<table>
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<tr>
<th>Volume 1</th>
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**Chapter:** 11 – Assessment

**Section:** See Table of Revisions

**Policy/Recommendation/Description/Procedure:**

<table>
<thead>
<tr>
<th>Type of Action/Change:</th>
<th>☑️ Supersedes</th>
<th>☐ New</th>
<th>☐ Delete</th>
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**If you have questions about this revision or wish additional copies, call or write:**

Department of Health
State WIC Nutrition Program
P.O. Box 47886
Olympia WA 98504-7886
Call: 1-800-841-1410

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**Explanation of Revisions:**

- This revision combines Chapter 8 – Health History and Interviewing Techniques and Chapter 11 – Assessment Questions.
- Refer to the attached table of revisions for specific changes made to the chapter.

**Remove:**

Remove Chapter 8 – Health History and Interviewing Techniques dated 2/99.
This chapter will be vacant.


**Insert:**

Chapter 11 – Assessment dated 2/2012 in Volume 1.
This revision replaces the Chapter 11 version in the manual dated 3/2009 and Chapter 8 – Health History and Interviewing Techniques dated 2/99.

**Attachments:**

- ☑️ Memo
- ☑️ Manual Revision
- ☐ Other ________________________________
Volume 1, Chapter 11 – Assessment
Table of Revisions

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<tr>
<th>Policy/Page</th>
<th>Revision</th>
<th>Comments</th>
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<tr>
<td>General changes</td>
<td>Plain Talk changes through-out the chapter. Chapter name change from “Assessment Questions” to “Assessment.” Chapter combines policies from Chapter 8 – Health History and Interviewing Techniques.</td>
<td></td>
</tr>
<tr>
<td>“Nutrition Assessment Requirement” p. 1</td>
<td><strong>Policy:</strong> The CPA completes a thorough nutrition assessment at each certification, recertification and mid-certification health assessment. The CPA assesses health and nutrition status by: 1. Taking and plotting measurements and assessing weight or growth. 2. Performing an iron test or obtaining iron test results. 3. Asking assessment questions and documenting in the client’s file. The CPA uses the results of the assessment to determine the client’s risks, nutrition education topics, identify referrals and assign the appropriate food package. <strong>Procedure:</strong> Procedures support policy assessment requirements.</td>
<td>This policy is a combination of “Assessing a Client’s Health History” from Chapter 8 and “Assessment During Certifications and Infant Health Assessments” from Chapter 11.</td>
</tr>
<tr>
<td>“Using Client-centered Skills to Complete the Assessment” p. 2 - 3</td>
<td><strong>Policy:</strong> The CPA uses client-centered skills to complete the assessment. <strong>Procedure:</strong> Outlines skills for client-centered assessment such as: - Rapport building - Positioning to encourage open communication between staff and the client or caregiver. - Setting the agenda for the appointment. - Being non-judgmental. - Affirming the client. - Asking open-ended questions. - Using plain talk. - Using active listening</td>
<td>This is a revision of the “Interviewing Techniques” policy from Chapter 8.</td>
</tr>
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</table>
| “Using the Assessment Questions to Get Complete Information” p. 4 - 5 | **Policy:**  
The CPA must get answers to all the Assessment Questions at each new certification, recertification and mid-certification health assessment. 
The CPA uses the information from the Assessment Questions to:  
- Find nutrition risks for WIC eligibility.  
- Discover nutrition education topics.  
- Personalize the client’s referrals.  
- Assign the food package.  
**Procedure:**  
The CPA:  
A. Asks Assessment Questions based on the client’s category, age and feeding status.  
B. Completes a thorough assessment by asking all the questions (or obtaining answers to all the questions), asking probing questions when needed. The questions can be asked in any order to facilitate the conversation.  
C. Keeps the intent of the question when using your “own voice.”  
D. Explores the pregnant woman’s knowledge about and interest in breastfeeding.  
E. Asks all questions before offering nutrition education.  
F. Identifies and selects all nutrition risks in Client Services.  
G. Selects one of the Not Meeting Dietary or Feeding Guidelines risks when no other risks are found.  
H. Documents notes about the client’s risks, nutrition needs, etc.  

| “Coordination of WIC and MSS Assessment Process” p. 6 - 7 | **Policy:**  
Minor revisions for plain talk and current practices.  

This is a revision of the “Assessment During Certifications and Infant Health Assessments” policy from Chapter 11
<table>
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<tr>
<th><strong>“Using an Interpreter”</strong>&lt;br&gt;p. 8 - 9</th>
<th><strong>New Policy:</strong>&lt;br&gt;Changed from recommendation to policy.&lt;br&gt;A client with Limited English Proficiency (LEP) must have an interpreter for the WIC appointment when bi-lingual staff aren’t available.&lt;br&gt;Staff use appropriate actions and skills (client-centered) when using an interpreter.&lt;br&gt;<strong>Procedure:</strong>&lt;br&gt;Support policy.</th>
<th>Revision from the “Working with an Interpreter” Recommendation from Chapter 8.</th>
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<tbody>
<tr>
<td><strong>Appendix</strong>&lt;br&gt;p. 11</td>
<td>Removed Assessment Questions.&lt;br&gt;Added table of Key Elements for Conducting Nutrition Assessment and Examples for Specific Element.</td>
<td>Assessment questions are programmed into Client Services. They are also available on the WIC website.</td>
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