

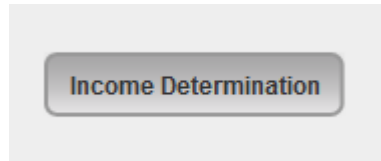


Health Assessment: Category I

Certification for new Participant

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: * Please Select... 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

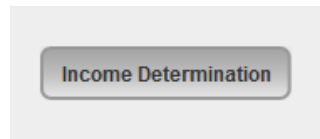
Date: 7/6/2015
Household Size: 4

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 style="width: 50px;" 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

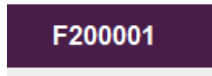
1	Adjunctive Eligible	Verbal Report	Bi-weekly	\$1,200.00
Notes:				

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



Immunizations

1. Click on Immunization dropdown, select answer
 - Click on Save to save the information

Health Assessment

Immunizations Anthropometrics Feeding

Are [redacted]s Immunizations up-to-date?
Immunization Status is required.

Please select...
Please select...
Yes
No
Forgot Record
Exempt

Historical Immunization

Recorded	Status Code	Reason
5/1/2015	Yes	

1



Anthropometrics

1. View of the Anthro page

Health Assessment

Immunizations **Anthropometrics** Feeding

Birth Date: Birth Measurement Birth Measurement Unknown

Weight

Decimal Fraction Metric

lbs

▾

Height / Stature

Decimal Fraction Metric Recumbent

in

▾

Due Date

Charts ▾

[Anthro History](#)

Most Recent Measurement:

Weight: None
Height: None
Date: None

2. Participants Birth Measurements:

- The following will display if entering the Birth Measurement:
- Birth Measurements is automatically selected
- OR
- Select Birth Measurement Unknown if the birth measurements are not known

Birth Measurement Birth Measurement Unknown

Due Date

NOTE: When an infant participant record is created the first measurements entered into the Anthro section will be the Birth Measurements

3. 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

Measurement Date:

Weight

Decimal Fraction Metric

lbs

Inaccurate Reason

4. 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

5. Participants Height:

- Enter participants Height/Stature
 - Select Recumbent if the child cannot stand straight (measure the distance from the crown of the head to the bottom of the heels when the subject is lying down)

Height / Stature

Decimal Fraction Metric Recumbent

in

Inaccurate Reason...

6. 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

Length in

Inaccurate Reason...

- Trouble Taking Measurement
- Disability
- Refused
- Physician Collected Height

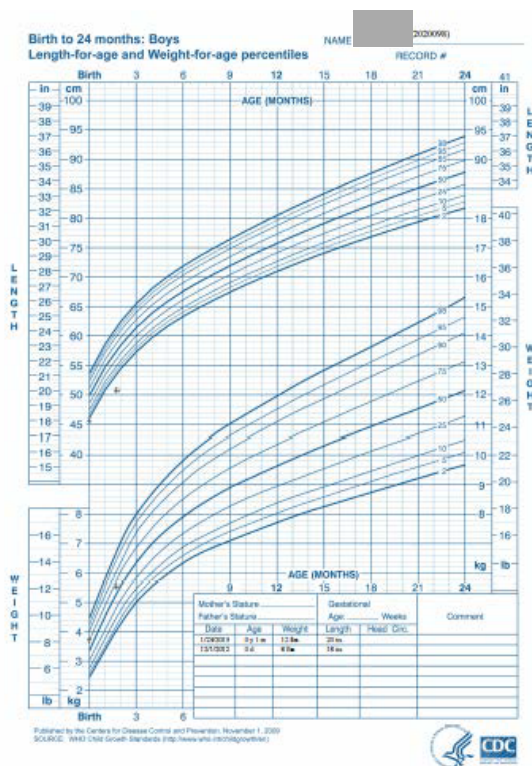
7. Save/Cancel buttons:

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



8. Birth-24 Months Chart: Chart View

Birth - 24 Months (WHO)
Length and Weight for Age
Weight For Length



9. **Measurement History** (pop up):
- Click on line item record in Measurement History
 - Able to Edit within 24 hours (most sections)

Measurement History

Date	Age	Length	%	Weight	%	Wt/Ln %
6/20/2012	0 y 0 m	20 (50.8cm)	21.9	12 (5.44kg)	>97	>97
6/4/2012	0 y 0 m	18 (45.72cm)	5.8	8 (3.63kg)	57.6	>97

10. **Measurement History: View of Edit Pop up**

Measurement Date:

6/20/2012

Weight

Decimal Fraction Metric

12 lbs

Inaccurate Reason

Height / Stature

Decimal Fraction Metric Recumbent

20.000 in

Inaccurate Reason...

Most Recent Measurement:

Weight: 12 lb (5.5 kg)

Height: 20 in (51 cm)

Date: 6/20/2012

NOTE: To print a chart: Hover cursor over chart when the menu bar displays across bottom of chart select the Printer Icon.



- Save
- Print
- Show previous or next page
- Go to a specific page
- Zoom in or out
- Show Adobe Reader toolbar

11. **Anthro History** button

- Click on the Anthro History button



12. **Anthro History Grid:**

- Click on line item record to edit

Collected	Age	Birth Weight	Inaccurate	Height
6/20/2012	0 y 0 m	<input type="checkbox"/> 12		20

13. **Anthro History** (pop up):

- Able to Edit within 24 hours (most sections)

Measurement Date:
6/20/2012

Weight

Decimal Fraction Metric

12 lbs

Inaccurate Reason

Most Recent Measurement:

Weight: 12 lb (5.5 kg)
Height: 20 in (51 cm)
Date: 6/20/2012

Height / Stature

Decimal Fraction Metric Recumbent

20.000 in

Inaccurate Reason...

