

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual Notice of Revision



Date: 2/28/2014

Notice Number: 2014-02

Volume 1

Volume 2

Volume 3

Chapter: **10 – Hematology**

Section: **See Table of Revisions**

Policy/Recommendation/Description/Procedure:

Type of Action/Change: Supersedes New Delete

If you have questions about this revision or wish additional copies, call or write:

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Explanation of Revisions:

- We revised this chapter to include required action items in our 2012 State Technical Assistance Review by the Food and Nutrition Services (FNS). We sent out the policy changes in Memo 2013-21 on March 25, 2013. This chapter now includes these policy requirements.
- The attached table of revisions lists high level changes to the chapter. Please review the new chapter for the specific changes to each policy.

Remove: The chapter dated 2/2002 from the manual.

Insert: This current revision dated 3/2014 in Volume 1.

Attachments:



Memo



Manual Revision



Other _____

Volume 1, Chapter 10 – Hematology

Table of Revisions

Policy/Page	Revision	Comments
Throughout chapter	We revised and reworded the chapter to meet Department of Health “Plain Talk” guidelines.	Plain Talk guidelines help make materials more clear and easier to read.
Throughout chapter	We use the term hemoglobin or blood test as a more general term to represent both hematocrit and hemoglobin.	Almost all Washington WIC clinics perform hemoglobins or get hemoglobin values from the health care provider. We will use the term hemoglobin in this chapter to mean hemoglobin or hematocrit. Staff enter the value in the correct field in Client Services.
“The WIC Clinic as a Medical Test Site” p. 1 - 2	<p>Policy: Changed the order of the first two policies. This policy is now the first policy and the Medical Assistants is the second policy in this section.</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Updated the address to ask for a Medical Test Site application. • Added website to download the form. 	
“Medical Assistants” p. 3 - 4	<p>Policy:</p> <ul style="list-style-type: none"> • Updated language from Health Care Assistants to Medical Assistants. • The Competent Professional Authority (CPA) assesses the hemoglobin value for WIC eligibility and screens for low iron status. In many cases the CPA is the Medical Assistant, but in some clinics other staff are licensed to perform the blood test and give the value to the CPA. • Any staff can get the blood value from the health care provider and record it in the client’s file. <p>Procedure:</p> <ul style="list-style-type: none"> • Added examples of health care providers who can sign as the delegator, and added a link to the RCW. • Updated address for sending applications and supporting credentialing documents <u>without</u> credentialing fees. <p>Information: Added website address for additional information and application forms.</p>	We will update policy and procedure if requirements change regarding who and how hemoglobin testing is done in the WIC program.

Policy/Page	Revision	Comments
<p>“Assess Iron Status of Infants Certified from Birth through Five Months of Age” p. 5 – 6</p>	<p>New Policy: We added this policy to clarify the blood test requirements for infants certified from birth through five months of age.</p> <ul style="list-style-type: none"> • The CPA isn’t required to perform a blood test or obtain the value at the certification. • Since a blood test isn’t required at the certification for these infants, monthly checks aren’t required. • The CPA must assess the infant’s iron status when the infant is between 6 and 12 months of age. <p>Procedure: Supports policy and provides information about how to meet the blood test requirement between 6 and 12 months of age. For example:</p> <ul style="list-style-type: none"> • Perform the blood test at an appointment when the infant is six months or older (at the health assessment, a high risk visit or a second contact), • Perform the blood test at the infant to child certification done in the 12th month, • Obtain the value in writing from the health care provider. • Blood test values must be taken within the past 90 days. 	
<p>Table: Examples of meeting blood test requirements for infants certified from birth through 5 months of age p. 7</p>	<p>Added table: Lists recommended times to do blood testing. These times meet Washington WIC and USDA/FNS policy requirements and meet CDC recommendations. Lists acceptable times to do blood testing. These times meet Washington WIC and USDA/FNS policy requirements.</p>	
<p>“Assess Iron Status of Infants Certified at Six through Twelve Months of Age” p. 8 – 9</p>	<p>New Policy: We added this policy to clarify the blood test requirements for infants certified at six through twelve months of age.</p> <ul style="list-style-type: none"> • Assess the iron status of all infants from 6 through 12 months of age. • Perform the blood test or obtain the value at the certification when the infant is <u>certified at 6 through 12 months of age.</u> 	<p>FNS required these changes in Washington WIC’s 2012 State Technical Assistance Review.</p>

