DHS
Oregon Department of Human Services

## Oregon WIC Training

# Nutrition Risk Module

## Training Supervisor's Guide

oregon wic program
"healthy kids, strong parents"

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# Instructions for Training Supervisor

## Overview

Welcome to the *Training Supervisor's Guide for the Nutrition Risk Training Module!* In addition to this guide, you will also need a copy of the student's version of the *Oregon WIC Training – Nutrition Risk Module*.

## Training Supervisor's Role

Your role as the Training Supervisor is to oversee the staff members at your local agency and/or clinic who are using the *Nutrition Risk Module*. You will:

- Help students begin using the *Nutrition Risk Module*.
- Be available to answer questions about the module. Help the student find the answers within the module or in other reference books.
- Meet with the students to review and evaluate progress and administer *Posttests*.
- Observe students while certifying clients.
- Submit completion information to the State WIC office.

## Nutrition Risk Competencies

Upon completion of the *Nutrition Risk Module*, WIC staff will achieve the following competencies.

1. CPAs will correctly assign nutrition risks.
   - They will define each risk.
   - They will state how each risk affects the participant's health.
   - They will identify if risks are TWIST-selected or CPA-selected.
   - They will know which risks apply to each category.
   - They will correctly use the data gathered in the health history questionnaire.
2. CPAs will correctly document risks.
   - They will correctly document the data gathered during the certification and follow-up appointments.
3. CPAs will correctly follow-up for each nutrition risk.
   - They will correctly refer high-risk participants to the WIC nutritionist.
   - They will correctly refer medium-risk participants to the health professional or WIC nutritionist as available.
4. CPAs will use the *Nutrition Risk Module* as a reference during certification.

## To Do Before Training

1. Read the *Nutrition Risk Module*.
2. Select the most appropriate training plan for the staff person.
   - Sample training plans are located at the end of the Training Supervisor's Guide.
   - The module has a recommended training plan (see Section S-4 in "Starting the Module"). A more detailed version of this training plan, including the order of risks covered, is also located with the other sample training plans at the end of the Training Supervisor's Guide.
   - The recommended training plan allows staff to begin certifying clients in the following order: 1) pregnant women, 2) infants and children, and 3) breastfeeding and non-breastfeeding women.
   - If your agency prefers that staff learn to certify clients in a different order, you may change the order that they complete the workbooks. However, **Workbooks #1 and #2 must always be completed first**.
3. Know the following information that will be specific to your local agency and/or clinic.
   - The role of the person completing the module.
   - The names of your local agency's WIC nutritionist(s) and professional CPA(s).
   - The location of your local agency's high-risk referral guidelines and protocols. Know if there are differences between your local policy and the State's minimum standards (see *Risk Levels* lesson in Section 3).
   - The process of referring medium- and high-risk participants for your local agency (see *Risk Levels* lesson in Section 3).
   - The process for scheduling an appointment with the WIC nutritionist for your local agency.

- The location of your local agency's policy for documenting additional information in TWIST. Know where your agency documents additional information for low- and medium-risks (your agency should choose **either** the "Notes" or the "Progress Notes"). All high-risk additional documentation will be in the "Progress Notes" (see the *Documentation* lesson in Section 3).

4. Be prepared to allow existing staff to "test out" of completing the module.
   - Staff can test out of completing a workbook if they pass the *Posttest* for the workbook with 100% accuracy.
   - Staff who attempt to test out, must have experience assigning WIC nutrition risks within the past 10 years.
   - **All staff must complete Workbook #1 – Overview of Nutrition Risk**.
   - See the sample training plan for "Testing Out."
5. Have a location available where the student can access the practice database in TWIST.
   - They will need to use TWIST to practice with case studies at the end of Workbooks #2 – #6.
   - Staff new to TWIST may need a co-worker who is experienced with TWIST to work on the case studies with them.
   - To help them access the practice database, see the *Practice Database* lesson in the *TWIST Training Manual* (Chapter 6, Lesson 600).

