Pregnancy". The "Measurement Date" is set to "4/30/2015". There are three main sections: "Weight", "Height / Stature", and "Pre-Pregnancy Weight". Each section has radio buttons for "Decimal", "Fraction", and "Metric", and a text input field for the measurement value. The "Weight" section also has an "Inaccurate Reason" dropdown. The "Height / Stature" section has an "Inaccurate Reason..." dropdown. The "Pre-Pregnancy Weight" section has radio buttons for "Estimated" and "Lost" in addition to the standard units. On the right side, there is a "Charts" section with a dropdown arrow and an "Anthro History" button. Below that is a "Most Recent Measurement:" section showing "Weight: None", "Height: None", and "Date: None". At the bottom right, there are two vertical bars representing BMI: "New BMI" and "Pre-pregnancy BMI" with a value of "0".

2. Participants Weight:

- The date will be pre filled with today's date, but a different date can be entered up to 60 days in the past
- Enter the participants weight for today

Health Assessment

Anthropometrics Blood Work Pregnancy

Measurement Date
6/18/2012

Weight

Decimal Fraction Metric

139 lbs

Inaccurate Reason ▼

3. Participants Weight (Inaccurate):

- If there is a problem weighing the participant select a reason from the Inaccurate Reason dropdown

Weight

Decimal Fraction Metric

lbs

Inaccurate Reason

- Trouble Taking Measurement
- Weighed with adult
- Excess clothing
- Refused
- Disability
- Physician Collected Weight

4. Participants Height:

- Enter participants Height/Stature

Height / Stature

Decimal Fraction Metric

in

Inaccurate Reason...

5. Participants Height (Inaccurate):

- If there is a problem measuring the participant select a reason from the Inaccurate Reason dropdown

Height / Stature

Decimal Fraction Metric Recumbent

in

Inaccurate Reason...
Trouble Taking Measurement
Disability
Refused
Physician Collected Height

6. Pre-Pregnancy Weight

- Enter the participants Pre-Pregnancy Weight

Pre-Pregnancy Weight:

Decimal Fraction Metric Estimated

lbs

7. Weight Gained/Lost:

- Enter the participants Weight gained or lost during pregnancy
- Select Gained or Lost

Weight Gained/Lost:

Decimal Fraction Metric

lbs

Gained Lost



8. Save/Cancel buttons:

- Click on Save to save the entered information
- Click on Cancel to cancel the transaction



9. Anthro History and BMI display:

- Before the Anthro page has been Saved, the Current BMI and Pre-Pregnancy BMI will display (Example 1)
- After the Anthro page has been Saved only the Pre-Pregnancy BMI will display (Example 2)

Example 1

Charts 

Anthro History

Most Recent Measurement:

Weight: None
Height: None
Date: None

Current BMI | 21.1

Pre-pregnancy BMI | 17.94

Example 2

Charts 

Anthro History

Most Recent Measurement:

Weight: 139 lb (63.2 kg)
Height: 68 in (173 cm)
Date: 6/18/2012

Pre-pregnancy BMI | 17.94

10. Click on the Anthro History button

Charts 

Anthro History 

11. Anthro History Grid:

- Click on line item record to edit

Collected	Age	Weight	Inaccurate	Height	Inaccurate
6/18/2012	25 y 10 m	139		68	
4/25/2012	25 y 8 m	139		68	

12. Anthro History Modal display:

- Able to Edit within 24 hours (most sections)

Measurement Date:

Weight

 Decimal Fraction Metric

 lbs

Most Recent Measurement:

Weight: 139 lb (63.2 kg)

Height: 68 in (173 cm)

Date: 6/18/2012

Height / Stature

 Decimal Fraction Metric

 in

Pre-pregnancy
BMI

17.94

Pre-Pregnancy Weight:

 Decimal Fraction Metric Estimated

 lbs

Weight Gained/Lost:

 Decimal Fraction Metric

 lbs

 Gained Lost

Blood Work

1. Click Blood Work tab
2. Select/enter one of the following:
 - No Measurement taken
 - Hemoglobin
 - Hematocrit

Health Assessment

Anthropometrics **Blood Work** Pregnancy

Measurement Date:

7/3/2012

Recorded Date:

7/3/2012 No measurement taken ←

Hemoglobin:

Minimum normal value: 11.8 ←

Hematocrit:

Minimum normal value: 35.7 ←

3. Select box if participant is currently smoking

Currently Smoking:

←

Clinic Altitude:

