

SECTION: Certification**SUBJECT: Nutrition Questionnaire and Assessment Form**

Federal Regulations: § 246.7; WIC Policy Memorandum 2011-05: WIC Nutrition Risk Criteria

WIC Nutrition Services Standards:

Standard 6:	Nutrition Assessment
Standard 7:	Nutrition Education and Counseling
Standard 8:	Breastfeeding Education, Promotion and Support
Standard 11:	Participant Referrals
Standard 12:	WIC Food Selection and Authorization
Standard 13:	Food Package Prescriptions
Standard 14:	Nutrition Services Documentation
Standard 15:	Breastfeeding Data Collection

VENA Guidance Document:

http://www.nal.usda.gov/wicworks/Learning_Center/VENA/VENA_Guidance.pdf

POLICY

In CT-WIC, the Guided Script has several Screens that now replace the paper WIC Nutrition Questionnaire and Assessment form. Essentially, the questions contained on the Lab, Breastfeeding, Health (Pregnancy Information and Health Information Tabs) and Nutrition Screens are the same or similar to the paper nutrition assessment forms. These questions are to be used engage the participant in dialogue regarding health, medical, clinical, and nutritional issues.

Bolded questions are required for CT-WIC processing and data collection; and are also relevant to collect for CT-WIC to determine objective health/medical/clinical/dietary risks.

The Value Enhanced Nutrition Assessment (VENA) committee developed the non-bolded questions to facilitate a more conversational approach to assessment using the health outcome based model and consider these questions essential to providing a complete nutrition assessment. Staff should use the questions as a guide to begin a conversation about parental concerns, mealtime behaviors and common health/nutrition practices. Refer to the revised CT-WIC Nutrition Assessment Guidance (replaces the Nutrition Questionnaire and Assessment Form Guidance) for more details.

Per professional judgment, all of the non-bolded questions on the CT-WIC Assessment Screens (Lab, Breastfeeding, Health, Nutrition, and Referrals) do not have to be obtained for each participant. A Value Enhanced Nutrition Assessment allows the Competent Professional Authority (CPA) to use Guided Script and Assessment Screens to plan a personalized nutrition intervention guided by the individual needs of the client. See each of the category specific nutrition assessment form guidance for more information.

The preferred method for conducting a Value Enhanced Nutrition Assessment is through a primarily verbal interview or conversation with the participant to assist both staff and participants in transitioning to a more participant-centered approach to assessment.

The specific inappropriate nutrition practice(s) identified through the nutrition/dietary assessment process must be documented in CT-WIC. For participants with multiple risk factors, the CPA should document what risk factor(s) was/were discussed with the participant at the time of certification (indicate if it was a participant selected concern) and document (as needed) the plan to address other identified risk factors on subsequent clinic visits.

If a participant is certified for the presumptive or predisposing risk factors (CT-WIC FNA Nutrition Risk Criteria # 401 (Women, Children aged 2+) and #428 Infants and children >2 years) documentation in CT-WIC (Notes tab under Nutrition Screen) *must* include for continuity of care purposes what was discussed i.e. anticipatory guidance, counseling and or referrals provided.

The nutrition assessment and interview shall be conducted by a nutritionist or another local agency CPA trained and certified as competent in the six areas as outlined in the VENA guidance and supervised by the Program Nutritionist.

Guidance

Refer to 200-22 Disposition of Certification Files for the electronic documents that are required in all CT-WIC participant files. Local agency may want to establish a daily file in order to maintain any papers received by participants or signed by participants while the State transitions to a paperless system. All applicable data, Nutrition Risk Criteria and CPA initials must be recorded on the appropriate CT-WIC Screens.

If ineligible, complete and issue a Notice of Participant Action form. Give a copy to the applicant and scan a copy of the form into the participant's file (existing participant).

Refer to Connecticut WIC Policy 200-08 Nutrition Assessment and Risk Determination; 200-13 Completion of Certification Form and 300-09 Nutrition Services Documentation for more details on the nutrition assessment, nutrition risk determination and documentation processes.