

Food Package - Introduction

Intro

This HuBERT on-demand training module is provided by...

Intro1

...the MN Department of Health WIC Program. It provides an overview of food packages or prescriptions.

Food Package Overview

Foods

The MN WIC food package provides variable combinations and quantities of milk, cheese, yogurt, eggs, soy foods, whole grains, beans, peanut butter, hot and cold cereal, juice, canned fish (for fully breastfeeding women), infant fruits, vegetables, cereal (and infants meats for fully-breastfed infants), supplemental formula and cash-value benefits for fruits and vegetables.

The foods received are dictated by a participant's WIC Type, age and breastfeeding amount.

My MN WIC App

The My MN WIC App is available for Android and Apple phones. Anyone can use the Food Finder feature to scan food items to ascertain if the food item is WIC-allowed.

Household Benefits allows the registered household to track the status of their current food package.

More information about the My MN WIC App is available in the eWIC Tools – My MN WIC App training module.

Shopping Guide

The Shopping Guide, available online and within the My MN WIC App, is a listing of all WIC-allowed foods.

DFPs

HuBERT auto-generates a specific combination and quantity of food based on food maximums defined by Federal Regulations for WIC Type, age, and breastfeeding amount.

These are called default food packages or DFPs.

Numbers

Food packages are identified by a number, which is associated with the type of participant.

Food Packages 1 and 2 are for infants, 0-5 months and 6-11 months, respectively.

Numbers1

Food Package 3 is for women, infants or children with qualifying conditions, which usually means they will be receiving a special or medical formula.

Food Package 4 is for children.

Numbers2

Food Package 5 is for Pregnant and Mostly-Breastfeeding women.

Food Package 6 is for Some-Breastfeeding and Non-Breastfeeding women.

Numbers3

Food Package 7 is provided to a bunch of different types of participants including fully-breastfeeding, women mostly-breastfeeding more than one infant, women breastfeeding multiple infants where one is fully-breastfed and the other is mostly or some-breastfeed, women pregnant with more than one fetus, and pregnant women who are also fully or mostly-breastfeeding.

Numbers4

The last food package is 7 plus, which is provided to women who are fully breastfeeding more than one infant.

Creating DFPs - CGS

DFP Based On

Today is March 27th and we are certifying Geri Rigg, a one and a half-year old child.

Let's take a look at creating food packages in HuBERT, specifically, in the Cert Guided Script.

The 7-odd default food packages described by the Federal Regs are based on WIC Type, Age, and BF Amount. HuBERT also creates food packages based on risk factors as well.

If we click Food Prescription before completing the sections necessary for HuBERT to know this information for the current cert period...

<no audio> Click the **Food Prescription**.

No RF Msg

...the following message displays: There are no risk factors on which to base a DFP so HuBERT won't be able to suggest one.

<no audio – actual message> There are no risk factors on which to base a default food prescription. The defaulting feature will not be functional.

<no audio> Click OK or press the Enter key on the keyboard.

No DFP

The DFP is a helpful time-saver tool because it means we don't have to memorize the food packages or create one from scratch.

<no audio> Click the **Close** button.

CGS

We're going to complete most of the steps in the CGS.

<no audio – description> Demographics, EBT HH Demo, Health Info, Ht, Wt, Blood, Nut Assess, RF/HR, and Referrals are completed – have checkmarks.

Notice Geri now has risk factors assigned, and specifically, risk factor 355 - lactose intolerance since this will affect her DFP.

Let's open Food Prescription again.

<no audio> Click on **Food Prescription**.

Age Categories

Notice that HuBERT created two DFPs: one with an effective date of today...

<no audio> Click the plus next to 3/27/2019

...and a second with a date of 10/13/2019, which is Geri's second birthday.

There are three age categories for children: 1 to 2, 2 to 3 and 3 to 5

The change in default between 1 to 2 and 2 to 3 is the type of milk: Whole Milk versus Fat Free/Skim or 1% respectively.

There is no difference between the 2 to 3 and 3 to 5 age categories.

Age Categories1

However, HuBERT requires a food package to exist for the current age category in order to suggest benefits.