- Assign each staff person a different middle initial to use in the case study names.

## To Provide Group Training

Some agencies may choose to provide training to staff in a group setting. In group training, each student must complete the *Posttests* individually.

Local agencies are free to decide how group training might best meet their needs. Some suggestions include:

1. Present the *Risk Info Sheet* information to the group and have the students work on the case studies individually on TWIST. Use the examples given on each *Risk Info Sheet* to keep the presentation interesting and personal.

2. Ask the students to work in pairs to role play certification scenarios using TWIST.

3. Play games to practice learning the risk codes. For example, RISK CODE BINGO – you call out a medical condition, and if they have the number of the risk code on their BINGO card, they can mark the number.

## When to Meet with the Student

### Before the Student Begins the Module

1. Determine if the student has WIC experience and is likely to pass the *Posttests* without reading the module. See the information in number 4 in *To Do Before Training* (page 4 of this guide) for more information.
2. Make a training plan and timeline using the *Steps for Completing the Module* (see Section S–4 in "Starting the Module").
3. Explain the workbooks to the student.
   - Show the student where to find the workbooks in the module.
   - Discuss the order they will complete the workbooks based on their training plan.
   - Show the contents of the workbooks (Workbook #1 is different than Workbooks #2 – #6).
   - Explain that throughout the case studies information is provided for both hemoglobin and hematocrit; however, it is only necessary to enter one of these numbers — whichever is used at your agency.
   - Explain that the *Posttest* is at the end of each workbook and that they should contact you before they take it.
4. Explain the *Risk Info Sheets*.
   - Show the student the *Risk Info Sheet* for Risk 101.
   - Show and explain the following items:
     - Risk Title
     - Risk Number
     - The star next to risk number indicates that there is more than one *Risk Info Sheet* for this risk number, each discussing a different client category.
     - The category "pictures" – the diamonds with pictures of a pregnant woman, a breastfeeding/non-breastfeeding woman, an infant and a child.

- The Category/Risk Level box.
- Each "gray bar" section.

5. Show the student the Job Aids and *More Information about Medical Conditions* and encourage the student to use them during training.

## After the Student Completes Each Workbook

1. Review each workbook, including all *Practice Activities* and *Skill Checks, Case Studies,* etc.

2. Use the answer key for each workbook provided in this guide to review student's answers.
   - Risks that appear in **bold** throughout the answer keys have not yet been covered in the module, but are applicable to that specific example.

3. Administer the *Posttest* and score based on answer key.

4. Once student has passed the *Posttest* for workbooks #4, #5 and #6, observe the student certifying clients using the *Observation Checklist* at the end of each workbook.

5. Keep the *Posttests* and *Observation Checklists* until the student has completed the entire module.

6. Document completion of the workbooks on a copy of the *Competency Achievement Checklist*.

### When the Student has Completed the Module

1. Review with the student the *Final Checklist for Completing the Module* (see Section S-4 in "Starting the Module").

2. Document completion of the *Posttests* and *Observations* on a copy of the *Competency Achievement Checklist*.

### To Finalize Completion of the Module

1. Congratulate the student on their achievement!

2. Give the completed *Competency Achievement Checklist* to the Local Agency Coordinator. The Local Agency Coordinator will file the form and document into TWIST, according to WIC Policy 440.

3. Collect the student's *Training Module Evaluation* and mail it to the State WIC office (see Policy 440).

4. Follow the procedure in WIC Policy 440 to print a *Module Completion Certificate*.

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**NOTE**

It is estimated that you will spend between 5 and 7 hours total time meeting with the student.