Policy/Page	Revision	Comments
<p>“Assess Iron Status of Infants Certified at Six through Twelve Months of Age” (continued) p. 8 – 9</p>	<ul style="list-style-type: none"> • Only use a value from a blood test performed after the infant was 6 months of age. • Issue monthly checks until staff perform the blood test or obtains the value. <p>Procedure: Complete one of the following to meet the infant blood test requirement when the infant is certified at 6 months of age or older:</p> <ul style="list-style-type: none"> • Perform the blood test at the certification appointment. • Obtain the blood test value in writing from the health care provider. <ul style="list-style-type: none"> ○ Assure the infant was 6 through 12 months of age when the blood test was performed. ○ Assure the value isn’t more than 90 days old. 	<p>FNS requires the blood test value from the health care provider in writing.</p> <p>The 90 day requirement applies to all blood test values discussed in this chapter.</p>
<p>“Assess Iron Status of Children 12 – 24 Months of Age” p. 10 – 11</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Assess the iron status of children from 12 through 24 months of age. • Perform the blood test or obtain the value in writing from the health care provider at each certification and recertification. <ul style="list-style-type: none"> ○ When the infant to child recertification is done in the 12th month, the CPA can use a blood test done between 9 and 12 months of age to meet the certification requirement. ○ However, this doesn’t fulfill both the infant 6 – 12 months and the child 12 – 24 month blood test requirements. • If staff don’t obtain a value as listed above, issue monthly checks until staff perform the blood test value or obtains the value. <p>Procedure: Support policy.</p>	
<p>“Assess Iron Status of Children Over 2 Years of Age” p. 12 – 13</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Assess iron status at each certification or recertification for children 2 – 5 years of age by performing the blood test or obtaining the value in writing from the health care provider. 	

Policy/Page	Revision	Comments
<p>“Assess Iron Status of Children Over 2 Years of Age” (continued) p. 12 - 13</p>	<ul style="list-style-type: none"> • Issue monthly checks until staff performs the blood test or obtains the value. • Assess iron status every 6 months for children with a low or very low hemoglobin until the results are in the normal range. • Monthly checks aren’t required for the 6 month follow-up blood test since it isn’t done for a certification or recertification. <p>Procedure: Supports policy.</p>	
<p>“Assess Iron Status of Women” p. 14 - 15</p>	<p>Policy: Added requirement to issue monthly checks if the blood test isn’t performed or the blood test value isn’t obtained at the certification or recertification.</p> <p>Added requirement to have the blood test value in writing when obtaining it from the health care provider.</p>	
<p>Table: Summary of Washington WIC and USDA/FNS requirements and CDC recommendations for blood testing p. 16</p>	<p>Renamed table. Updated with policy changes.</p>	
<p>“Hematological Values from a Health Care Provider”</p>	<p>Deleted policy.</p>	<p>We included this information in the policy for each category.</p>
<p>Table: Requirements for obtaining bloodwork from a medical provider</p>	<p>Deleted table.</p>	<p>We included this information in the policy for each category.</p>
<p>“Assess Iron Status for Transfer Clients” p. 17</p>	<p>New Recommendation:</p> <ul style="list-style-type: none"> • It’s best practice to perform the blood test or obtain the value in writing from a health care provider when a transfer client doesn’t have a blood test value. • Monthly checks aren’t required for transfer clients with missing blood test values. 	

