

High Risk – WINNIE Online Training Module

MARCH 2024

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is an overview of assigning high risk in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being March 25, 2024.

Overview

Overview 1

All WIC participants are at nutrition risk, which is why a dietary risk factor is required for all participants more than 4 months old, but some may require more advanced care and are identified as high-risk.

Overview 2

High risk is a term used in WIC and by the system that we should only use among ourselves and never with a participant.

Overview 3

Some risk factors are automatically high risk, and some are only high risk when a threshold is met.

Overview 4

High risk participants require Individual Nutrition Care Plans (INCPs), which can be documented in a SOAP Note, and may require further medical referral, and additional follow-up.

MOM Policy

Policy Reference 1

More information about high risk and INCPs can be found in MOM. Section 6.6: High Risk Individual Nutrition Care Plans.

Policy Reference 2

MOM Exhibit 6A – High Risk and Medical Referral Criteria provides an overview of all risk factors, the criteria that must be met to be high risk, and whether, and if so when, high risk is assigned by the system.

Of note, the first row in this document indicates that any participant receiving Medically Prescribed Formula, or Food Package III, require a High-Risk care plan, and must be high risk, which may require us, the CPA, to designate if no other high-risk risk factors are assigned, and we'll take a look at how to do this in a few minutes.

<Transition Slide>

<screen description – no audio> Slide transitions to Search page.

High Risk Indicators

Yellow Banner 1

As we've already learned, the yellow banner in in the Details card of the Search page is a quick visual indicator of high risk.

Double-click on Lauren's card to open her folder.

<Waiting>

<screen description – no audio> Working...please wait and spin icon display.

Yellow Banner 2

The yellow banner also displays on the header of each page in the Participant Folder...

<screen description – no audio> Slide transitions to Mid-certification Mode Bloodwork page for Sara Bellum.

Yellow Banner 3

...Mid-Certification Assessment Mode...

Yellow Banner 4

...and Certification Mode.

System-Assigned High Risk

System HR 1

The asterisk next to the description indicates that the risk factor is either automatically high risk, as is the case here, or that it meets the high-risk threshold.

An example of a threshold is Risk Factor 201 – Low Hemoglobin or Hematocrit.

If the Hemoglobin is greater than or equal to 10.0, the participant is assigned the Risk Factor but not high risk.

If the Hemoglobin is less than 10.0, the participant is assigned the Risk Factor and High Risk.

Resolving High Risk

Resolve HR 1

The Resolve System Assigned High Risk toggle displays when we assign a risk factor, or if WINNIE does, that is high risk or meets the high-risk threshold.

We can use this toggle in Certification Mode, MCA Mode, or the Participant Folder.

Resolve HR 2

In very rare instances, we can resolve the high-risk designation after a thorough assessment, and based on professional discretion, if:

1. The participant does not also meet any additional qualifying criteria and no other high-risk conditions are present.

Resolve HR 3

2. The high-risk condition is beyond the scope of WIC and the participant is receiving appropriate ongoing care from a qualified healthcare provider (HCP).

Resolve HR 4

3. The high risk condition has resolved or stabilized, and further monitoring would be unnecessary or not beneficial (e.g. anthropometric risk factors when growth is stable).

Resolve HR 5

If resolved, we must document the reason in a note.

Scenario

Scenario 1

For our scenario, we are certifying Maggie Zeen and during our conversation she told us she has been hypertensive, and managing this condition, since her teens.

Read each of Maggie's statements and click the continue button when done.

<no audio> "I was diagnosed with high blood pressure when I was 13 years old. It runs in my family."

Scenario 2

<no audio> Read each of Maggie's statements and click the continue button when done.

<no audio> "I've been taking meds for it since I was 15 and I've been taking care of this for over 10 years."

Scenario 3

<no audio> Read each of Maggie's statements and click the continue button when done.

<no audio> "My doctor...her name is Mya Bones, told me she is having me see her a lot more often than other pregnant women since high blood pressure can make my pregnancy a lot more risky."

Scenario 4

<no audio> Read each of Maggie's statements and click the continue button when done.

<no audio> "She is also making me go to the lab every week to have my blood pressure checked."

Scenario 5

<no audio> Read each of Maggie's statements and click the continue button when done.

<no audio> “Oh! And she made me meet with their nutrition guy yesterday and I’ll be seeing him every three weeks too.”

Resolve High Risk

Resolve HR 6

Since Maggie is already getting comprehensive care for her condition, we are going to resolve the high risk.

Toggle on Resolve System Assigned High Risk.

<no audio> WIC STAFF: It sounds like your doctor is taking great care of you and your baby and that you’ve been dealing with high blood pressure for a long time now...

Resolve HR 7

The message confirms that we want to resolve the system assigned high risk designations for the current certification.