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# Competency Achievement Checklist Nutrition Risk Module

**Master Copy – make copies before using.**

Staff (Student) Name _____

Local Agency _____

**Training Supervisor:** Evaluate the student's competency at the following checkpoints.

| At this Checkpoint: | Evaluate this: | Date Competency Achieved | Initials |
|---|---|---|---|
| End of Workbook #1 | Student has passed the *Posttest* in Workbook #1 with a score of 100%. | | |
| End of Workbook #2 | Student has passed the *Posttest* in Workbook #2 with a score of 100%. | | |
| End of Workbook #3 | Student has passed the *Posttest* in Workbook #3 with a score of 100%. | | |

*Continued on next page.*

| At this Checkpoint: | Evaluate this: | Date Competency Achieved | Initials |
|---|---|---|---|
| End of Workbook #4 | Student has passed the *Posttest* in Workbook #4 with a score of 100%. | | |
| | Student has achieved the observation criteria on the *Observation Checklist* during certification of pregnant women. | | |
| End of Workbook #5 | Student has passed the *Posttest* in Workbook #5 with a score of 100%. | | |
| | Student has achieved the observation criteria on the *Observation Checklist* during certification of infants and children. | | |
| End of Workbook #6 | Student has passed the *Posttest* in Workbook #6 with a score of 100%. | | |
| | Student has achieved the observation criteria on the *Observation Checklist* during certification of breastfeeding and non-breastfeeding women. | | |

I verify that _____ has achieved the learning objectives of the *Nutrition Risk Module* and is competent to assess and assign nutrition risks. The student meets the criteria set by the state to receive a certificate of completion for this module.

Signed _____ Date _____

**Upon completion of this form:**

1. File the form in the appropriate personnel file in accordance with WIC Policy 440.
2. Enter the module completion date information in TWIST.

# Answer Key – Risk Overview Lesson

## Lesson 3-1

### Practice Activity

| | |
|---|---|
| > | Greater than, more than |
| Hx | History |
| EDD | Estimated date of delivery, due date |
| LBW | Low birth weight |
| Appt | Appointment |
| ≤ | Less than or equal to |

### Skill Check

1. Anthropometric
   Biochemical
   Clinical/Medical
   Dietary
2. CPA-selected
   TWIST-selected

3. During certification, based on information from participant.
4. Information collected by WIC staff
   Historical data
   Information from the health care provider.
   Information self-reported by the participant.
5. Information self-reported by the participant.
6. CPA.

## Lesson 3-2

## Practice Activity

1. [List of 3 high risks and 3 medium risks — answers will vary.]
2. [Answer depends on local agency policy.]

## Skill Check

1. Refer the participant to WIC nutritionist.

   Use caution when providing nutrition education.

## Lesson 3-3

## Skill Check

[Answers depend on staff at local agency.]

## Lesson 3-4

## Skill Check

[Answers depend on staff at local agency.]

# Answer Key – Workbook #1

## Posttest

1. Anthropometric
   Biochemical
   Clinical/Medical/Health
   Dietary
2. Dietary
3. One of these:
   Are you seeing a doctor for this condition?
   How long have you had this is condition?
   Are you taking any medications for the condition?
   Has you doctor prescribed a special diet for this condition?
4. The risk level is displayed on the "Risk Factors" and "Risks/ Interventions" screens.
5. Receives more intensive nutrition counseling.
   Is referred to the WIC Nutritionist.
6. (name of your local agency WIC nutritionist).
7. (student's role/job in WIC).
8. When risks are CPA-selected and it is possible for more than one condition to qualify for that risk. And when a high-risk needs more clarification for why it was selected.

9. (In Notes or Progress Notes, depending on your local agency policy).
10. (In Notes or Progress Notes, depending on your local agency policy).
11. In the Progress Notes.

# Answer Key – Workbook #2

## Practice Activity 1 – Skill Check

1. If the hemoglobin or hematocrit levels fall below the guidelines given on the *Risk Info Sheet* (or Policy 675), or when a hemoglobin or hematocrit that is below the recommended level remains the same or continues to drop at recertificaiton or follow-up.

