



ISSUE DATE: 10/5/2018
TO: WIC Coordinators
FROM: Barb McClendon
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 2018-03**

POLICIES THAT REQUIRE STAFF TRAINING:

♦ 626 – Hemoglobin and Hematocrit Screening in WIC

- Several new sections added, some information from other policies moved to this policy, all of the information has been reordered.
- Screening timelines for bloodwork by participant category moved to Policy 626 from Policy 625.
- Removed HIV from blood collecting exceptions.
- Clarified when interpreting bloodwork risk criteria to adjust for altitude and smoking.
- Standard practice guidelines added to main part of policy
- If bloodwork value more than one point below normal to recheck to confirm value
- Actions to take based on the results and what to do when tests are performed outside of WIC.
- If low value due to another type of anemia, to document in progress notes and refer to WIC Nutritionist.
- Documentation required in Medical notes if there was difficulty taking the blood test or when using referral data.
- Based on USDA Management Evaluation, new section added about what to do if unable to complete bloodwork during visit. This includes the follow-up needed until the blood work is obtained.
- Added new section re: requirement about posting a current CLIA Certificate of Compliance. This information was emailed to WIC Coordinators in 2016. Whether your agency posts a CLIA Certificate of Compliance or a Certificate of Waiver, be aware the certificate is good for two years, then an updated certificate must be obtained and posted. Be sure what is posted in your clinics is still current.
- Clarified what is needed to ensure microcuvettes are properly handled.
- Added local procedure required if screening hemoglobin not using the standard hematology equipment.
- Appendix A – Standing Orders. Updated footnote to Table 1 abnormal ranges to adjust for altitude and smoking. In Plan of Care section, clarified education to provide if in high risk range, and when to recheck tests if high or medium risk.

New in-service has been added to the 'Staff Training: In-Services' page for [Required Screening for Anemia](#).

POLICIES WITH GENERAL UPDATES

- ♦ [470 – Local Program Outreach](#)
 - Updated formatting, moved content around and made minor edits.
 - Updated the WIC Local Agency Outreach Planning Guide and linked.
 - Added new target populations under section 2.2. Added new partner agencies under section 3.2.
- ♦ [587 – Program Integrity: Dual Participation](#)
 - Updated policy citations (CFR, ORS, OAR) and titles.
- ♦ [712 – Breastfeeding: Breast Pump Ordering, Distribution and Tracking Guidelines](#)
 - Modified wording to remove specific manufacturer's names, unless specific products are described
 - Clarified procedures and responsibilities around the establishment of local agency pump inventories
 - Changed language to include more than one vendor for ordering process and timeline
 - Decreased the record retention period for breast pump release forms/loan agreements from 6 years after last date of service to 3 years after last date of service
 - Added procedures for local agencies that allow the distribution of WIC breast pumps by third parties, such as hospital partners
 - Added section on the monitoring of local program breast pump inventories, which will occur during the biennial WIC site review
 - Updated several references and links
- ♦ [810 – Nutrition-Focused Education and Counseling*](#)
 - Renamed policy
 - Combined previous policies 800, 810, 835
 - Updated Background and Definitions sections
 - Clarified frequency and types of nutrition education contacts
 - Updated staff qualifications
 - Clarified fiscal requirements
 - Added section on nutrition education materials
- ♦ [820 – Quarterly Nutrition Education Contacts*](#)
 - Renamed policy
 - Combined previous policies 820, 823, 824
 - Clarified nutrition counseling that occurs at certification & recertification
 - Expanded nutrition education options for quarterly contacts
 - Added process for developing new online or self-paced lessons
 - Clarified ways partnering agencies can provide nutrition education.

- ♦ 830 – Nutrition Counseling and Services for High-Risk Participants*
 - Renamed policy, combining previous policies 821, 822
 - Added section on services provided by the RDN/WIC nutritionist
 - Clarified high-risk counseling procedures provided by RDN/WIC nutritionist
 - Expanded methods for providing follow-up nutrition counseling
 - Added information about unfilled RDN/WIC nutritionist positions, including use of a remote RDN/WIC nutritionist

- ♦ 840 – Documentation of Nutrition-Focused Education and Counseling*
 - Renamed and renumbered policy (previously 830)
 - Added details about how to document each type of appointment
 - Clarified how to document missed appointments and refusals
 - Added information on the documentation of high risk participants, including the development of individual care plans

****Pending USDA Approval***

NOTES:

- WIC policies can be viewed online at:
oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx
- Call the state WIC office at 971-673-0040 if you have questions about this release.