

Mid-certification Assessments (MCAs)

Introduction

This HuBERT on-demand training module...

Intro 1

...is provided by the MN Department of Health WIC Program. It provides an overview of the Mid-certification Assessment, or MCA, functionality in HuBERT.

Overview

Mid-Certification Assessments, or MCAs, are required nutrition assessments performed at the mid-point of a one-year certification for infants, children and breastfeeding women.

The MCA Due Date is auto-calculated by HuBERT for certifications that are more than 6 months long.

For infants, the system adds 9 months to their birth date.

For children and breastfeeding women, the system adds 6 months to their Cert Start Date.

Overview 1

There is some flexibility for when MCAs should be completed.

For children, it can be completed earlier or later if we need to sync their appointments with other household members, but generally should be completed between 5 and 7 months.

For infants, it should not be completed early, or before 9 months, but can be completed any time between 9 and 11 months of age.

Overview 2

The MCA is required for ALL breastfeeding women, Fully, Mostly and Some (even though they may no longer be receiving food benefits).

It can be completed at the same time as her breastfed infant, which is based on our own Local Agency's policy. This should not differ based on individual participants.

If the mom changes from breastfeeding to non-breastfeeding before she is 6 months postpartum, HuBERT will remove the MCA Due Date since it will no longer be required.

60 Day Msg

While there is flexibility, the system won't let us complete the MCA too early. The MCA cannot be started if it is more than 60 days before the MCA Due Date.

Let's take a look at the MCA in HuBERT.

<transition to Participant Search>

Show Details

The Mid-certification Due and Complete dates display in the Show Details panel.

Click to view Ma's then Sue's show details.

<no audio – failure hint> Click on Ma's row to display her Show Details panel.

Show Details – Ma

<no audio – failure hint> Click on Sue's row to display her Show Details panel.

Scenario

Today is February 25th.

Both Ma and Sue are due for an MCA.

But for Ma, our agency completes the baby and mom's MCA at the same time, so we will only be doing Sue's today.

Go ahead and open her folder.

<no audio – hint after 5 seconds> Double-click on Sue's row in the Participant List or click the Open Participant Folder icon.

Cursor

<cursor spins>

CPA Alert

All household members due for a MCA within 4 months of today's date will display in the CPA Review alert, which means it will start displaying 4 months before the MCA is due to help remind us to schedule an appointment when appropriate.

Go ahead and click the close button.

<no audio – failure hint> Click the **Close** button or press the Enter key.

Cursor

<cursor spins>

Icon

The second to last icon opens the MCA Guided Script.

Go ahead and hover over it.

<no audio> Click when ready to continue.

Open GS

Go ahead and click the MCA icon to open the Guided Script.

<o audio> Click the Mid-certification Assessment icon.

Validation Msg

We do want to start a mid-certification assessment.

Click Yes.

<no audio> Click the Yes button or press the Enter key.

GS Icons

The MCA Guided Script looks similar to the Cert Guided Script.

We can write an alert or note.

Go ahead and hover over the other two icons.

GS Icons 1

<no audio> Click when ready to continue.

End Icon

The End icon must be clicked when we are finished with the MCA Guided Script. It is the last step to completing the MCA and is necessary for the system to record the MCA and its associated dates in the database.

Go ahead and click it now...

<no audio> Click the **End Mid-certification Assessment icon**.

End Validation Msg

...and click Yes on the validation message.

<no audio> Click the **Yes** button or press the Enter key.

BW Msg

It also assesses whether we've completed the one system requirement: bloodwork.

Click OK.

<no audio> Click the **OK** button or press the Enter key.

Requirements

That being said...

Although the **system** only requires a bloodwork to complete the MCA Guided Script, in order to meet the Federal Requirements that allow us to certify infants, children and breastfeeding women for one year, all of the following must also be completed as appropriate:

Height and weight measurements, a health and nutrition assessment, an immunizations follow-up, nutrition counseling or education, and referrals and food package changes as needed.

Transition Slide

<transition to list screen>

Requirements 1

We are not required to assess proof of income, verify identity, verify residency, have the participant review and sign the Rights & Responsibilities or capture signatures.