Because of this, the system will auto-suggest a food package for an age category change that occurs during the cert period.

Since Geri's age category will change from 1 to 2 to 2 to 3 in October, and her cert will be good until the end of the following March, the 2 to 3 DFP is auto-suggested.

RF DFP

The other thing we need to notice in Geri's food prescription is that it auto-suggested lactose free milk in lieu of "regular" milk, cheese and yogurt due to the assignment of risk factor 355 – lactose intolerance.

If Geri hadn't been assigned the risk factor for lactose intolerance,

DFP

...her default food packages would have provided milk, as well as cheese and yogurt.

Creating DFPs – Ppt. Folder

PF

We can also create default food packages in the Participant Folder.

Today is April 2nd .

Hallie Looya is a 2 ½ year old child that we VOC certified through January 2020.

When we VOC certify, one of the things we must do is create a food package.

Since her third birthday is before January 2020, let's note her DOB, October 13, so we can also add a food package for the 3-5 age category.

<no audio> Click on the **Food Prescription** tab.

FP Tab

<no audio> Pans down.

FP Tab1

Since she is in a current cert, the Add button is enabled.

<no audio> Click the **Add** button.

Add FP

The **Effective Date**, or food package start date, defaults to today but can be changed to any date between today and the end of Hallie's current cert period.

<no audio – pause for animation> Message: The effective date cannot be greater than the current certification end date.

To issue benefits, we need a food package that starts today so the default effective date is exactly what we want.

The **Use Default** button prompts HuBERT to auto-suggest the correct default food package based on her...

RF 502

...assigned risk factor...

Demo

...her WIC Type and Age...

Health Info

...and her BF Amt which defaults to Non-BF for children.

Use Default

Let's create a food package. Click the **Use Default** button.

<no audio> Click the **Use Default** button.

DFP PF

The UOM, or Unit of Measure, is the amount by which the quantity is determined.

For example, Cereal is measured in ounces and eggs by the dozen.

And this determines the maximum amount allow for the DFP, which is displayed under Quantity.

So 36 ounces of cereal is the maximum for this DFP.

In the Milk Products section of the screen we can see that 16 quarts is the maximum for Milk products, as reflected by the 12 quarts of Milk, the 1b of cheese which is equivalent to 3 quarts of milk, and the 1 quart of yogurt.

We aren't going to tailor or edit any this DFP because Hallie's mom is fine with it as is. So let's save her new food package.

<no audio> Click the **OK** button.

DFP New

Since Hallie will be turning 3 in October and before her cert ends, let's be proactive like HuBERT, and also add the food package for the 3 to 5 age category.

<no audio> Click the **Add** button.

3YO DFP

This time, we need to change the Effective Date to the date of Hallie's 3rd birthday, October 13, 2019.

<no audio> Type 10/13/19 into the Effective Date of Food Prescription field and click the **Use Default** button.

3YO DFP1

And save the food package.

<no audio> Click the **OK** button.

3YO DFP2

<no audio> New food package displays.

<no audio> Click when ready to continue.

Editing/Deleting DFPs

Tailoring

We are back in Geri's CGS, where we are certifying her on March 27th.

Editing is also called "Tailoring", as in changing the default food package to meet the participant's preferences.

Geri's mom prefers soy milk to lactose free milk. She would also like a pound of cheese.

Edit/Delete

We can edit and delete food packages as long as the Effective date is the current date or in the future.

We can't edit or delete food packages with an Effective Date in the past

Tailor

If we want to tailor or delete Geri's current food package, we have to click on the Effective Date to select it, which enables the Edit/Delete buttons.

<no audio> Click on **03/27/2019**.

Edit

<no audio> Click the **Edit** button.

Delete Milk

Since we are editing, the Effective Date cannot be changed.

Let's start with her preference for soy milk.

She doesn't want any lactose free milk so we can delete that by selecting the row and clicking the Delete Food Item button.

<no audio> Click the **Whole Lactose Free Milk** row to select/highlight.

<no audio> Click the **Delete Food Item** button.

Delete Milk1

<no audio - message> Are you sure you want to delete the selected Food Prescription Item?