2. In *More Information about Medical Conditions*.

## Practice Activity 2 – Skill Check

1. Ask a health professional or WIC nutritionist.
2. That the condition has been diagnosed by a health care provider.
3. Risks 342, 346, 347, 360.
4. They are all high risk so the additional documentation goes in the Progress Notes.
5. Risks 342, 343, 345, 346, 347, 360 (all but 356).
6. Yes – Risk 347
7. Yes – Risk 342
8. Yes – Risk 343
9. Yes – Risk 345
10. Yes – Risk 346
11. Yes – Risk 360

## Practice Activity 3 – Skill Check

1. 348 – *Spina Bifida*
   *362 – Developmental Delays*
   *341 – Malnutrition*
   *349 – Cleft Palate*
   *351 – PKU*
   *362 – Autism*
   *348 – Multiple Sclerosis*
   *351 – Galactosemia*
   *349 – Down Syndrome*
   *348 – Epilepsy*
   *349 – Sickle Cell Anemia*
   *341 – Vitamin A Deficiency*
   *362 – Brain Damage*
   *341 – Rickets*
   *348 – Cerebral Palsy*
2. In the Progress Notes because they are all high-risk.

## Practice Activity 4 – Skill Check

1. No – Has not been diagnosed by a healthcare provider
2. Yes – Risk 354
3. Yes – Risk 353

## Practice Activity 5 – Skill Check

1. Low-risk: Risks 359 & 381

   Additional information would be documented in the Notes or Progress Notes (depending on local agency policy).

2. High-risk: Risks 352 & 357

   Additional information would be documented in the Progress Notes.

3. Yes – Risk 359
4. Yes – Risk 381
5. Yes – Risk 357
6. Yes – Risk 359
7. Yes – Risk 352

## Practice Activity 6 – Skill Check

1. TWIST-selected: 801, 802 & 901.
2. Risk 201 (Risk 502 is used only when there isn't a risk listed on the VOC).
3. Risks 901 & 903
4. Yes – Risk 501

## Case Study A

1. Risks **121**, 360, 801

   Yes, they are appropriate.

2. Progress Notes: Entered "daily breathing treatment for asthma" for Risk 360.
3. High-risk.
4. Refer to WIC nutritionist.

## Case Study B

1. Risks 201, 352, 802

   Yes, they are appropriate.
2. Progress Notes: entered "tuberculosis" for Risk 352.
3. High-risk.
4. Refer to WIC nutritionist.

## Posttest

1. No, would use Risk 201.
2. Can't be used for pregnant women.

   Can't be used two times in a row.

   No risk of regression.
3. Julie:

   S: Diagnosed last week with pregnancy induced hypertension. Has mild cerebral palsy.

   A:

   P: Referred to WIC nutritionist for follow-up.
4. Sonya:
   - Risks 345, 347, 357.
   - Type of cancer (brain tumor) and the type of cancer treatment.
   - Progress Notes.
   - Refer to the WIC nutritionist.
5. Artrina:
   - Risk 342.
   - Gallbladder problems.
   - Progress Notes.
   - Refer to the WIC nutritionist.

6. Beatriz:
   - Risk 349, 356, 360.
   - Born with a cleft lip. She has asthma and she requires daily breathing treatment (include name of medication).
   - Progress Notes.
   - Refer to the WIC nutritionist.
7. Alexis:
   - Risks 343, 352.
   - She has tuberculosis and is receiving treatment (include name of medication).
   - Progress Notes.
   - Refer to the WIC nutritionist.
8. Brianna:
   - Risks 348, 801.
   - She has cerebral palsy.
   - Progress Notes.
   - Refer to the WIC nutritionist.
9. Betty:
   - Risk 341, 354.
   - She has Vitamin A deficiency.
   - Progress Notes.
   - Refer to the WIC nutritionist.
10. Carly:
   - Risk 362.
   - She has a brain injury and problems with eating.
   - Progress Notes.
   - Refer to the WIC nutritionist.

