

VIII. Certification and Eligibility and Coordination of Services

8.1.230 Care Plans and High-Risk Risk Factors

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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 [2.4.030](#), [2.4.050](#), and [2.4.060](#).
- 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.