

# Evaluating Implementation of ARPA Waivers

OCTOBER 11, 2023

## Reports for Evaluating Implementation of ARPA Waivers

The COVID-19 related waivers expired on August 9, and ARPA Waivers have been in place for two months. Now is a good time to evaluate participant records and ensure staff are correctly following ARPA Waiver procedures. See [Implementation of WIC ARPA Waivers](#). Use the following two Infoview reports to evaluate procedures and to correct any staff procedural errors before they become ingrained habits!

## Unknown Height/Weight & Measurement Deferred Bloodwork Exception Reason

- This report is in the INFOVIEW TEMPLATES >> Height/Weight/Blood folder.
- Run this report for your agency for a specified time period to identify participants with deferred measurements. The report will:
  - Identify participants with Unknown Height/Weight measurements.
  - Identify participants with *Measurements Deferred* selected for the Reason Blood Work Not Collected.
- Select a variety of participants from the list and review the record for each participant. For participants with deferred measurements, assure the following:
  - Measurements were deferred because the participant will be seeing a health care provider within 60 days after the certification or recertification appointment.
  - Measurements are not deferred for mid-certification appointments.
  - No more than two months of benefits were issued.
  - Staff are following the agency's procedure for tracking participants with deferred measurements. Appropriate documentation of the deferral is apparent. An alert was written with the date the deferral ends.
  - Staff documented the Physical Presence Exception reason correctly.
  - When the deferral data is obtained, CPA reviewed the data and entered it into the Information System with the *actual date and source of the measurements*. Staff assured the data is within allowed timelines and occurred with the current category of the participant (e.g., use measurements after delivery for a breastfeeding/postpartum participant, not pregnancy data.)

- If a high-risk condition was identified with the addition of the deferral data, the participant was contacted, and a high-risk care plan developed.
- Participant signature for the Certification (Rights and Responsibilities) and Primary Cardholder (if needed) was obtained and was not deferred.
- This report may be used to help track participants with deferred measurements.

## Staff & Clinic Productivity

- This report is in the INFOVIEW TEMPLATES >> Staff Management folder.
- Run this report for your agency for a specified time period (after August 9, 2023) to identify participants who were certified, had a Mid-Certification completed or were issued benefits.
- Select participants from each type of appointment and review records. Assure correct procedures were used. [Exhibit 4-J Local Agency Chart Review Form](#) may be helpful for this review.
  - If referral data was used, assure the following:
    - The data was obtained within the appropriate timeframes - Height/weight was measured with 60 days before the appointment (30 days for infants) and hemoglobin measurement follows the Blood Work Schedule [Section 5.3.2 Hematologic Assessment](#).
    - Measurements were obtained for the participant's current category.
    - CPAs enter referral data into the Information System with the *actual date and source of the measurements*.
    - Participant signature for the Certification (Rights and Responsibilities) and Primary Cardholder (if needed) was obtained.
  - If deferral data was used, evaluate if correct procedures were followed. See information for previous Infoview report above.

## Reference – Complete Listing of Hyperlinks

### [Implementation of WIC ARPA Waivers](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/arpaguide.pdf>)

### [Exhibit 4-J Local Agency Chart Review Form](#)

<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4j.pdf>

### [Section 5.3.2 Hematologic Assessment](#)

[https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5\\_3\\_2.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_3_2.pdf)

## EVALUATING IMPLEMENTATION OF ARPA WAIVERS

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](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 1-800-657-3942.

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