<transition back to CGS screen>

Close Icon

The Close icon allows us to exit the MCA guided script without completing it. Go ahead and click this icon.

Locked PF

Like when closing the cert guided script, the Participant Folder is locked and everything is disabled or greyed-out.

If we had started the MCA GS and weren't going to be able to finish it, we could remove the MCA.

This function is found in the Certification menu.

Go ahead and click it.

Cert Menu

The Remove Mid-certification assessment function is enabled when the MCA Guided Script has been started and closed, not ended.

Go ahead and select it.

<no audio>Select **Remove Mid-certification Assessment**.

Remove MCA

The message reads: The incomplete mid-certification assessment will be canceled. Information collected will be retained but will not count toward a new assessment.

What this means is that any information we've entered into the MCA guided script will be saved to the record as if we added it into the Participant Folder.

Go ahead and click Yes.

<no audio> Click the **Yes** button or press the Enter key.

Unlocked

The participant folder is unlocked when the MCA is removed.

Although the system treats information entered into the MCA Guided Script as if it were entered into the Participant Folder, if we are completing the MCA, we **must enter** the bloodwork into the Guided Script for the system to recognize the requirement as being met for the MCA.

A good general rule is, if completing an MCA, make all your changes to the participant record while in the MCA Guided Script.

OK. Let's start Sue's MCA again. Go ahead.

<no audio – failure hint> Click the **Mid-certification Assessment icon**.

Save Msg

We always click Yes on the Do you want to Save message.

Continue.

<no audio – failure hint> Click the **Yes** button or press the Enter key.

Validation Msg 1

<no audio – failure hint> Click the **Yes** button or press the Enter key.

MCA GS

We know we will have to measure and weigh Sue but following policy for hemoglobin assessment, since Sue is over two, we need to assess whether she needs a hemoglobin check.

Go ahead and do that.

<no audio – failure hint> Click the **Height, Weight and Blood** link.

HtWt

<no audio – failure hint> Click the **Blood** tab.

Blood

There is a zero value for last August, or 6 months ago, which means if we click to the right of the scroll bar...

<no audio> Click to the right of the scroll bar.

CPA Determined

Yep. CPA determined not due for bloodwork last time so we'll need to check it today.

OK. We've done the measurements so go ahead and enter them in, starting with the hemoglobin.

<no audio – failure hint> Click the **Add** button.

Add Blood

<no audio – failure hint> Click into the Hemoglobin field or press the Tab key.

Add Blood 1

<no audio – failure hint> Enter **10.8** then click the **OK** button or press the Enter key.

After Blood

<no audio – failure hint> Click the **Height/Weight** tab.

HtWt Add

<no audio – failure hint> Click the **Add** button.

Height

<no audio – failure hint> Click into the **Height Inches** field or press the Tab key.

<no audio – failure hint> Enter **39** then click into the **Eighths** field or press the Tab key.

Height 1

<no audio> Enter the **Eighths** value and then click into the **Weight Pounds** field.

Weight

<no audio – failure hint> Enter **36** into the Pounds field then click into the **Ounces** field or press the Tab key.

Weight 1

<no audio>Enter the Ounces value and then click OK or press the Enter key.

After HtWt

Any time we measure a child, we would want to share the growth grids.

Let' go ahead and click Close button.

<no audio> Click the **Close** button.

Risk Factors

Similar to the Cert Guided Script, a checkmark displays once information has been entered or updated.

Also similar is that the system will assess risk factors based on information entered and assign them as appropriate.

However, **we** do not need to assess or assign risk factors as part of the MCA.

Risk Factor assignment only has to occur at the actual certification.

Next, let's do our Nutrition Assessment. Click the link.

<no audio – failure hint> Click the **Nutrition Assessment** link.

Nut Assess

And start a new contact.

<no audio – failure hint> Click the **Add Contact** button.

Mid-Cert Q

The first question asks whether this is a MCA.

Go ahead and answer it.

<no audio – failure hint> Click the **Answer** drop-down.