Birth Measurement

Weight: 8 lbs
Length: 18 in
Due Date: 6/1/2012

Feeding

1. Feeding History

- Answer the feeding questions

NOTE: Please answer as accurately as possible, as this data is captured for reporting the number of breastfeeding infants

*The breastfeeding information is not automatically entered onto the Feeding Tab when entered in the mother’s record

Health Assessment

Immunizations Anthropometrics **Feeding**

Breastfeeding Information

Was [redacted] ever breastfed? ←

- Yes No Unknown

At what age did [redacted] first have formula? ←

weeks (0-78)

- Not Started
 Unknown

At what age did [redacted] stop breastfeeding? ←

weeks (1-78)

- Not Stopped
 Unknown

Why did [redacted] stop or never start breastfeeding? ←

- Medical condition mom/infant
 Inadequate milk supply
 Breastfeeding management problem
 Mom returning to work/school
 Other

2. Save/Reset buttons:

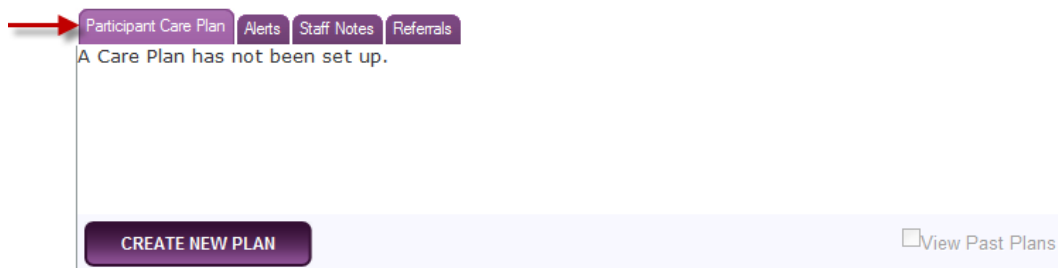
- Click on Save to save the entered information
- Click on Reset to reset information

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:	
1/14/2015 Previous Goals: Continued good growth	
ht/wt: Mom and dad state that not much has changed with the boys since their last visit here. They have been doing better with drinking water, as they have been going outside to play and then are thirsty. Still picky with certain foods especially the veggies. No longer has OT but continues with PT every other week. Their goals have changed and they are focusing more on communication goals and getting up and down from booster	
Objective:	Assessment:
Age: 2 y 2 m	Certification Risks:
Bloodwork Date: 1/14/2015 Hemoglobin: 11.7	Risk 121: Short Stature At Risk of (Infants/Children)
Anthropometrics Date: 3/31/2015 Height: 32 in Weight: 23 lbs BMI: 15.8	Risk 360: Other Medical Conditions length: <3% weight: <3% BMI: 50% In the last 2.5 months Kendrick has gained 1/2# and grew 1.5". Good growth in stature, still
Immunization: Yes	
Education Topics:	Referrals:
- Healthy balanced eating (specific to category) - High iron foods – pica	Medical Doctor None
Handouts:	
1: No handout given today	
2:	
3:	
Goals:	
1: Communication goals	
2:	
Counseling / Plan:	
Discussed rate of growth in relation to the grid. Gave parents lots of praise for continuing to work on overcoming picky eaters and offering more water.	
Plan: FU ht/wt at clinic, mom to attend cooking class	

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:	Category I (0-12 mo)	
Age:	0 y 2 m	
Anthropometrics	Date:	7/23/2012
	Height:	22 in
	Weight:	11 lbs
	BMI:	16
Feeding:	Date:	7/23/2012
	Was Drake ever breastfed?	Yes
	At what age did Drake first have formula?	Not Started
	At what age did Drake stop breastfeeding?	Not Stoppe
Immunization:	Yes	

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...

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

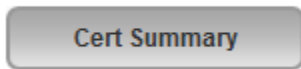
- 15. When the Participant Care Plan has been successfully saved the following Success message will display

Care Plan Updated

- 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

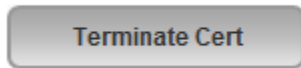
Participant Care Plan				
		Alerts	Staff Notes	Referrals
Date	Goals			
7/9/2012	wants to make sure she is getting at least 2 servings of fruits daily			
4/27/2012	Will cont trying to offer more veggies More activity over the summer			
<input type="button" value="CREATE NEW PLAN"/> <input checked="" type="checkbox"/>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

- Click on Cert Summary to View the participants certification summary



Terminate Certification

- Click on Terminate Cert to Terminate the participants certification



- View of Terminate Certification modal

Terminate Certification:

Effective Date:	Termination Reason:
<input type="text" value="7/23/2012"/>	<input type="text" value="Please select a reason..."/> <ul style="list-style-type: none"> Please select a reason... Categorically Ineligible Client Receiving Benefits from CSFP Deceased Dual Participation in WIC Error Failure to Pick Up Checks Moved out of Service Area Not Serving Priority Program Misuse Requested Early Certification Voluntary Withdrawal Women Category Change



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