



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
Income Assessment	
Training	
DOH STATE WIC Cascades Income Assessment Policy Training	<p>There are a few changes to note since this training was developed:</p> <ul style="list-style-type: none"> • The Income Screening Calculator now has the ProviderOne Search feature and assesses for other adjunctive eligibility (staff can select adjunct program check boxes). • The “Assess Income Eligibility at a Subsequent Certification” demonstration states: “If I document and verify adjunctive eligibility, I can leave the editable line of income as is. Cascades will know the participant or family is income eligible.” Current guidance is to delete the editable line of income <u>if it isn’t being used for the income assessment</u>. This practice makes it more clear what was used for the participant’s income assessment. <p>Review the Providing Remote Services policies for proof requirements from now until August 31st, and the Post Public Health Emergency (PHE) policies for proof requirements effective September 1, 2023.</p>
Policy & Guidance	
Post Public Health Emergency Policies	<p>Coming soon! We’ll share the post PHE policies for providing remote services which will go into effect September 1, 2023 when they are approved by FNS.</p> <p>These policies will align with the two waivers Washington WIC received for physical presence at certification and subsequent certification, and remote benefit issuance.</p>
Volume 1, Chapter 6 - Income	
Forms and other resources	



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
Temporary Certification for Missing Proof of Income Form Statement of Income Form (Affidavit for Income)	We encourage staff to become familiar with these two forms and the “Temporary Certification for Missing Proof of Income” and “No Proof of Income” policies.
Certification	
Training	
DOH STATE WIC Cascades Certification Policy Training – Part 1	<p>There are a few changes to note since this training was developed:</p> <ul style="list-style-type: none"> • The Income Screening Calculator now has the ProviderOne Search feature and assesses for other adjunctive eligibility (staff can select adjunct program check boxes). • See the Cascades Participant Search training for more information about completing a state-wide search in Cascades prior to creating a new participant record. • Cascades now requires staff to verify a participant’s date of birth and gender. • Physical presence is not required for the initial or subsequent certification with the post PHE waivers. Staff must still document when the person isn’t physically present for these appointments and the reason why. • During a remote certification, staff electronically sign the R & R in Cascades after reviewing the form, asking if the person has any questions, and gaining their agreement. • There isn’t a Part 2 of this training at this time. <p>Follow the Providing Remote Services policies for certification requirements from now until August 31st, and the Post Public Health Emergency (PHE) policies for requirements effective September 1, 2023.</p>



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
	Volume 1, Chapter 25 – Legal Considerations and Confidentiality is being revised and will clarify many policy issues, particularly around custody. We’ll notify you when the updated chapter is available.
Policy & Guidance	
Post Public Health Emergency Policies	We’ll share the post PHE policies for providing remote services which will go into effect September 1, 2023 when they are approved by FNS.
Volume 1, Chapter 18 - Certification	<ul style="list-style-type: none"> • The standard Separation of Duties (SOD) policy in this chapter is in effect for all clinics as of September 1, 2023. • See link to the SOD file review form below. • Staff must provide the WIC ID and Card Folder to all participants. It contains required written referral information.
Forms and other resources	
Separation of Duties File Review Form	Staff use this tool to document the required file review for certifications that don’t meet the SOD requirement.
Staff Tool: Cascades WA WIC Separation of Duties Report	This staff tool shares how to access the SOD report in Cascades.
Certification: Anthropometrics & Hematology	
Training	
DOH STATE WIC Anthropometrics Curriculum	Staff don’t need to retake the test.
DOH STATE WIC Hematology Curriculum	Staff don’t need to retake the test.
Core WIC Training Anthropometrics	
Hemocue Online training	Staff can access the manufacturer’s training 24/7.
Policy & Guidance	
Post Public Health Emergency Policies	We’ll share the post PHE policies for providing remote services which will go into effect September 1, 2023 when they are approved by FNS.



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
Volume 1, Chapter 9 - Anthropometrics	
Volume 1, Chapter 10 - Hematology	
Volume 1, Chapter 14 – Nutrition Risk Criteria	It may be helpful to review the anthropometric and hematology risks.
Forms and other resources	
When to Test Hemoglobin or Receive Blood Work	With the post PHE policies, staff have 90 days to obtain the participants blood work value.
Measurement and Bloodwork Information Form (wa.gov)	This form now includes blood lead value.
McKesson/Masimo/HemoCue Hematology Supply Order Form	Use this form to order hematology supplies.
Healthy Weight Gain During Pregnancy – A Clinician’s Tool	
Healthy Weight Gain during Pregnancy Booklet	
960-367-NutritionRiskFactorTool.xlsx (live.com)	The second to last tab contains the Hematology tables.
Certification: Assessment Questions	
Training	
DOH STATE WIC Assessment	
Core WIC Training Assessment Questions	
Policy & Guidance	
Post Public Health Emergency Policies	We’ll share the post PHE policies for providing remote services which will go into effect September 1, 2023 when they are approved by FNS.
Domestic Violence Assessment Question During Remote Services	
Volume 1, Chapter 11 - Assessment	
Forms and other resources	
Staff Tool - Assessment Questions for a Participant Centered Risk Assessment (wa.gov)	The English version is the only one updated with the required Lead Testing question for children.



