

Nutrition/Health Volume
Certification Section

Care Plans and High-Risk Risk Factors (2.02900)

ER# 2.02900

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POLICY: A care plan shall be developed for every certification when a participant is determined to be high-risk by the Missouri WIC Information Network System (MOWINS) or a high-risk risk factor is manually assigned. A care plan shall also be developed for any participant based on the need for such plan as determined by the nutritionist or whenever a care plan is requested by a participant, parent, or caretaker. The care plan will be completed using the SOAP note format in MOWINS.

PROCEDURES:

- A. The Risk Factor Detail Guide lists all high-risk risk factors in bold.
- B. A care plan must be developed by a nutritionist within 30 days or sooner if needed for:
 - 1. Participants with a high-risk risk factor assigned at certification or anytime during the certification period.
 - a. MOWINS will flag as high risk.
 - 2. Non-high risk participants.
 - a. The CPA will manually select as high risk in MOWINS.
 - 3. Participants that request care plans.
 - a. Document the reason for the care plan in the SOAP note.
- C. Staff must practice within their level of competency and according to their job functions as described in policies [ER# 2.01400](#), [ER# 2.01500](#), [ER# 2.01650](#).
- D. The care plan shall be documented by the nutritionist in MOWINS using the [SOAP format](#).
 - 1. The care plan's initial SOAP note must have all components completed. Using critical thinking skills in the development of the plan, evaluate all anthropometrics, blood work, and the nutrition assessment.
 - 2. The care plan shall include the following information:
 - a. If health care services are being provided for the high-risk risk factor, document:
 - i. Health care professional contact information.
 - ii. Specific nutrition recommendations or instructions given by the health care professional and the participant's understanding and compliance.
 - b. The type and frequency of contact.
 - i. The nutritionist must provide all high-risk nutrition education follow-up

contacts.

ii. The nutritionist may assign duties to non-nutritionist staff which fall within their scope of practice such as gathering additional anthropometric measurements, blood work data and/or diet assessments.

c. A specific nutrition goal addressing the high-risk risk factor.

Note: If health care services are not being provided to the participant for the high-risk risk factor then an appropriate referral must be made and documented in MOWINS (Referral screen).

E. Follow-up nutrition education contact:

1. The nutritionist shall provide the contact.

2. The contact shall address the status of the high-risk condition.

3. The contact shall include documentation of the outcome of any referrals made.

4. Documentation must include, at a minimum, the A and P components of the SOAP note in MOWINS.

5. High-risk participants may be put on a monthly or bi-monthly cycle after the care plan is implemented.

6. A minimum of one follow-up contact is required unless the care plan is discontinued (see section F below).

F. Discontinuation of a care plan

1. Only the nutritionist can discontinue a care plan.

2. A care plan can be discontinued for one or more of the following reasons:

a. The nutritionist has used critical thinking and determined that the condition has resolved or is stable.

b. The nutritionist has determined the condition is being adequately addressed by a health care provider and further contact with the nutritionist would not provide additional benefit to the participant.

c. MOWINS has removed the high-risk risk factor.

3. Documentation for discontinuation

a. If the nutritionist determines that no follow-up is needed, all appropriate components of the SOAP note shall be completed (see sections D.1. and E.4) and must include specific justification for discontinuation in the A component.

4. A care plan that was initiated by the participant can be discontinued by the participant at any time.

G. The nutritionist shall document all high-risk education contacts in the Nutrition Education tab in MOWINS by selecting from the drop down list the high-risk topic. Example: High Risk Infant Nutrition, plus the specific educational topics discussed.

H. Monitoring high-risk risk factors

1. The Nutrition Coordinator shall review the High-Risk Participants-Detail Report in Crystal to ensure the high-risk participants are receiving their high-risk nutrition education and follow-up contact(s) and those contacts are provided by a nutritionist.