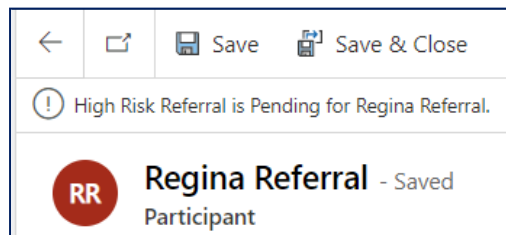
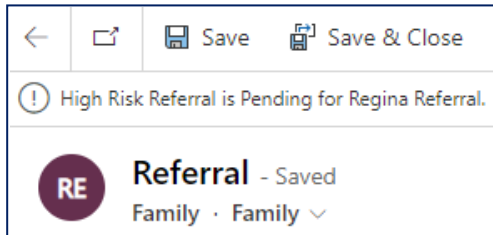


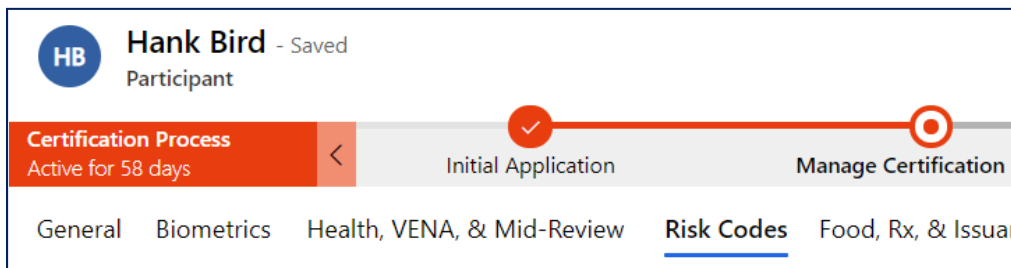
COMPLETING A HIGH-RISK REFERRAL

IDENTIFY A HIGH-RISK REFERRAL

TXIN will alert you if a **High-Risk Referral** has been created with a message on the Message Bar on the **Family** page as well as on the **Participant** page.



To see the risk codes that are assigned, select the **Risk Codes** tab on the Participant page.



*Before completing a high-risk referral, review to determine if the risk code is autogenerated or manually selected (refer to **TXIN Risk Codes Cheat Sheet** located on Egnyte) and confirm that it is appropriate. If the risk code is not appropriate, deactivate the risk code.*

Participant Risk Codes				
Active Participant Risk Codes				+ New Participant Risk C...
Participant Risk Code	Description (Risk Code)	Participant Category (Risk Code)	Assigned Method	High Risk (Risk Code)
103A	Underweight (Infants)	Infant	Auto	Yes
114B	At Risk of Overweight (Infants)	Infant	Manual	No
121B	At Risk of Short Stature (Infants)	Infant	Auto	No
341	Nutrient Deficiency or Disease	Infant	Manual	Yes

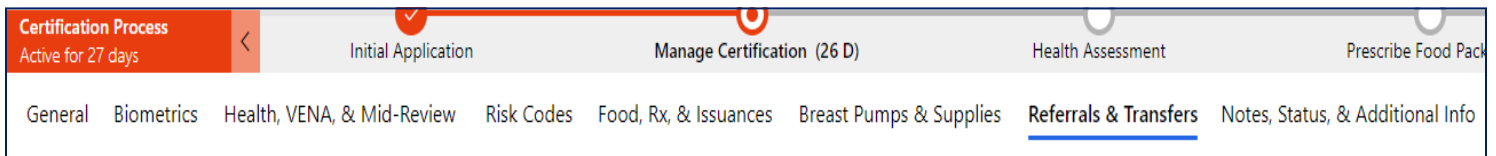
Some risk codes, whether assigned automatically or manually, are defined as high-risk codes (refer to **Policy CS:33.0 High Risk Referrals** or your **Local Agency specific High Risk Policy**). When these codes are assigned to a **Participant**, TXIN creates a **High-Risk Referral** record.