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
Certification: Nutrition Risk Assessment	
Training	
Core WIC Training – Nutrition Risk Assessment	This training section was recently updated to reflect Cascades screens and functionality.
Policy & Guidance	
Volume 1, Chapter 14 – Nutrition Risk Criteria	
Forms and other resources	
Staff Tool: Nutrition Risk Factors	The staff tool shares the risk definition and information about where the risk is assessed in Cascades. The tool doesn't include all the content included in Volume 1, Chapter 14 – Nutrition Risk Criteria, like the Implications for WIC Services sections.
Care Plan	
Care Plan: Nutrition Education	
Training	
DOH STATE WIC Participant Centered Education	
DOH STATE WIC WH Online Nutrition Education	
Required Guidance for Nutrition Education training	This training gives information about the nutrition education required guidance and provides examples of care plan documentation.
Policy & Guidance	
Post Public Health Emergency Policies	We'll share the post PHE policies for providing remote services which will go into effect September 1, 2023 when they are approved by FNS.
Nutrition Education Required Guidance Documents:	



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
<ul style="list-style-type: none"> • Nutrition Education at the Initial and Subsequent Certification and Presume Eligible Complete Assessment • Nutrition Education at the Mid-Certification Health Assessment • Second Nutrition Education – Individual • Second Nutrition Education – Group Class • Second Nutrition Education – High Risk with a WIC Registered Dietitian Nutritionist (RDN) • Second Nutrition Education – Online Education 	
Forms and other resources	
Staff Tool: Required Documentation at Nutrition Education Contacts	
Care Plan: Referrals	
Training	
DOH STATE WIC Lead Screening and Referral	
Policy & Guidance	
Volume 1, Chapter 12 – Referrals and Coordinating Services	
Required Guidance: Screen for Lead Testing for Children	
Forms and other resources	
Staff Tool: Referrals	
Does Your Child Need a Lead Test? referral card	
Breastfeeding	
Training	
DOH State WIC The Breastfeeding Review Part 1	
DOH State WIC The Breastfeeding Review Part 2	



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
DOH STATE WIC Policy Review - Breastfeeding Review (BFR)	This is recorded session on BF Review policy at February 9 webinar.
DOH State WIC Breast Pumps and Supply Inventory Training	Required training for staff managing pump inventory.
DOH State WIC Issue Breast Pump and Supply Inventory Training	Required training for staff issuing pump supplies.
DOH State WIC Cascades Multi User Breast Pump Follow Up and Return Inventory Training	Required training for staff issuing pump supplies.
DOH State WIC Breastfeeding Curriculum Level 1	Recorded sessions now in the Learning Center.
DOH State WIC Breastfeeding Curriculum Level 2	Recorded sessions now in the Learning Center.
DOH State WIC Breastfeeding Curriculum Level 3	Recorded sessions now in the Learning Center.
DOH State WIC Breastfeeding Curriculum Level 4	Coming soon.
Policy & Guidance	
Volume 1, Chapter 15 - Breastfeeding	
Food benefits	
Training	
Issuing Food Benefits in Cascades	
WIC Foods with a Cascades Focus	
Policy & Guidance	
Post Public Health Emergency Policies	The post PHE policies share policy and procedures when providing remote services on or after September 1, 2023.
Volume 1, Chapter 22 – Issue WIC Foods Benefits	
Volume 1, Chapter 23 – WIC Foods	<ul style="list-style-type: none"> Effective September 1, 2023, participants must return unopened, unexpired formula to the clinic when exchanging it for another type of formula.



2023 Post Public Health Emergency (PHE) Training & Policy Resources



Topic Area	Comments
	<ul style="list-style-type: none"> See the Unused and Returned WIC Formula Donation Guidelines for guidance if the clinic wants to develop a policy to donate returned formula.
Volume 1, Chapter 24 – Medical Documentation for Formulas and Foods	
Remote Services	
DOH STATE WIC Individual Counseling for Remote WIC Services	
DOH STATE WIC Group Sessions for Remote WIC Services	
DOH STATE WIC The Basics – Using Video Technology for Remote WIC Services	961-1244-CreatingYourVideoPresence.pdf (wa.gov)

This institution is an equal opportunity provider.
Washington WIC does not discriminate.

To request this document in another format, call 1-800-841-1410.
Deaf or hard of hearing customers, please call 711 (Washington Relay) or email
wic@doh.wa.gov.