11. Martina:
    - Risks 351, 802.
    - She has PKU.
    - Progress Notes.
    - Refer to the WIC nutritionist.
12. Justin:
    - Risk 903.
    - No additional documentation.
    - May need to be referred to the WIC nutritionist for formula evaluation.
13. Camille:
    - Risk 357.
    - Type of medication and how it affects her.
    - Progress Notes.
    - Refer to the WIC nutritionist.
    - May also refer to a health professional for concerns about allergies.
14. Aidan:
    - Risk 381.
    - He has baby bottle tooth decay.
    - Notes or Progress Notes (depending on local agency policy).
    - Refer to community dental services, if available.
15. Katrina:
    - Risks **331**, 901, 903.
    - No additional documentation.
    - No referrals required.

16. Shereen:
    - Risk 201, 211.
    - Change risk level to high-risk because hemoglobin is low enough to meet the high-risk criteria.
    - Risk level is changed on the "Risk Factors" or "Risks/ Interventions" screen.
    - Refer to the WIC nutritionist.
17. Jacquie:
    - Risk 360.
    - She has lupus.
    - Progress Notes.
    - Refer to the WIC nutritionist.

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**NOTE**

Risk 359 is not appropriate since C-section was >2 months ago. TWIST automatically assigns this risk, so CPA must remove it.

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18. Martin:
    - Risk 501.
    - The reason for possible regression
    - Notes or Progress Notes (depending on local agency policy).
    - No referrals required.

# Answer Key – Workbook #3

## Practice Activity 1 – Skill Check

1. For prenatal women they apply to any previous pregnancy. For breastfeeding and non-breastfeeding women, they apply to the most recent pregnancy only.
2. Yes – Risk 303
3. Yes – Risk 311
4. Yes – Risk 312
5. Yes – Risk 321
6. Yes – Risk 321, **335**
7. No Risks – fetal loss < 20 weeks gestation
8. Yes – Risk 337
9. Yes – Risk 339

## Practice Activity 2 – Skill Check

1. Risks 331, 332 & 335
2. Yes – Risk 331
3. Yes – Risk 332
4. Yes – Risk 333
5. Yes – Risk 335
6. Katie – to WIC nutritionist

   Kiersten – to health professional

## Practice Activity 3 – Skill Check

1. No – Not currently exhibiting symptoms
2. Yes – Risks 331, 902
3. Both Heather and Carol would be referred to the WIC nutritionist.

## Practice Activity 4 – Skill Check

1. Risk 371
2. Yes – Risk 372
3. Yes – Risk 371

## Case Study A

1. Risks 201, 303, 312, 332, 359, 371

   Yes, they are appropriate.
2. None.
3. High-risk.
4. Refer to the WIC nutritionist.

## Case Study B

1. Risks **131**, 321, 331, 332

   Yes, they are appropriate.
2. Change risk level to high for risk 331.
3. TWIST generated medium risk, but risk level should be changed to high based on risk 331.
4. Refer to the WIC nutritionist.

## Posttest

1. No.
2. High-risk if she is under 15 years old at conception. May need to determine date of conception using a pregnancy wheel. If she is high-risk, change the risk level to high on the "Risk Factors" or "Risks/Intervention" screens.
3. Brooke:
   - Risks 311, 312, 335, 371.
   - She is pregnant with twins.
   - Notes or Progress Notes (depending on local agency policy).
   - Recommended to refer to a health professional or WIC nutritionist. May also refer to community services for smoking cessation.
4. Janet:
   - Risks 331, 358, 372, 902.
   - She has anorexia. Using methamphetamines.
   - Progress Notes.
   - Refer to the WIC nutritionist.
5. Mae:
   - Risks 321, 332, 339.
   - No additional documentation needed.
   - No referrals required.
6. Sydney:
   - Risks 303, 333, 337
   - Age at conception.
   - Notes or Progress Notes (depending on local agency policy).
   - No referrals required.

# Answer Key – Workbook #4

## Practice Activity 1 – Skill Check

101 – Underweight – Pre-pregnancy BMI is 18.

111 – Overweight – Pre-pregnancy BMI is 29.