COMPLETE A HIGH-RISK REFERRAL

NOTE: All steps for High-Risk referrals must be completed before a Participant can be certified.

Even though TXIN does not require all fields described in the following sections to be completed, WIC policy CS:33.0 High Risk Referrals does require this information.

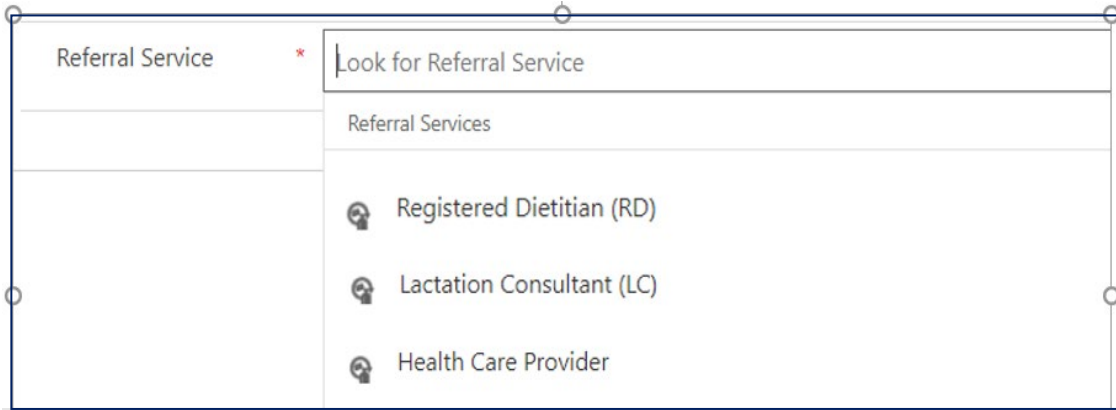
- To complete a **High-Risk** referral, select the **Referrals & Transfers** tab on the **Participant** page.



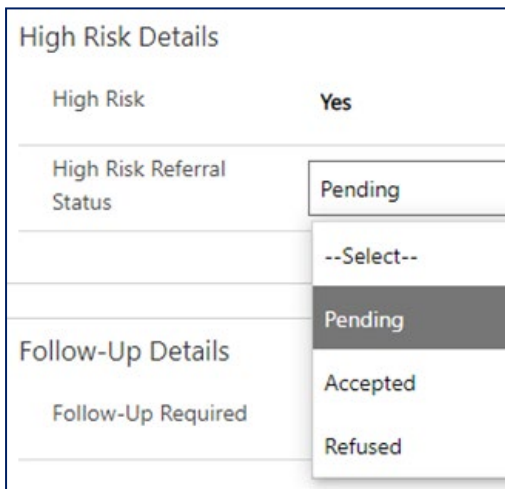
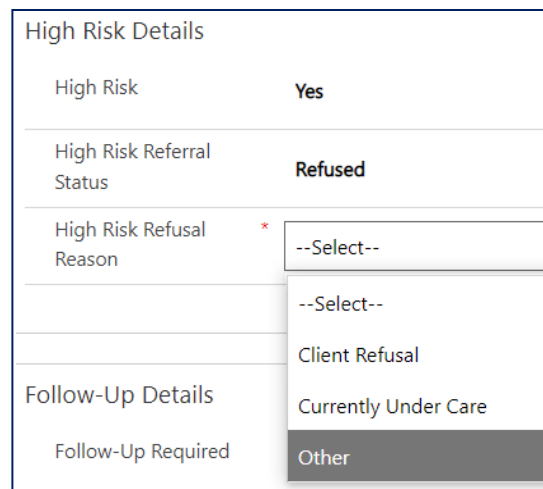
- Scroll to the **Referrals** section. Open a pending referral record by double-clicking between the text.

