

II. Nutrition Services

4. Nutrition

2.4.070 Local Agency Personnel: Health Professional Assistant (HPA)

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POLICY: Under the technical supervision of the WIC-CPA, this paraprofessional assists in obtaining and entering the data needed for the certification process in the Missouri WIC Information Network System (MOWINS). Successful completion of State approved training must occur within time designated by the state agency (SA).

PROCEDURES:

- A. HPA's are allowed to perform the following functions such as: (Any one position may not include all of the duties listed.)
1. Assists in certifying WIC participants by obtaining certification data such as: demographics, height/length, weight measurements, hemoglobin/hematocrit values, immunizations data and oral assessment (asking the Mandatory Health Questions or Oral Inspection).
 2. Assists in the promotion of breastfeeding as the preferred method of feeding.
 3. Enters certification data on the appropriate screens in MOWINS.
 4. Refers participants to social services and health/nutrition services.
 5. Explains program eligibility requirements and participant's rights and obligations.
 6. Informs a participant about the benefits and services of the WIC Program.
 7. Instructs a participant on food instrument issuance/redemption procedures.
 8. Schedules participants for group education and individual counseling.
 9. Participates in community outreach efforts as assigned by the LA CPA.
 10. Participates in staff in-services and/or training sessions related to WIC policies/procedural changes.
- B. HPA's are not allowed to perform the following functions.
1. Determine participant eligibility for WIC participants.
 2. Complete the VENA questions, assign risk factors manually or determine cycle for follow-up.
 3. Develop nutrition care plans, provide nutrition education nor enter nutrition education into MOWINS.
 4. Prescribe or tailor food packages.
 5. Counsel participants on health, medical and/or nutrition issues.
 6. Function independently of a supervising CPA.

C. Preventing Conflict of Interest

1. A separation of duties related to the accountability and control of food instruments must occur among WIC staff. Health professional staff that certifies a WIC applicant/participant for benefits should not, on a regular basis, issue food instruments for the same applicant/participant throughout the entire certification period. Refer to policy [8.1.030](#).
2. No one local agency staff shall certify oneself for WIC benefits, nor issue food instruments or supplemental foods to oneself.
3. Employees of a local agency shall not certify relatives or close friends for WIC benefits, nor issue food instruments or supplemental foods to relatives or close friends.

D. Required Knowledge, Skills and Abilities:

1. Skill in obtaining accurate anthropometric measurements and hematological (anemia screening) measurements.
2. Demonstrate the ability to accurately record medical and health data in the participant's file.
3. Skill in planning and organizing work assignments.
4. Demonstrate rapport building skills by establishing and maintaining effective working relations with WIC participants, WIC team members and other health and social services personnel.
5. Knowledge of the benefits of breastfeeding and understanding of how to support the breastfeeding mother.
6. Basic computer skills and literacy in using Windows Explorer.

E. Appropriate WIC positions to supervise: None.

F. Ideal Qualifications:

1. Education:
 - a. Some credits earned in a nutrition-related allied health program.
2. Experience:
 - a. Two years of experience in a community health nutrition program is desirable.

G. Minimum Qualifications:

1. Education:
 - a. High school diploma or equivalency.
 - b. Successful completion of the State required training within the time designated by state WIC office.