We do.

Click the Yes button.

Resolve HR 8

Although the asterisk remains next to the description, the yellow headers no longer display in the participant folder or Show Details.

<Transition Slide>

<screen description – no audio> Slide transitions back Risk Factors page in Maggie Zeen’s folder.

System Note

System Note 1

As we said before, high risk resolution requires supporting documentation.

Select SOAP Notes from the sidebar.

<Waiting>

<screen description – no audio> Spin icon displays.

System Note 2

We aren't going to use the SOAP Note template so click the Cancel button.

System Note 3

WINNIE automatically documents that the high risk was resolved, by whom, and when in a System Note.

Documenting High Risk Resolution

Document Resolution 1

However, the system note is not adequate documentation.

We need to support our reason for resolving the high risk by creating a General Note with the topic of High Risk.

Go ahead and get that started.

Add a General Note, select the subject of High Risk, and click into the text field.

Document Resolution 2-3

<no audio> Add a General Note, select the subject of High Risk, and click into the text field.

Document Resolution 4

Resolution for the reason we are using as our example requires a fair amount of documentation.

For complete details about what's required refer to MOM, Section 6.6.

But we are including information about her condition and how long she's had it...

<no audio> NOTE: High Risk Resolved - Maggie was diagnosed with hypertension when 13 years old and said that it "runs in her family". She has been on medication since she was 15 and told me she has been managing this condition for over 10 years.

Document Resolution 5A

<screen description – no audio> Cursor moves down one line.

Document Resolution 6

...the care she is receiving, both medical and nutritional,...

<no audio> Her doctor, Mya Bones, is following her closely and monitoring her regularly with weekly lab visits to check her BP and told Maggie that her pregnancy is high risk. Her HCP also referred her to their nutritionist whom she will see every three weeks during her pregnancy.

Document Resolution 6A

<screen description – no audio> Cursor moves down one line.

Document Resolution 7

...why we are resolving the high risk and when her next Nutrition Education contact will be.

<no audio> In lieu of this comprehensive medical and nutritional care, the fact that she has been managing her high BP for so many years, and her only other risk factors being dietary, I resolved the high-risk designation associated with Risk Factor 245 – Hypertension and scheduled her next NE contact for June.

Document Resolution 8

Go ahead and save the note.

<no audio> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Document Resolution 9

<screen description – no audio> High Risk note displays.

High Risk Resolution Not Maintained

<Transition Slide>

There is one caveat when resolving high risk.

<screen description – no audio> Slide transitions back to Risk Factors page.

Resolution Removed 1

If a pseudo-cert occurs and a risk factor is added or resolved, whether it is high risk or not, the system will reassign high risk.

HIGH RISK

For example, we weigh Maggie when she returns for her Nutrition Ed contact in June and her weight gain is a little high...

Resolution Removed 2

...so the system assigns High Maternal Weight Gain.

Although the new risk factor isn't high risk, the system removes the high-risk resolution reassigning high risk.

Resolution Removed 3

Remember, when we resolve high risk, the risk factor continues to be high risk.

We only resolved the participant's high-risk status.

When the system updates risk factors, it sees the high-risk designation for an existing risk factor and overwrites our resolution.

Resolution Removed 4

As long as the high-risk resolution can still be applied, we can toggle on resolve again and document that the resolution was removed by the system due to a risk factor being assigned or resolved and that we reinstated the high-risk resolution since it was still appropriate.

Click the button to continue.

CPA-Assigned High Risk

<Transition Slide>

<screen description – no audio> Slide transitions to Risk Factors page for Mae Hemm.

CPA Assign HR 1

On occasion, we may have participants that do not have any high-risk risk factors, but their circumstances may warrant further follow-up.

In these instances, CPAs can assign High Risk.

Let's setup our scenario.

Select Length/Height/Weight from the sidebar.

Scenario

<Waiting>

<screen description – no audio> Spin icon displays.

Scenario 2-1

An alert from the staff person who certified Mae 3 months ago and scheduled an in-person Nutrition Visit for Mae, informed us that the appointment was to remeasure Mae since she had some difficulty obtaining a measurement at the cert and graphed pretty low on the grids.

We were actually able to measure her pretty easily today and have entered the measurements.

Her height was a little taller, but her weight was the same.

Let's take a quick look at the Growth Grid.

<no audio> Click the Growth Grid button.

<no audio> WIC STAFF: Thank you for bringing Mae in with you today! Would it be OK if we were to try to measure her again?

PARTICIPANT: "No problem. She goes where I go anyway. Yeah. That last lady had a hard time. Hopefully, Mae will be more mellow today."

<Waiting>

<screen description – no audio> Spin icon displays.

Scenario 2-2

She continues to have a low BMI and when we look at her weight for height...

<no audio> Click the Y2-6 WT/HT button.