131 – Low Maternal Weight Gain – Pre-pregnancy BMI is 25 and weight gain is 1 pound per month during the 2nd trimester.

132 – Maternal Weight Loss during Pregnancy – Weight loss during the first trimester of pregnancy is 2 pounds.

133 – High Maternal Weight Gain – Weight gain during the first month is 9 pounds.

## Practice Activity 2 – Skill Check

1. Hyperemesis gravidarum must be diagnosed by the health care provider and must be severe enough to cause dehydration and acidosis.
2. 343 (Diabetes Mellitus) – Woman had diabetes before pregnancy.

   302 (Gestational Diabetes) – Women developed diabetes during pregnancy.
3. Yes.
4. Yes.
5. Yes.

## Case Study

1. Risks 111, 201, 301, 321, 332, 334, 358.
2. Bulimia in the Progress Notes.
3. High risk.
4. Refer to WIC nutritionist.

## Posttest

1. Diabetes Mellitus – Woman had diabetes before pregnancy.

   Gestational Diabetes – Women developed diabetes during pregnancy.
2. Morning sickness – woman still able to eat and drink during the day.

   Hyperemesis gravidarum – vomiting is so severe that the woman can't eat or drink and becomes dehydrated and acidotic.
3. Date of conception was April 4, 2005. Age at conception was 15 years old.
4. Beth:
   - Risks 111, 332, 338.
   - No additional documentation needed.
   - Recommended to refer to a health professional or WIC nutritionist.
5. Mary:
   - Risks 132, 201, 301, 334, 371.
   - No additional documentation needed.
   - Refer to WIC nutritionist.
6. Wendy:
   - Risks 131, 336, 352, 372, 381, 801, 901.
   - Gingivitis, cocaine use early in pregnancy and pneumonia.
   - Progress Notes.
   - Refer to WIC nutritionist.

7. Susanna:
   - Risks 111, 302, 342.
   - Diagnosed with gallbladder problems and may need surgery.
   - Progress Notes.
   - Refer to WIC nutritionist.

# Answer Key – Workbook #5

## Practice Activity 1 – Skill Check

1. Risk 134.
2. Risk 134. Risks 103 and 113 may require a referral if they meet the high-risk criteria.
3. Yes – Risk 135
4. Yes – Risk 103
5. Yes – Risk 114
6. Yes – Risk 134
7. Yes – Risk 153
8. Yes – Risk 113

   Risk level is high because his growth curve is going up.
9. Yes – Risk 121

## Practice Activity 2 – Skill Check

1. Risk 151 is CPA-selected if it has been diagnosed by a health care provider.
2. When the gestational age is entered it will direct TWIST to use the correct growth graph for premature infant/children.
3. Risk 141 if the infant/child is VLBW ≤ 1500 grams or ≤ 3 pounds 5 ounces.

4. Low birth weight – is any infant who weighs ≤ 5 pounds 8 ounces at birth.

   Small for gestational age – a baby who did grow to expected size during pregnancy.

5. "Gestation Age Adjust" button on the "Medical Data" screen.

## Practice Activity 3 – Skill Check

1. No
2. That it was diagnosed by a health care provider.
3. Yes – Risk 902

## Practice Activity 4 – Skill Check

1. No
2. Look at the mom's history on TWIST or if mom wasn't on TWIST ask her questions about her health during pregnancy.
3. Yes – Risk 603
4. Yes – Risk 703

## Case Study A

1. Risks 153, 701.
2. Mom smoked during her pregnancy.
3. Low.
4. No.

## Case Study B

1. Risks 142, 201, 348, 357, 382, 903.
2. Type of medication for epilepsy.

   Epilepsy as the type of Nervous System Disorder.

   Weeks gestation in "Gestation Age Adjust."
3. High.
4. Refer to WIC nutritionist.

## Posttest

1. To make sure they are following the growth curve and their BMI or weight-for-length is not increasing.
2. Low birth weight – is any infant who weighs ≤ 5 pounds 8 ounces at birth.

