

## New Hampshire WIC Policy & Procedure Manual

### Chapter 8 CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES B. Nutrition Risk Determination, Documentation, and Priority Assignment

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#### Anthropometrics

**Purpose** To assess for growth, development, and nutrition needs. Used for identification of risk codes and nutrition education.

**Policy** All anthropometric data shall reflect the categorical status of the applicant.

Measurements performed at WIC shall be by trained WIC staff.

Height/length and weight measurements shall be performed and documented in the participant/applicant's record at the time of certification, for High Risk follow up nutrition (HR-FUN) appointments as required in High Priority Indicators (HPI) policy (Ch. 8B) and for mid-certification appointments otherwise, referral measurements from an acceptable referral source as noted in this policy w/in the correct timeframe may be used.

Acceptable Referral Sources: Weight and height/length may be provided from a Healthcare Provider (HCP), Head Start, Special Medical Services and Visiting Nurse Association.

All referral measurements must be within 60 days of the WIC certification, mid-certification, and HR\_FUN appointments per HPI policy requirements.

Verbal measurements from the participant are allowed for:

- birth weight and length,
- pre-gravid weight and
- weight at delivery.

To ensure accuracy of weight measurements, WIC agency scales must be calibrated on a monthly basis.

**Authority** CFR 246.7

**Procedure** **Infants:** Birth measurements shall be entered in StarLINC at the initial infant certification appointment. In addition, current measurements or documented referral measurements within the last 60 days (other than birth measurements) shall be entered for weight and length to complete the certification.

Infants must have at least one other weight and length measurement taken during their extended certification period. This measurement shall be taken or referral measurements used for the mid-certification appointment.

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HR\_FUN appointments: Infants requiring measurements for growth follow-up as defined in High Priority Indicators policy (Ch 8B), need to have weight and length measurements taken at the next HR-FUN appointment or provide measurements through documentation by an acceptable referral source. Referral measurements must be within 60 days of the date of the WIC HR-FUN appointment.

**Children:** A current measurement or documented referral height/length and weight measurement within the last 60 days shall be entered to complete the certification.

Children must have at least one other weight and length measurement taken during their extended certification period. This measurement shall be taken or referral measurements used for the mid-certification appointment.

HR-FUN appointments: Children requiring measurements for growth follow-up as defined in High Priority Indicators policy (Ch 8B), need to have weight and length/height measurements taken at the next HR-FUN appointment or provide measurements through documentation by an acceptable referral source. Referral measurements must be within 60 days of the date of the WIC HR-FUN appointment.

**Pregnant Women:** A pre-gravid and a current weight shall be recorded for all pregnant women certified on the NH WIC Program. Pre-gravid weight may be taken verbally. A current weight shall be taken at the WIC office or provided by an acceptable referral source that is categorically correct. Referral measurements must be within 60 days of the date of the WIC certification appointment. (Measurement requirement is excluded initially for presumptively enrolled pregnant women—see exception below).

A height measurement shall also be taken at the initial certification appointment.

FUN\_HR appointments: Pregnant women shall have weight measurements obtained for FUN\_HR appointments requiring follow-up measurements as defined in High Priority Indicators policy (Ch 8B) or provided documentation by an acceptable referral source. The referral measurement must be within 60 days prior to the date of the HR-FUN WIC appointment.

**Postpartum Women & Breastfeeding Women:** Weight at delivery and current weight is required for all postpartum/breastfeeding women certifying on the NH WIC Program. Weight at delivery may be taken verbally. A current weight shall be taken at the WIC office or provided by an acceptable referral source that is categorically correct. Referral measurements must be within 60 days of the date of the WIC

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certification appointment. A height measurement shall be taken at the postpartum/breastfeeding certification appointment, if the participant was not enrolled during pregnancy.

Breastfeeding women must have at least one other weight measurement taken during their extended certification period. This measurement shall be taken or referral measurements used for the mid-certification appointment.

**Referral Measurements** may be provided via a medical referral form or other documentation such as measurements on the Healthcare Provider's (HCPs) letterhead, the HCPs prescription form, the HCPs electronic appointment summary print out, health assessment notes and/or the patient's health portal. Verbal measurements are acceptable (not preferred) from a HCP or health programs noted above. Acceptable documentation of weight and height/length measurements must have the date of the measurements on the document/portal. Document referral source in anthropometrics screen note section of StarLINC.

See NH Early Childhood Health Assessment Record/Medical Referral form.

See NH WIC Medical Documentation- Anthropometrics /Hemoglobin/Hematocrit/Lead Form.

See Required Weight Measurements by Category chart.

#### **Recommended technique when measuring participants:**

##### **Infant/Child Weight (< 24 months of age):**

1. Use a calibrated beam balance or electronic scale/digital scale.
2. Weigh in VERY light clothing, clean dry diaper, no shoes.
3. Zero the scale.
4. Center the infant on the scale tray using a clean tray liner.
5. Utilize two people whenever possible. Ask parent to help.
6. Weigh to the nearest ounce.
7. Document reason in StarLINC if unable to obtain an accurate measurement.

