

Health and Nutrition Assessment Handbook

Nutrition Assessment

Nutrition Assessment

Timeframe for Initial and Follow-up Questions

Nutrition assessment shall be conducted for all participants at every certification and recertification and infant follow-up using the State Agency developed forms (WIC 35, 36 or 37) or verbally asking the required questions which are available in the system (MOWINS).

There are two sets of Nutrition Assessment questions in the system (MOWINS). They are called the Initial and Follow-up questions.

- The Initial Questions shall be entered in MOWINS on the day eligibility is determined, at Certification and Recertification.
- Follow-up questions shall be asked during a counseling session (face-to-face) and are not to be provided in a paper format.
- The CPA or Nutritionist shall complete the Follow-up Questions for non high-risk participants the day eligibility is determined or at their bi-monthly appointment (within 60 days). This option is used when the CPA or Nutritionist is completing the follow-up appointment at the next appointment.
- The nutritionist shall complete the Follow-up Questions for high-risk participants the day eligibility is determined or at the participant's next month's appointment (30 days).
- The six-month reassessment for the infant will require both the initial and follow up questions to be completed.

All Nutrition Assessment questions shall be completed in the system. Risk factor assignment shall be based upon assessment of responses to the Nutrition Assessment questions and critical thinking by the CPA and nutritionist. All risk factors shall be assigned as applicable. Refer to [ER# 2.04550 Guidelines for Assigning Dietary Risk Factors 401, 411, 425, 427 & 428](#).

Nutrition Assessment Procedures

Providing participant centered nutrition education and services through this change in the delivery of the Nutrition Assessment will enhance the interaction between the counseling staff and participant and maximize the effectiveness of the WIC Program.

When adding a Nutrition Assessment, the following question is the first question the system displays. The question, "What type of certification is this?" The purpose of this question is to determine if the Nutrition Assessment being completed is for a Certification or Mid Certification appointment. Agency staff shall select from the "Answer" field Mid-Certification when entering the Nutrition Assessment for an infant's six-month reassessment appointment.

To complete the Nutrition Assessment questions, each program category will have the question, "*What questions will be answered today?*" The selected responses will be: Initial questions, Follow-up questions or All questions. The purpose of this question is to determine which staff will be involved in completing the nutrition assessment.

When the Initial Questions choice is selected, the system will display the questions as printed on the one-page hardcopy Nutrition Assessment forms.

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- These are the questions the participant may complete before they see the WIC certifying staff or may be asked by certifying staff during the certification appointment if the LWP chooses not to use the hardcopy Nutrition Assessment forms.
- The initial questions shall be entered in MOWINS on the day eligibility is determined, at Certification and Recertification.
- Initial questions can be completed by the WIC Certifier, CPA or nutritionist.
- Selecting “Initial Questions” from the list of responses will allow this option to be used when the participant will only be seen by WIC Certifier on the day of Certification.

Follow-up Questions are not printed on the hard-copy Nutrition Assessment forms but are in the system.

- Follow-up questions will be required to be asked during a counseling session (face-to-face) and not provided in a paper format.
- MOWINS will automatically display the appropriate Follow-up questions for each program category. For example, for an infant six months of age and older, MOWINS will display the appropriate questions depending on the infant’s age and feeding status: breastfeeding only, breastfeeding & formula feeding, or formula feeding only. MOWINS determines the series of questions based on data from the Health Information tab (Breastfeeding Amount).

The All Questions choice will display both the Initial and Follow-up questions, which indicates all questions will be completed by appropriate staff on the day eligibility is determined at certification and recertification.

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- This option is used when the WIC Certifier completes their questions (initial questions) and then the CPA or Nutritionist completes their questions (follow-up questions) on the same day or when the CPA or Nutritionist completes all (initial and follow-up) questions in the same day.
- All questions (initial and follow-up) are required.
- The six-month reassessment for the infant will require both the initial and follow up questions to be completed.

The Nutrition Assessment form will not be scanned in the participant's folder.