<no audio – failure hint> Select **Yes**.

And click the Next button.

<no audio – failure hint> Click the **Next** button.

Q1

We're going to answer the questions, which are based on the participant's WIC Type, with some rather rote responses. Go ahead and continue through the questions until finished.

<no audio – failure hint> Click the **Next** button.

Q2

<no audio – failure hint> Click the **Next** button.

Q3

<no audio – failure hint> Click the **Next** button.

Q4

<no audio> No answer added. Continue.

<no audio – failure hint> Click the **Next** button.

Q5

<no audio – failure hint> Click the **Next** button.

Nut Assess 1

The Nutrition Assessment functions just like everywhere else in HuBERT, displaying the questions and answers for the contact and if we click below the scroll bar...

<no audio> Click below the scroll bar.

Finish NA

...and displaying “None” if no answer is entered.

Go ahead and click the Close button.

<no audio – failure hint> Click the **Close** button.

MCA GS 1

We don't have any referrals to provide and will finish our appointment with some information about iron sources if mom is interested.

Our agency documents in SOAP notes so we'll do our Nutrition Ed documentation when we're done with the appointment.

However, as best practice dictates, since we will be issuing benefits, we will want to verify the food package is still appropriate.

Go ahead and click the Food Prescription link.

<no audio – failure hint> Click the **Food Prescription** link.

Food Rx

Sue is receiving soy beverage and no yogurt. Mom is good with this as is so we can just click close.

End MCA

Since we didn't make any changes to the food package, a checkmark does not display.

We have completed everything we need or can do so let's click the End MCA icon. Do you remember which on that is? Go ahead.

<no audio – failure hint> The End Mid-certification Assessment icon is the hand in front of the red stop sign.

End MCA 1

<no audio – failure hint> Click the **Yes** button.

Disabled Icon

Once the MCA for the current certification period has been completed, the icon is disabled.

Let's click on the Ht/Wt/Blood tab too demonstrate one of the primary differences between information entered into the Certification Guided Script and the MCA Guided Script.

<no audio> Click the **HT/WT/Blood** tab.

Can Edit

Unlike after a cert, we can edit, in the Participant Folder, any information we entered into the MCA Guided Script on the same date that we completed the MCA.

Let's take a look at the risk factors tab.

<no audio> Click the **Risk Factors** tab.

RF Tab

If there is a change in risk factors, the system will create a pseudo-cert and carry forward any still-applicable risk factors.

The one caveat are those risk factors added as part of the Nutrition Assessment at the time of the cert. These are not carried forward as part of the pseudo-cert created by the MCA.

Remember, pseudo-certs are simply a change in the way risk factors display. Those assigned at the time of the cert remain applicable throughout the certification period.

Next let's look at the Certification History tab.

<no audio> Click the **Certifications History** tab.

Cert Hx

Because the MCA uses a Guided Script, the steps are displayed, like certs, here in the Certification History tab. It includes the date the MCA was completed, when and which steps were completed, and by whom.

Cert Hx Details

If we click the top node with the MCA date to highlight it...

<no audio> Click the top node with the MCA date to highlight it.

...the Show Details button becomes enabled. Go ahead and click it.

<no audio> Click the **Show Details** button.

Cert Hx Details 1

The Details includes the State WIC ID, the Due Date, when the Guided Script was started, when completed, the participant's WIC Type, and the staff member who completed the MCA.

Click the Close button.

<no audio> Click the **Close** button or press the Enter key.

Cert Hx 1

Last thing to note, go ahead and close the participant folder.

<no audio – hint after 5 seconds> Click the **Close Participant Folder** icon or the X in the top right corner.

Complete Date

The Mid-certification Complete date will update once we've refreshed the Show Details panel.

Click the Hide Details button then the Show Details button to do that.

<no audio – failure hint> Click the **Hide Details** button.

Complete Date 1

<no audio – failure hint> Click the **Show Details** button.

Complete Date 2

<The mid-certification Complete date displays.>

<no audio> Click when ready to continue.

End

End

This was provided by the MN Department of Health WIC Program.

Thank you for taking the time to view this.