##### **Infant/Child Length (< 24 months of age or up to 36 months of age if unable to stand):**

1. Infant is measured in light clothing, no shoes, no hair accessories, clean dry diaper.
2. Utilize two people whenever possible. Ask parent to help.
3. Place on back with body straight.
4. Head is against backboard, eyes straight upward. Chin should not be tucked in against chest or stretched too far back.
5. Both legs fully extended, heels of both feet are touching footboard.
6. Measure to the nearest 1/8 inch.
7. Document reason in StarLINC if unable to obtain an accurate measurement.

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#### **Adult/Child Height ( $\geq 24$ months of age):**

1. Use a vertical stadiometer with a right angle headpiece.
2. No shoes, no heavy clothing, hats or hair accessories
3. Stand with heels, buttocks, shoulder blades, & head touching a flat upright surface.
4. Look straight ahead.
5. Measurer's eyes shall be parallel with the headpiece.
6. Arms at side, legs straight, & feet flat.
7. Measure to the nearest 1/8 inch.
8. Document reason in StarLINC if unable to obtain an accurate measurement.

#### **Adult/Child Weight ( $\geq 24$ months of age):**

1. Use a calibrated beam balance or electronic scale/digital scale.
2. Zero the scale.
3. Stand in center of platform.
4. No shoes, heavy clothing, or hats & hair accessories.
5. Measure to nearest ounce
6. Document reason in StarLINC if unable to obtain an accurate measurement.

#### **Documentation of measurements:**

All measurements shall be entered into StarLINC with the date the measurement was taken.

Measurements taken outside the WIC office shall have a note entered into StarLINC on the measurement screen indicating where the measurement was taken and reflect the actual date of measurement.

Measurements reported verbally over the phone by an acceptable referral source shall be documented in StarLINC as "verbal measurement" with the referral source noted and the staff person's name.

Verbal measurement from a parent/caregiver shall not be used for the purposes of certification/mid-certification of HR\_FUN appointments. Verbal measurements by the participant or caregiver may be summarized as "verbal from the parent/caregiver" in the Nutrition Education Goals section.

When measurement for a pregnant woman or an infant are not possible because they are not at the appointment document this in the nutrition education note.

#### **Refusal of measurements:**

~~An applicant,~~ A re-certifying participant, or parent, who refuses to have herself, their infant or child measured at the WIC office, may provide written documentation from the HCP or a valid referral source of a weight and length/height within the timeline provided for each category. For

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women (excluding presumptively enrolled pregnant women—see exception below) or children, if written documentation is not available on the day of the WIC recertification/mid-cert and they or the parent refuses to have the measurements done at WIC, the measurement may be waived if the previous most recent measurement at the last mid-cert or certification was obtained; if the measurement was waived at the previous certification/mid-cert and not obtained, the certification cannot proceed. The applicant/participant may continue the mid-cert appointment, meet with the nutritionist, and benefits issued. There must be a discussion and documentation of request/follow-up on measurements.

A new applicant/certification must have documentation from the HCP or a valid referral source of a weight and length/height within the timeline provided for each category or have measurements completed at the appointment.

Refer to the Remote Certification with Waivers for Physical Presence policy.

**Scale Calibration:** Local agencies shall calibrate scales monthly and document on a log developed by the agency.

**Scales and Stadiometers/recumbent boards:** Agency shall purchase and use professional medical grade scales, and stadiometers/recumbent boards to measure anthropometrics.

**Staff Training:**

Local agencies shall complete an annual anthropometrics review and training along with completing the NH WIC Local Agency Staff Annual Anthropometrics Review attachment. The recommended online resource is <https://www.cdc.gov/nccdphp/dnpao/growthcharts/who/index.htm>

**Exception**

Pregnant women certified under the guidelines of Presumptive Eligibility shall have 60 days to provide measurements of current height and weight.

Infants certified under the guidelines of Enroll Infant shall use their birth measurements. See Chapter 8, sub-chapter E for Enroll Infant policy.

**Best Practice**

For infants with documented birth measurements, one month of benefits may be provided. Staff shall schedule a follow up appointment within the month to receive the current weight and length/height from the HCP or valid referral source.

Referral measurements for infant certification/mid-certification and any HR\_FUN due to growth concerns would be w/in 30 days of the WIC appointment. FUN appointment for pregnant women.

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Pregnant FUN appointments: All pregnant women shall have weight measurements obtained at all FUN appointments or provided by an acceptable referral source. Referral measurements would be within 30 days prior to the date of the FUN WIC appointment.

When a discrepancy exists between referral measurements, a current measurement/re-measurement shall be done at the WIC office.

Obtain weight and height/length measurements at all FUN appointments for the following participants:

- Breastfeeding/Postpartum women with weight problems;
- All infants when present at appointment;
- Children 1 to <24 months: >2.3<sup>rd</sup> and  $\leq 5^{\text{th}}$  %tile or  $\geq 97.7^{\text{th}}$  %tile weight for length;
- Children 24 months and older at overweight status ( $\geq 85^{\text{th}}$  and  $< 95^{\text{th}}$  % tile BMI-for-Age); and
- Children 24 months and older at obese status ( $\geq 95^{\text{th}}$  %tile BMI-for-Age).