< 3000 Ft

4. **Historical Blood Work Grid:**
 - Collected: Date blood work was taken
 - Hemoglobin and Hematocrit: Blood work data is displayed
 - Currently Smoking: Displays the answer from the Currently Smoking question

Historical Blood Work

Collected	Hemoglobin	Hematocrit	Currently_Smoking
3/6/2012	14.0	-	<input type="checkbox"/>
2/1/2012	13.3	-	<input type="checkbox"/>

1

Pregnancy

1. Click Pregnancy tab
2. If babies Estimated Delivery Date is not populated, enter the date

Health Assessment

Anthropometrics Blood Work **Pregnancy**

Estimated Delivery Date:

3. Enter the babies Actual Delivery Date

Actual Delivery Date:

4. Select if participant is carrying more than one child

Multi-Fetal Gestation:

←

5. If this is the participants first pregnancy, select No Previous Pregnancy

Previous Pregnancy End

No Previous Pregnancy

6. If the participant has had a Previous Pregnancy enter the Actual Due Date of that child

Previous Pregnancy End

***Please enter the Previous Pregnancy Information.**

No Previous Pregnancy

←

7. Select number of Infants Delivered

NOTE: Select the number infant(s) the mother delivered from the most previous pregnancy

For this pregnancy only!
Infants Delivered:

0
1
2
3
4
5
6
7
8
9
10

8. Select Delivery Outcome(s) from dropdown

For this pregnancy only!
Delivery Outcomes:

1	Select Outcome
	Alive
	Dead
	Miscarried
	Stillborn

* Multi-Fetal includes:
Alive
Dead
Miscarriage
Stillborn

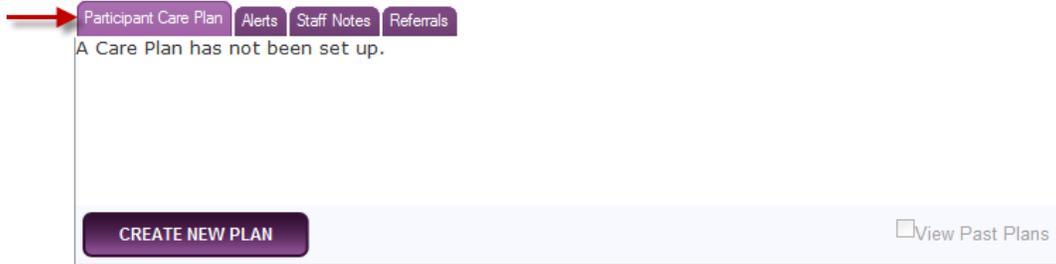
9. Save/Reset buttons:

- Click on Save to save the entered information
- Click on Reset to reset information

SAVE **RESET**

Participant Care Plan

1. Click on Participant Care Plan tab on the Participant summary page



2. Click on Create New Plan button



3. Participant Care Plan View:

Subjective:	
Objective:	Assessment:
Age: 22 y	Risk 101: Underweight Woman
Bloodwork Date: 7/17/2012 Hemoglobin: 12	Risk 502: Transfer of Certification (VOC)
Anthropometrics Date: 7/17/2012 Height: 68 in Weight: 143 lbs BMI: 21.7	
Pregnancy: Expected Delivery Date 1/1/2013 Multi-Fetal: N Weight Gained/Lost: Outcomes:	
Topics: edit	Referrals: add more
Adjust feeding to meet developmental/sensory needs Budgeting/shopping for food Dental concern management Diabetes nutrition Drug nutrient interaction management Fiber Food allergy/sensitivity Healthy balanced eating (specific to category)	BF Management Problems edit Medicaid/Chip edit RD Review edit SNAP edit Substance Abuse edit TANF/Cash Assistance edit
Goals:	
1:	



4. Subjective

- Enter information in the Subjective field

Subjective:

5. Objective

- Information for the Objective field is pre-populated from the Health Assessment
- Different Category views

Objective:	(Categories B & N)
Age:	22 y
Bloodwork	Date: 7/24/2012 Hemoglobin: 12
Anthropometrics	Date: 7/24/2012 Height: 68 in Weight: 140 lbs BMI: 21.3
Pregnancy:	Actual Delivery Date 6/4/2012 Multi-Fetal: N Weight Gained/Lost: 15 lbs Outcomes: 1: Alive

6. Assessment

- Nutrition Risk Criteria assigned during the most recent certification will appear under the Assessment header

Assessment:

Risk 133: High Maternal Weight Gain
Risk 201: Low Hematocrit / Low Hemoglobin

7. Referrals

- Referrals provided during the most recent certification will appear under the Referrals header
- Click on Add More to add more Referrals
- Click on Edit to edit Referrals

Referrals: [add more](#)

Breastfeeding Coordinator	edit
Lactation Counselor	edit
Registered Dietitian	edit

8. Topics

- Click on Edit to add or delete a Topic

Topics: [edit](#)

Budgeting/shopping for food
Dental concern management
Diabetes nutrition

9. Handouts

- Enter any handout(s) that were given to the participant

Handouts:

1:	Health bennifits of fruit
2:	Easy exercise x
3:	

10. Goals

- Enter participant's goal(s).
- If participant is not ready to set a goal enter "No goal was set" or you may re-use a previous goal the participant is continuing to focus on

Goals:

1:	Plans to eat at least 2 servings of fruits for a daily snack
2:	Increase activity to swimming 3 days/week during summer

11. Counseling/Plan

- Type information as needed

Counseling / Plan:

Discussed easy vegetables to buy and prepare. Try making a menu for meals that includes vegetables

12. Optional

- Select a box next to the sections of the care plan to copy to other family members
 - S = Subjective O = Objective A = Assessment P = Plan
 - Note: If P is selected Topics, Goals and Referrals display, with the option for selection

Copy S O A P

Optional

Copy S O A P

Topics Goals Referrals Handouts

- If user selects the box next to All Participants in this family, selected sections of the Participant Care Plan will be copied to all family members that are ACT/APP/TEMP status
OR
- User can select a participant from the dropdown to have selected sections of the Participant Care Plan to be copied

To: All Participants in this Family (ACT/APP/TEMP) ←

or Select Participant... ←

Select Participant...
Deidra Adair
Kinsey Adair

13. Select this box if the Participant Care Plan is High Risk

This is a HIGH RISK Care Plan

14. Save/Cancel buttons:

- Click on Save to save the entered information
- Click on Cancel to cancel the transaction

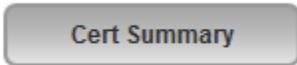
- 15. When the Participant Care Plan has been successfully saved the following Success message will display

Care Plan Updated

16. After the Participant Care Plan has been saved the user will be directed back to the Participant Summary page.
 - The view will only show the newest plan. To view past Care Plans select the box next to View Past Plans and all plans will display in the grid

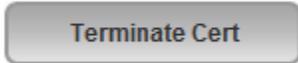
Participant Care Plan		Alerts	Staff Notes	Referrals
Date	Goals			
7/9/2012	wants to make sure she is getting at least 2 servings of fruits daily			
4/27/2012	Will cont trying to offer more veggies More activity over the summer			
<input type="button" value="CREATE NEW PLAN"/>		<input checked="" type="checkbox"/> View Past Plans		

17. Click on Cert Summary to View the participants certification summary



Terminate Certification

1. Click on Terminate Cert to Terminate the participants certification



2. View of Terminate Certification modal

Terminate Certification:

Effective Date:	Termination Reason:
<input type="text" value="7/23/2012"/>	<div style="border: 1px solid black; padding: 2px;"><input type="text" value="Please select a reason..."/><ul style="list-style-type: none">Please select a reason...Categorically IneligibleClient Receiving Benefits from CSFPDeceasedDual Participation in WICErrorFailure to Pick Up ChecksMoved out of Service AreaNot Serving PriorityProgram MisuseRequested Early CertificationVoluntary WithdrawalWomen Category Change</div>



Appendix A

1. Sources of Income

- Child Support/Alimony
- Employment
- Self-Employment
- Foster Care
- Grant/Loan
- Social Security/Disability
- Adjunctive Eligible
- Unemployment Comp
- Verbal Report
- Other Cash Income
- Lump Sum

2. Proofs of Income

- Check Stubs
- Child Support/Alimony Doc
- Disability Assistance (SSI)
- Foster Placement/ Award Letter
- Military LES
- Bank Account Statements
- Self-Employed Taxes/Receipts
- SNAP Eligibility Notice
- Student Award Letter
- TANF –Award Letter
- Unemployment Letter/Notice
- Verification of Certification
- Signed Statement
- W-2 Form or Income Tax Form
- Zero Income (No Proof Form)
- Verbal Report
- No Proof Form
- Forgot Documents

3. Method: Income Period

- Weekly
- Bi-weekly
- Semi-monthly
- Monthly
- Quarterly
- Annual
- Hourly
- Daily
- Lump Sum