

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective March 1, 2014

Policy No. CS:32.0

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**Mid-Certification Assessment for Children**

**Purpose**

To ensure the quality and accessibility of health care and nutrition services for children are not diminished for participants certified for longer than six months.

**Authority**

7 CFR Part 246.7

**Policy**

Local agencies (LAs) shall ensure children certified for a year shall be offered a Mid-Certification Assessment, which includes a nutrition assessment (review of anthropometrics, blood work, and a brief update of the health and dietary assessment), immunization screening, nutrition education and referrals to other health and social services, within the certification period. Food benefits shall not be denied to parents/guardians who refuse to obtain these services for their children.

**Procedures**

- I. Children certified for a year shall be offered a mid-certification assessment between the 4<sup>th</sup> and 10<sup>th</sup> months from the “effective certification/sub-certification/recertification date”. When calculating this time period, count the month of certification as the first month. Example: For a certification done on March 10<sup>th</sup>, the Mid-Certification Assessment shall be offered and completed any time from June 1st through December 31st. Note: In Texas WIN, the “Mid Cert” field is accessible at the beginning of the fourth month and a reminder will appear on the appointment, certification and issuance screens.

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- A. A Mid-Certification Assessment shall be offered and documented on the Mid-Certification Assessment form, back side of the WIC-R-05, or the most current certification forms.
1. The Mid-Certification Assessment is not required for children turning five years old in less than six months from their most recent certification month. Ex: Child is certified any day in June. If his 5<sup>th</sup> birthday is any day in December or later, the mid-cert shall be done/offered.
  2. For in-state and out-of-state transfers entered in Texas WIN, the "Mid Cert" field is available, so the reminder will not appear/pop up.
    - a. If participant transfer information, such as verification of certification (VOC), does not identify risk codes, i.e. risk code 201, and contacting the participant's previous clinic/state was unsuccessful, staff shall perform the blood test.
- B. Nutrition Assessment shall include:
1. Length/height and weight: plot on the appropriate growth chart.
  2. Hemoglobin/hematocrit:
    - a. required for all children who were certified or received a mid-certification assessment between the ages of 12 to 23 months
    - b. required for children 24 months up to 5 years if the blood test value at the most recent certification was below the normal range hemoglobin: 11.1 g/dL for children 2 to less than 5 years of age; hematocrit: 33% for children 2 to less than 5 years of age).
  3. Risk code 501, Regression, may be excluded from being assigned at subsequent certification when values pertaining to height/length, weight and/or blood work improve at the Mid-Cert assessment. The table below provides guidance for these situations. For example, risk code 201, Low Hemoglobin/Low Hematocrit, was assigned at certification. At the Mid-Cert assessment the blood value is within the normal range. At sub-cert, the blood value is within the

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normal range again, so risk code 501, Regression, is not assigned. When a value is within normal levels at two screenings, risk code 501 will not be assigned.

Certification	Mid-Cert	Sub Cert	Assign 501
Risk code assigned, e.g. 201, <b>low</b> Hgb/Hct	Value improved (does NOT meet definition), e.g. Hct/Hgb <b>normal</b> value	Value good, does NOT meet definition, e.g. Hct/Hgb <b>normal</b> value	No
Risk code assigned, e.g. 201, <b>low</b> Hgb/Hct	Value still meets definition of risk code, e.g. 201, <b>low</b> Hgb/Hct	Value improved and does NOT meet definition, e.g. Hct/Hgb <b>normal</b> value	Yes
Risk code not assigned, e.g. Hct/Hgb <b>normal</b> value	Value meets definition of risk code, e.g. 201, <b>low</b> Hgb/Hct	Value meets definition of risk code, e.g. 201, <b>low</b> Hgb/Hct	No, assign appropriate risk code, e.g. 201, low Hgb/Hct
Risk code not assigned, e.g. Hct/Hgb <b>normal</b> value	Value good, doesn't meet definition of risk code, e.g. Hct/Hgb <b>normal</b> value	Value meets definition of risk code, e.g. 201, <b>low</b> Hgb/Hct	No, assign appropriate risk code, e.g. 201, low Hgb/Hct

4. Health and dietary assessment – include any **major** changes in the child's health status, dietary habits or physical activity since the previous certification.
  - C. Immunization screening – document for children less than 2 years of age.
  - D. Nutrition education (NE) and referrals shall be offered and documented under "Topics Discussed" and "Referrals Discussed", respectively, on the VENA Family Documentation tool. Use NE code VC00099 for the VENA counseling session, if applicable.
  - E. Medical information (including hematocrit/hemoglobin, height, and weight) shall be accepted from a health care provider if the values are within 60 days of the Mid-Certification Assessment.

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- F. When the Mid-Certification Assessment is completed and documented in the participant's chart, staff shall enter one of the following in the "Mid Cert" field in the Texas WIN (TWIN) system.
1. 50 is entered for a completed mid-certification
  2. 75 is entered for a completed mid-certification with blood work
  3. 99 is entered when a mid-certification assessment is refused (see II below) or refused by default. 'Refused by default' is when a participant lapses four or more months for benefit issuances in a row and therefore a mid-certification assessment appointment cannot be made within the specified timeframe (see Procedure I of this policy).

**NOTE: Do not enter any other data into TWIN for the mid-certification assessment. Do not enter/update values for height, weight, blood, etc.**

- II. A parent/guardian may refuse a Mid-Certification Assessment.
- A. If the parent/guardian refuses the Mid-Certification Assessment, the parent/guardian shall read, sign and date the "Refusal" section of the Mid-Certification form. The form shall be filed in the participant's chart.
  - B. If the parent/guardian refuses to read, sign and date the form, staff shall document the refusal, sign and date in the "Refusal" section of the Mid-Certification form.
  - C. Staff shall enter "99" in the "Mid Cert" field in the Texas WIN system.
- III. LAs will be considered out of compliance if a child has reached the 10<sup>th</sup> month after certification and a mid-certification assessment has not been performed, documented and/or entered into Texas WIN.
- A. The Certifying Authority/WIC Certification Specialist shall complete the Mid-Certification Assessment form. Other staff

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may only document the height, weight and blood value on the form.

- B. The Certifying Authority/WIC Certification Specialist may perform the Mid-Certification Assessment and issue benefits. Separation of duties is not violated due to the Mid-Certification Assessment is an evaluation and not program eligibility.