Scenario 2-3

...it has fallen a little bit more below the 5th.

Close the Growth Grids then open the Risk Factors page.

Scenario 2-4

<no audio> Close the Growth Grids then open the Risk Factors page.

Add Risk Factor

Add Risk Factor 1

During our conversation with mom, she told us that she started a macrobiotic diet, and that Mae likes to eat what she eats, and that Mae is also basically eating a macrobiotic diet (Mae's siblings, two brothers, are not).

In lieu of our conversation, we are going to add another dietary risk factor, 425F – Feeding Diet Very Low in Calories/Nutrients and assign high risk to ensure follow-up.

Go ahead and add the risk factor using the keyboard shortcut and typing the first two numbers of the ID before selecting it. Click anywhere for a hint.

<no audio> Add Risk Factor 425F, typing the first two numbers of the ID before selecting it. Click anywhere for a hint.

<audio – hint> Click the Modify button.

<no audio> WIC STAFF: Mae's weight is a little lower than other girls her age...

PARTICIPANT: "Yeah. You know I started eating a macrobiotic diet and Mae likes to eat what I eat, so she's kind of on the same diet. You know her brothers will eat anything and do...but not Mae."

Add Risk Factor 2

Included on Add Risk Factor 2 – 5 slides: <no audio> Add Risk Factor 425F, typing the first two numbers of the ID before selecting it. Click anywhere for a hint.

<audio – hint> Type: 4.

Add Risk Factor 3

<audio – hint> Type: 2.

Add Risk Factor 4

<audio – hint> Click on 425F - Feeding diet very low in calories/nutrients or press the Enter key on the keyboard.

Add Risk Factor 4

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

CPA-Assigning High Risk

CPA Assigned HR 1

When there aren't any high-risk risk factors assigned, the toggle displays CPA Designated High Risk instead.

We toggle it on to assign high risk.

Go ahead and do that.

<no audio> Toggle on CPA Designated High Risk.

CPA Assigned HR 2

Once toggled on, the headers turn yellow in the participant folder and on the Details card on the Search page.

<Transition Slide>

<screen description – no audio> Slide transitions back to Risk Factors page.

Documenting CPA Designated High Risk

Document CPA HR 1

Let's open the Notes page.

<no audio> Select Manage Notes from the sidebar.

<Waiting>

<screen description – no audio> Spin icon displays.

Document CPA HR 2

There is no system note generated when we designate high risk nor are there any policy requirements for documentation.

However, we are required to document our Additional Education and our agency does this in Notes, and best practice would be to document why we assigned high risk for continuity of care.

HIGH RISK

We are going to add a General Note with the subject of High Risk then click into the text field. Go ahead.

<no audio> Add a General Note with the subject of High Risk then click into the text field.

Document CPA HR 3-4

<no audio> Add a General Note with the subject of High Risk then click into the text field.

Document CPA HR 5

We'll type the note... Go ahead and Save the note.

<no audio> Click the Save button.

<no audio> NOTE: High Risk Assigned - Mom said that she started a macrobiotic diet, and that Mae likes to eat what she eats, so she is basically eating a macrobiotic diet as well (Mae's siblings, two brothers, are not). Concerned that Mae is currently not getting adequate food for optimal health and growth. Discussed possible adverse effects of low-calorie diet for young children with mom who seemed receptive to discussion. Weighed Mae today without issue and if last measurement was correct there has been no weight gain in 3 months. Asked mom if OK to weigh again in a month just to make sure she is eating more and growing well and she agreed.

<no audio> Click the Save button.

CPA Designated High Risk Maintained

CPA HR Maintained 1

The CPA Designated High Risk is maintained when pseudo-certs, the addition or resolution of risk factors, occur as long as no high-risk risk factors are assigned.

CPA HR Maintained 2

However, if a high-risk risk factor is assigned, the CPA Designated High Risk toggle will be replaced with the Resolve System Assigned High Risk toggle.

CPA HR Maintained 3

If the high-risk risk factor is later resolved during the same certification period, the CPA Designated High Risk toggle will once again display but toggled off because the system does not maintain a history of it being toggled on.

This concludes our review of Risk Factors and High Risk.

Click the button to continue.

Knowledge Test

True/False Q#1

True or False?

The High Risk Resolution system note is adequate documentation when we resolve system assigned high risk.

Answer #1

The answer is False.

Policy requires we document information to support its resolution. Refer to MOM, Section 6.6: High Risk Individual Nutrition Care Plans.

True/False Q#2

True or False?

We must **always** assign high risk to participants receiving Food Package III.

Answer #2

The answer is True.

Policy requires that if a participant (woman, infant or child) is receiving Medically Prescribed Formula, they must be assigned high risk even if no high-risk risk factors are assigned.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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