   Small for gestational age – a baby who did not grow to expected size during pregnancy.
3. It will generate the risk code for prematurity and will adjust the growth chart for prematurity.
4. Ask the mom questions about her health during pregnancy.
5. If the mom's only risk is Risk 601.
6. No – the risk can only be used if the mom does not make appropriate feeding decisions.
7. Seth:
   - Risks 103, 382, 703, 903.
   - Mom used alcohol during pregnancy.
   - Progress Notes.
   - Refer to the WIC nutritionist.

8. Wilson:
   - Risks 153, 701.
   - No additional documentation.
   - No referrals required.
9. Xavier:
   - Risks 151, 350.
   - No additional documentation.
   - Refer to the WIC nutritionist.
10. Zinnian:
    - Risks 114, 121.
    - No additional documentation.
    - Recommended to refer to health professional or WIC nutritionist.
11. Nick:
    - Risks 135, 603.
    - The type of breastfeeding problem.
    - Notes or Progress Notes.
    - Recommended to refer to health professional, WIC nutritionist or breastfeeding counseling.
12. Zachary:
    - Risks 113, 201.
    - No additional documentation.
    - If growth curve is going up, refer to the WIC nutritionist. If growth curve is staying parallel to the recommended growth curve, refer to the health professional or WIC nutritionist.

# Answer Key – Workbook #6

## Practice Activity 1 – Skill Check

1. None required. Recommended referral to health care provider or WIC nutritionist.
2. No risk – Pre-pregnancy BMI unknown.
3. Yes – Risks 111 and 133.

## Practice Activity 2 – Skill Check

1. Yes.
2. Yes.
3. 601 – No additional documentation.

   602 – Document the type of breastfeeding complications.

## Case Study

1. Risks 111,133, 201, 311, 312, 335, 345, 359, 601.
2. Triplets.

   C-Section.
3. High-risk.
4. Refer to the WIC nutritionist.

## Posttest

1. No.
2. Tori:
   - Risks 111, 133.
   - No additional documentation.
   - N/A
   - Recommended referral to the health professional or WIC nutritionist.
3. Tammy:
   - Risks 101, 602.
   - Sore and itchy nipples and pain during nursing.
   - Notes or Progress Notes (depending on local agency policy).
   - Recommended referral to the health professional or WIC nutritionist. Refer to breastfeeding counseling.

# Recommended Training Plan: Order of Risks Covered in Workbooks

The numbers listed below represent the risks covered in that specific practice activity.

Step 1: Complete *Workbook #1: Overview of Nutrition Risk*

Step 2: Complete *Workbook #2: All Client Category Risks*

**Practice Activity 1**: 201, 211

**Practice Activity 2**: 342, 343, 345, 346, 347, 356, 360

**Practice Activity 3:** 341, 348, 349, 351, 362,

**Practice Activity 4**: 353, 354, 355

**Practice Activity 5**: 352, 357, 359, 381

**Practice Activity 6**: 501, 502, 801, 802, 901, 903

Step 3: Complete *Workbook #3: All Women Risks*

**Practice Activity 1**: 303, 311, 312, 321, 337, 339

**Practice Activity 2:** 331, 332, 333, 335

**Practice Activity 3**: 358, 902

**Practice Activity 4**: 371, 372

Step 4: Complete *Workbook #4 Pregnant Women Risks*

**Practice Activity 1**: 101, 111, 131, 132, 133

**Practice Activity 2:** 301, 302, 334, 336, 338 ➔ Begin certifying pregnant women

Step 5: Complete *Workbook #5: Infant and Child Risks*

**Practice Activity 1**: 103, 113, 114, 121, 134, 135, 153

**Practice Activity 2**: 141, 142, 151

**Practice Activity 3**: 350, 382, 902

**Practice Activity 4**: 603, 701, 702, 703 ➔ Begin certifying infants and children

Step 6: Complete *Workbook #6: Breastfeeding and Non-Breastfeeding Women Risks*

**Practice Activity 1**: 101, 111, 133

**Practice Activity 2**: 601, 602 ➔ Begin certifying breastfeeding and non-breastfeeding women

# Sample Training Plan: Starting with Infants and Children

Use this Training Plan if the first clients you will be certifying are **infants and children**.