Policy/Page	Revision	Comments
<p>“Exceptions to Performing the Blood Test at a WIC Certification” p. 18 - 19</p>	<p>Renamed from: “Exemptions to the Assessment of Iron Status for WIC Certification”</p> <p>The CPA isn’t required to perform the hemoglobin test in the following situations:</p> <ol style="list-style-type: none"> 1. The client has a medical condition, like hemophilia, or a serious skin disease in which the procedure would cause harm to the client. The client can self-report the condition. 2. The client’s religious beliefs don’t allow him or her to have blood drawn. 3. The client or caregiver refuses to have the blood test performed. Staff must document the refusal in the client’s file. <p>The CPA must document why the hemoglobin test wasn’t done in the client’s file.</p> <p>The client isn’t required to receive monthly check issuance in the 3 situations listed above.</p> <p>Procedure: Supports policy.</p>	
<p>“Waiving the Hematocrit or Hemoglobin Test at the Subsequent Certification”</p>	<p>Deleted Policy.</p>	<p>The blood test (or obtaining the blood test value) is required at each certification or recertification.</p>
<p>“Temporary Certification of Clients without Bloodwork Data”</p>	<p>Deleted Policy.</p>	<p>FNS required these changes in Washington WIC’s 2012 State Technical Assistance Review.</p>
<p>“Performing the Hematocrit”</p>	<p>Deleted Policy.</p>	<p>Almost all Washington WIC clinics perform hemoglobins or get hemoglobin values from the health care provider.</p> <p>If a clinic performs hematocrits, we are unaware of the type of equipment used and can’t provide instructions.</p> <p>Hematocrits can still be entered in Client Services on the Measures Tab.</p>

Policy/Page	Revision	Comments
<p>“Perform the Hemoglobin Test using the HemoCue Analyzer” p. 20 - 24</p>	<p>Policy and Procedure: Changed name from “Hemoglobin Testing.” Updated with current HemoCue guidance.</p>	
<p>“Maintain and Calibrate Hematological Equipment” p. 29 - 30</p>	<p>Policy: Added the following:</p> <ul style="list-style-type: none"> • Clean and maintain hematological equipment as necessary and document on a maintenance and calibration log. • Check hematological equipment for accuracy at least twice a year and document on a maintenance and calibration log for equipment that doesn’t perform an automatic self-check. <p>Procedure: Added B and B, 1: Check the equipment for accuracy at least twice a year and document on a maintenance and calibration log. A sample log is located in the Appendix.</p>	<p>New requirement to document on the maintenance and calibration log. Changed from once a year. Staff don’t have to log when equipment performs an automatic self-check for accuracy.</p> <p>We updated the maintenance and calibration log and placed it in the Appendix.</p>
<p>“Personal Protective Equipment” p. 33 - 34</p>	<p>Information:</p> <ul style="list-style-type: none"> • Updated Labor and Industries website address. • Updated Clinical Laboratory Improvement Amendment (CLIA) website address. 	
<p>“Order Hematology Supplies from WIC” p. 35 - 38</p>	<p>Policy: Added:</p> <ul style="list-style-type: none"> • Order hematology supplies from the state WIC office. • Confirm that the packing slip, the shipped items and the original order agree. • Send a signed, dated copy of the packing slip to the state WIC office within 3 days of receiving the shipment. • Contact state WIC staff for instructions when the HemoCue analyzer and Pronto device needs repair or replacement. • Added Masimo ordering information. <p>Procedure: See updated procedures for specific ordering instructions.</p>	<p>State WIC staff have to receive all packing slips in order to pay invoices and place any additional orders with the vendor. See the Information section for information about:</p> <ul style="list-style-type: none"> • The state WIC program online hematology course. • A training video on the HemoCue website. • Having HemoCue staff come to your clinic to provide on-site training.

Policy/Page	Revision	Comments
Appendix	Added: HemoCue Analyzer Information Added: Hemoglobin Analyzer Calibration and Maintenance Log	



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