<no audio> Click the **Yes** button.

Add Food Item

Now we want to add soy beverage. What button should we click? Go ahead.

<no audio - failure hint> Click the **Add Food Item** button.

Food Category

Next, we need to select the type of food we are going to add from the Food Category drop-down.

<no audio> Click the **Food Category** drop-down.

Soy is a milk alternative so we want to select MILK.

<no audio> Select MILK.

Soy

When we replace milk with an alternative milk source, we typically should replace the type of milk provided by the DFP, which in this case, was whole milk.

However, if we scroll to view the entire MILK list...

<no audio> Click below the scroll bar.

...there is only one type of Soy Beverage. So, we'll have to select that one.

<no audio> Select **Soy Beverage (unflavored)**.

<no audio> Click **OK** or press the Enter key.

Add Cheese

<pause for animation> Soy Beverage added to food package.

Mom said she also wanted a pound of cheese. Go ahead and add cheese to the food package.

<no audio – failure hint> Click the **Add Food Item** button.

Add Cheese1

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **CHEESE**.

<no audio – failure hint> Select **Cheese (pounds)**.

<no audio> Click **OK** or press the Enter key.

Milk Calculator – Recorded but need to sync

<pause for animation> Cheese added to food package.

Notice the Milk Products section which calculates the amount of milk, cheese and yogurt provided in the food package against the maximum amount allowed.

Our Max is 16, once we added the pound of cheese, which is equivalent to 3 quarts of milk, our allocated is 19, we have a remaining balance of -3, which means we have to subtract 3 quarts from our total.

If we were to try to save our food package now...

Over Limit Msg – recorded but need to sync

...HuBERT would validate our quantities to ensure we are not over-issuing and would display this message informing us that we need to reduce the quantity of either the soy beverage or the cheese.

Edit Soy

So, we have some editing we need to do. What do you think we should do to edit the food package? Go ahead.

<no audio – failure hint> Click the **Soy Beverage (unflavored) (16 quarts of milk product)** row to select/highlight.

Edit Soy1

<no audio – failure hint> Click the **Edit Food Item** button.

Edit Soy2

The Special Prescription section is only enabled for food items that require some form of approval, which Soy Beverage does not.

Go ahead and use the spin arrows to decrease our soy beverage to the appropriate amount and save the edit.

<no audio – failure hint> Click the **down spin-arrow** to decrease the quantity by one quart.

<no audio – failure hint> Click the **down spin-arrow** to decrease the quantity by one quart.

<no audio – failure hint> Click the **down spin-arrow** to decrease the quantity by one quart.

<no audio – failure hint> Click **OK** or press the Enter key.

Milk Calculator1

Notice our milk calculator indicates both our max and allocated amounts match and our remaining is a balance of zero.

Soy Documentation

Soy Memo

Please read the following information about providing soy foods and beverages.

CPAs will now be responsible for conducting the individual nutrition assessment of need and documenting that reason in the participant record.

CPAs should consult with the Health Care Provider *if there are any questions or concerns* about providing soy foods; see Assessment Considerations below.

When is CPA assessment and documentation required?

Category	Soy Beverage	Tofu
Children	Yes	Yes
Fully Breastfeeding women	No	Yes, if > 6 lb.
Pregnant women	No	Yes, if > 4 lb.
Mostly-, Some-, Non-breastfeeding women	No	Yes, if > 4 lb.

The eligibility criteria for these soy foods remain the same:

- Milk allergy
- Lactose intolerance
- Vegan/vegetarian diet
- Cultural/lifestyle practice
- Religious observance

<no audio> Click when ready to continue.

Soy Memo1

Required Documentation

After determining need for the soy food, **CPAs must document the reason it was prescribed.** This may be done in a General note or a SOAP note, depending on Local Agency practice. To assist with documentation, the following General note subjects have been added to HuBERT as an option:

- Soy Food – Cultural Practice
- Soy Food – Lactose Intolerance
- Soy Food – Milk Allergy
- Soy Food – Religious Observance
- Soy Food – Vegan/Vegetarian

CPAs may choose the appropriate note subject and briefly document any pertinent information helpful for continuity of care in the note. Local agencies may determine how they wish to document the justification reason as long as **all staff document consistently.**

The CPA approval is good for 1 year.