Referrals					
Active Referrals To				+ New Referral To Refresh Flow	
Referral To Name	Owner	Created On	Participant	High Risk Referral Status	
High Risk (341) Referral To is Pending for Hank Bird	04824-Fallbrook WIC Center	11/9/2021	Hank Bird	Pending	

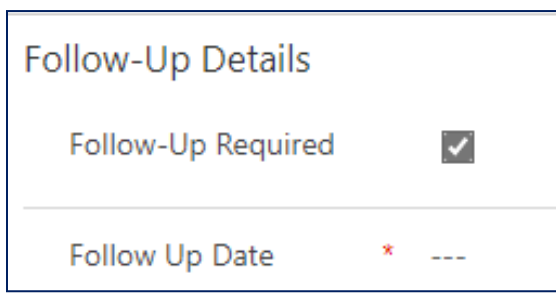
- Select the referral service from the drop-down list. The **Referral Service** must be selected using guidance from **Policy CS:33.0 High Risk Referrals** and/or **Local Agency specific High Risk Policy** to determine the correct **Referral Service** for the **Participant**, based on the **Risk Code** that was assigned.



- In the **High-Risk Details** section, select the **High Risk Referral Status** as **Accepted** or **Refused**. The status cannot be left as **Pending**. If the **High Risk Referral Status** is **Refused**, a **High Risk Refusal Reason** must be selected from the drop-down menu.

- Even though **Follow-up Required** is not required by TXIN, **it is a requirement in Policy CS:33.0 High Risk Referrals**. When **Follow-up Required** is selected, **Follow Up Date** becomes a required field.



- Enter the **Follow Up Date** using the calendar icon or type the date. The Follow Up Date should be in compliance with the Local Agency specific High Risk Policy for internal and external referrals.

Follow-Up Details

Follow-Up Required

Follow Up Date * --- 📅

November 2021							2021				
Su	Mo	Tu	We	Th	Fr	Sa	Jan	Feb	Mar	Apr	
31	1	2	3	4	5	6	May	Jun	Jul	Aug	
	7	8	9	10	11	12	13	Sep	Oct	Nov	Dec
	14	15	16	17	18	19	20				
	21	22	23	24	25	26	27				
	28	29	30	1	2	3	4				

- Select **Save & Close** on the Action Toolbar to save the **High Risk Referral** record. The **High Risk Referral Status** will change to **Accepted** or **Refused**.

Referrals					
Active Referrals To				+ New Referral To	🔄 Refresh
Referral To Name	Owner	Created On	Participant	High Risk Referral Status	
High Risk Referral To Registered Dietitian (RD) for 04824-Fallbrook WIC Center		12/9/2021	Harrison Bird	Accepted	

DOCUMENT HIGH RISK REFERRAL FOLLOW-UP

- To document a **High Risk Referral Follow-Up**, open the referral and, in the **Follow-Up Completion Details** section, check the box beside **Followed Up**. The current date will populate as the **Followed Up Date**. This date can be changed using the calendar icon.


- ! You have 3 notifications. Select to view.
- ! Mid-Point Review for Hank Bird is due on 05-30-2022. Please complete
- ! High Risk Referral is Pending for Hank Bird.
- ! High Risk Referral follow up is Pending for Hank Bird

Follow-Up Completion Details

Followed Up

Follow-Up Completion Details

Followed Up

Followed Up Date * 12/8/2021 

2. Document High **Risk Referral Follow-Up** outcome in a VENA record. Select **Other** as the **General Goal** and enter the outcome information in the text box.

General Goal *

Standard Nutritional Goals

- Increase Fruits and Vegetables
- Increase physical activity
- Other


General Goal *

Other Goal *

⊗ **Other Goal: Required fields must be filled in.**

You can also document the **High Risk Referral Follow-Up** outcome in the **Notes** section and/or upload a follow-up outcome document into the **Notes** section of the VENA record using the paperclip icon on the right side.

Timeline + 🔍 ⌵ ⋮



See policy **CS:33.0 High Risk Referrals** for more information on completing and documenting High Risk Referrals.