| | | | |
|---|---|---|---|
| Step 1: | Complete *Workbook #1: Overview of Nutrition Risk* | | |
| Step 2: | Complete *Workbook #2: All Client Category Risks* | | |
| Step 3: | Complete *Workbook #5: Infant and Child Risks* | ➔ | Begin certifying infants and children |
| Step 4: | Complete *Workbook #3: All Women Risks* | | |
| Step 5: | Complete *Workbook #4: Pregnant Women Risks* | ➔ | Begin certifying pregnant women |
| Step 6: | Complete *Workbook #6: Breastfeeding and Non-Breastfeeding Women Risks* | ➔ | Begin certifying breastfeeding and non-breastfeeding women |

# Sample Training Plan: Starting with Pregnant Women

Use this Training Plan if the first clients you will be certifying are **pregnant women.**

| | | |
|---|---|---|
| Step 1: | Complete *Workbook #1: Overview of Nutrition Risk* | |
| Step 2: | Complete *Workbook #2: All Client Category Risks* | |
| Step 3: | Complete *Workbook #3: All Women Risks* | |
| Step 4: | Complete *Workbook #4: Pregnant Women Risks* | ➔ Begin certifying pregnant women |
| Step 5: | Complete *Workbook #6: Breastfeeding and Non-Breastfeeding Women Risks* | ➔ Begin certifying breastfeeding and non-breastfeeding women |
| Step 6: | Complete *Workbook #5: Infant and Child Risks* | ➔ Begin certifying infants and children |

# Sample Training Plan: Starting with Breastfeeding & Non-Breastfeeding Women

Use this Training Plan if the first clients you will be certifying are **breastfeeding and non-breastfeeding women.**

| | | |
|---|---|---|
| Step 1: | Complete *Workbook #1: Overview of Nutrition Risk* | |
| Step 2: | Complete *Workbook #2: All Client Category Risks* | |
| Step 3: | Complete *Workbook #3: All Women Risks* | |
| Step 4: | Complete *Workbook #6: Breastfeeding and Non-Breastfeeding Women Risks* | ➔ Begin certifying breastfeeding and non-breastfeeding women |
| Step 5: | Complete *Workbook #5: Infant and Child Risks* | ➔ Begin certifying infants and children |
| Step 6: | Complete *Workbook #4: Pregnant Women Risks* | ➔ Begin certifying pregnant women |

# Sample Training Plan: "Test Out" Plan

Use this Training Plan if the student will attempt to "**test out**" of completing Workbooks #2 – #6.

Step 1: Complete *Workbook #1: Overview of Nutrition Risk*

Step 2: Complete *Workbook #2: All Client Category Risks*
- If score is 100%, continue to Step 3.
- If score is not 100%, complete Workbook #2 and retake the *Posttest*.

Step 3: Complete *Workbook #3: All Women Risks*
- If score is 100%, continue to Step 4.
- If score is not 100%, complete Workbook #3 and retake the *Posttest.*

Step 4: Complete *Workbook #4: Pregnant Women Risks*
- If score is 100%, continue to Step 5.
- If score is not 100%, complete Workbook #4 and retake the *Posttest.* ➔ Begin certifying pregnant women

Step 5: Complete *Workbook #5: Infant and Child Risks*

- If score is 100%, continue to Step 6.
- If score is not 100%, complete Workbook #5 and retake the *Posttest*.

➔ Begin certifying infants and children

Step 6: Complete *Workbook #6: Breastfeeding and Non-Breastfeeding Women Risks*

- If score is 100%, you have completed the module.
- If score is not 100%, complete Workbook #6 and retake the *Posttest*.

➔ Begin certifying breastfeeding and non-breastfeeding women