<no audio> Click when ready to continue.

Soy Memo2

Assessment Considerations

Milk Allergy:

- Has the participant tried soy beverage without any issues?

- Is the Health Care Provider aware that the participant is using a soy beverage for a milk allergy? Would it be helpful for him/her to know this?
- [Note: the AAP *does not recommend* soy formula for infants with documented milk protein allergy since some of those infants might also develop a soy protein allergy.]

Lactose intolerance:

- Lactose-free milk should first be offered to participants with lactose intolerance who cannot drink regular milk.

<no audio> Click when ready to continue.

Soy Memo 3

Nutrient profile:

- WIC-allowed soy beverages have been specially formulated to contain a nutrient profile comparable to milk. Non-WIC soy beverages do not contain as many nutrients, and may be lower in protein, calcium and vitamin D. Other popular milk alternatives, such as rice and almond beverages, also contain fewer nutrients and tend to be much lower in protein.
- **Tofu is not vitamin D-fortified.** Vitamin D adequacy should be considered for participants receiving greater quantities of tofu, and if appropriate, counseling should be provided on ways to achieve an adequate vitamin D intake.
- **Tofu often contains less calcium than milk.** A 3-ounce tofu serving typically contains 2% to 30% of the Daily Value (DV) for calcium, depending on the brand. This is in comparison with 30% DV for calcium found in 1 cup of milk. Calcium is necessary for development of bone mass in children and also important during pregnancy. Counseling should be provided suggesting ways to achieve adequate calcium intake if appropriate.

If there are any concerns or questions about providing these soy foods, CPAs should contact their WIC Nutrition Consultant.

<no audio> Click when ready to continue.

Add Note

We can add a General Note directly from this screen or we can remember to document the soy issuance in our SOAP Note later depending on our agency's practice.

Let's add a quick General Note now.

<no audio> Click the **Add General Note** button.

Add Note1

As always, we need to select a Subject.

<no audio> Click the **Subject** drop-down.

Add Note2

The subject we want is at the bottom of the list, so we'll just quickly scroll down to it.

<mouse>

Add Note3

<scroll>

Add Note4

Go ahead and select our subject.

<no audio – failure hint> Select **Soy Food – Lactose Intolerance**.

Add Note5

And we'll quickly type a note.

Add Note6

<note typed> Add documentation as appropriate for soy beverage issuance.

Go ahead and save our Note.

<no audio – failure hint> Click **OK** or press the Enter key.

Add Note7

<no audio> Screen returns to Edit Food Prescription window.

Show Details

Details

The **Show Details** button explains how food will be distributed each month.

In general, the quantities listed here are issued each month.

Dangling Quart

However, food packages with an odd number of combined quarts of milk, cheese and/or yogurt result in a “dangling quart”.

Since we don't allow the purchase of quarts of milk, the system alternates the amount of milk by $\frac{1}{2}$ gallon each month.

Distributed

Since it's already highlighted, to see how the milk, or in this case soy beverage, is distributed, we simply click the Show Details button.

<no audio> Click the **Show Details** button.

Distribution

The message indicates an odd number of quarts for the food package.

Below, it shows that for April Geri will receive 14 quarts and 12 quarts for May and it will continue to alternate each month.

<no audio> Click the **X** to close the Food Item Distribution window.

Save Edit

Go ahead and save our edited food prescription.

<no audio – failure hint> Click the **OK** button.

View Edited FP

So, now let's take a look at our March 27th food package.

<no audio> Click the plus next to 3/27/2019.

View Edited FP1

Notice the soy beverage and cheese are part of the March 27 food package but HuBERT did not automatically update the future food package for age category 2 to 3.

Since the October food package is 6 months away, best practice is to leave it as is.

We should always verify the food package before issuing and staff should edit the food package based on mom's preferences at that time.

End

Thank you for reviewing this HuBERT on-demand training module presented by the MN Department of Health WIC Program.