

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 10/26/2012

Notice Number: 2012-06

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 12 – Referrals	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change:	<input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete
<p>If you have questions about this revision or wish additional copies, call or write:</p> <p style="text-align: center;"> Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410 </p>	

Explanation of Revisions:

- See the attached table of revisions for specific changes made to the chapter.

Remove: **Remove Volume 1, Chapter 12 – Referrals dated 7/2008.**

Insert: **Chapter 12 – Referrals dated 10/2012 in Volume 1.**

Attachments:

- Memo**
- Manual Revision**
- Other** _____

Volume 1, Chapter 12 – Referrals
Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	We continue to make “plain talk” changes to each chapter.	The goal is to have policies more clear and easier to read.
“Make Referrals” p. 1 - 4	<p>Policy: Clarified the appointments when staff must make referrals.</p> <ol style="list-style-type: none"> 1. Certification appointment 2. Complete certification appointment 3. Mid-certification appointment 4. Recertification appointment <p>Clarified the staff options for making referrals:</p> <ol style="list-style-type: none"> 1. The Family Health Hotline 2. A local referral line 3. Direct referrals to specific programs <p>Removed requirement to refer to Maternity Support Services.</p> <p>Procedure: Procedures support policy assessment requirements.</p> <p>Information:</p> <ul style="list-style-type: none"> • Updated information from WithinReach to the Family Health Hotline. • Removed list of publications. • Updated common referral list and links. • Moved referral resource list to Appendix. 	<p>Due to lack of funding Maternity Support Services may not be available.</p>
“Document Referrals” p. 5	<p>Policy:</p> <ol style="list-style-type: none"> 1. Document any referrals made in the client file. (Removed reference to Medicaid, TANF, and/or Basic Food Program.) 2. Use words and abbreviations understood by all WIC staff in the clinic. 3. Document the month and year of any referral. <p>Procedure:</p> <ul style="list-style-type: none"> • Procedures support policy assessment requirements. • Removed list of common referral programs or services for WIC clients. 	

Volume 1, Chapter 12 – Referrals

Table of Revisions

<p>“Screen Immunization Records” p. 6 - 8</p>	<p>Policy: Clarified appointments when staff ask caregivers to bring the immunization record to include:</p> <ol style="list-style-type: none"> 1. Certification appointment 2. Complete certification appointment 3. Mid-certification appointment 4. Recertification appointment <p>Staff must screen the immunization record for all children 24 months or less. Staff must count the number of immunizations to determine if the child is up to date.</p> <p>Procedure: Updated with immunization types and names.</p> <p>Information: Updated website for immunization information. Added website for immunization materials.</p>	
<p>“Assess Referral Outcome” p. 9</p>	<p>Recommendation: Minor revisions for plain talk and current practices.</p>	
<p>“Knowing Community Resources”</p>	<p>Removed Recommendation.</p>	<p>Staff refer to the Family Health Hotline. Knowing your community resources isn’t a federal requirement.</p>
<p>“Local Agency Coordination with Other Health and Social Services” p. 10</p>	<p>Policy: Revised 2nd paragraph: Changed from coordinating WIC services to health care appointments and sharing medical data with client consent to share WIC health data with other health care programs.</p> <p>Procedure: Procedures support changes to policy.</p>	<p>To protect client confidentiality changed policy to staff share data “when possible”.</p>
<p>Appendix</p>	<p>Added Appendix. Table of Common Resources for Women, Infants and Children with contact information and a description.</p>	



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