

Risk Factors/High Risk/Pseudo-Certs Introduction

Intro

This HuBERT on-demand training module is provided by...

Intro1

...the MN Department of Health WIC Program. It provides an overview of Risk Factors, High Risk and Pseudo-Certs.

Risk Factors in CGS

RiskFactors

Risk factors can be auto-assigned by HuBERT...

HIRF

...based on the selection of certain checkboxes or options from drop-down lists....

RiskFactors1

<no audio – display> CGS screen with Risk Factors 343 and 904 added.

HGBRF

...and values entered into, or calculated by, the system.

RiskFactors2

<no audio – display> CGS screen with Risk Factor 201 added.

Exhibit5T

The [Minnesota WIC Risk Criteria](#), which is Exhibit 5-T in the MN Operations Manual (and available on the website), is a quick reference of all risk factors, their criteria and whether they are auto-assigned by HuBERT.

RiskFactors3

Risk factors can also be assigned by us, the CPA...

NARF

...during the Nutrition Assessment...

RiskFactors4

<no audio – display> CGS screen with Risk Factors 425A and 425D added.

...as well as in the Risk Factors screen.

We are only required to open the Risk Factors screen if no risk factors have been assigned during the cert since the system requires at least one applicable risk factor be assigned before we can create a food package or assess eligibility.

We would also need to open it to add any risk factors we have yet to assign.

Risk factor assignment is based on three things: WIC Category, Age Category and Breastfeeding Amount and is dependent on our completing Demographics, Height/Weight/Blood and Health Information.

We should always complete these before opening the risk factor screen.

Go ahead and click on the link.

<no audio> Click the **Risk Factors/High Risk** link.

RFScreen

The assigned risk factors for the Current Certification Attempt display on the left.

The letters indicate how the risk factors were assigned: S is System-assigned, N is assigned during Nutrition Assessment and, once we assign a Risk Factor in this screen, C is CPA-assigned.

On the right, in the Available list, are all the risk factors that haven't yet been assigned.

We can use the search button to find a specific risk factor in the Available list.

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

We can either use a concise, key word, or the full risk factor ID, such as 425C. Let's use the description to search the list for the foster care risk factor.

Type **Foster** and click OK.

<no audio>Type **foster** and click the **OK** button.

RFGuide

We're not sure it's that much faster than scrolling the list, but it's there to use if we want to.

If we need to verify the criteria before assigning a risk factor, we can use the **Risk Factors Details Guide**.

Go ahead and click the button.

<no audio> Click the **Risk Factors Details Guide** button.

RFGuide1

The risk factors guide is an Excel document. It's specific to the participant's WIC Type.

We can use CONTROL PLUS F to **find** a risk factor. So, let's do that.

<no audio> CTRL + F image.

<no audio> Type **903** and click the **Find Next** button.

RFGuide2

When ready, close the Excel document using the X in the top right corner.

<no audio> Click the **X** to close the Risk Factor Guide.

RFScreen1

We can multi-select in the Available list by using the SHIFT key to select a group of adjacent risk factors or the CONTROL key to select non-adjacent risk factors.

<no audio> SHIFT + Mouse image.

<no audio> Group of risk factors multi-selected.

<no audio> CTRL + Mouse image.

<no audio> Individual risk factors multi-selected.

To assign a risk factor, we need to move it to the Selected list. Let's assign both 425I and 903 by clicking the down green arrow.

<no audio> Click the **down green arrow**.

RemoveRFs

We can remove the CPA-assigned risk factor highlighted in the Selected list by simply clicking the up green arrow. Let's remove 425I.

<no audio> Click the **up green arrow**.

System-assigned risk factors can only be removed by HuBERT, which it does, as we'll see when we take a look at pseudo-certs.

Risk factors assigned during Nutrition Assessment can only be removed by editing the Nutrition Assessment on the **same date** as the contact was created.

Let's save our assigned risk factor and exit this screen by clicking the OK button.

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

High Risk in CGS

HighRisk

All participants on WIC are at nutritional risk, but some may require more advanced nutrition care. These participants are termed, a term used in WIC and HuBERT, but not with participants, as high risk.

HghRiskA

Some risk factors are automatically high risk when assigned by HuBERT, such as 131 – Low Maternal Weight Gain, or when assigned by CPAs, such as 347 – Cancer. Others are considered high risk once certain criteria have been met, such as 201 – low hemoglobin, which is only high risk when less than 10.

HRCriteria

The [High Risk and Medical Referral Criteria](#), which is Exhibit 6-A in the MN Operations Manual, or MOM, and available on the MDH WIC website, provides an overview of all high-risk risk factors, their criteria, and whether the risk code and/or high risk status is assigned by HuBERT.

HighRisk1

In the Assign Certification Risk Factors screen, an asterisk indicates the risk factor has met the high-risk criteria and high-risk has been assigned by HuBERT.

The **CPA-assigned Risk Factor** checkbox is disabled because high risk has already been assigned by HuBERT.

Even though it's enabled, we do **not** use the **Resolve System-assigned High Risk Designations** checkbox in the CGS because the system **cannot** resolve high risk until we complete the cert.

HighRisk2

All risk factors assigned during the cert display in the Household Member Information section, including the ID, whether its high risk, and its description.

The High Risk checkbox indicates the participant's High Risk status.

CPAAssignedHR

OK. So, now let's take a look at CPA-assignment of high risk in the CGS.

On rare occasions, there may be instances when a participant doesn't have any risk factors that cause system-assignment of high risk but circumstances may warrant further follow-up.

CPAAssignedHR1

For instance, Cara Mell is a pregnant woman who during our nutrition assessment told us that she started on a macrobiotic diet two years ago and intends to continue with it during her pregnancy. We've assigned risk factor 427B – Diet very low in calories/nutrients...

CPAAssignedHR2

...but this is not a high-risk risk factor. However, since we know that this type of diet can be restrictive and make her prone to nutritional deficiencies, we may want to assign high-risk so that the RD can follow-up with her.

So let's open the Risk Factors/High Risk screen.

<no audio> Click the **Risk Factors/High Risk** link.

CPAAssignedHR3

To assign high risk, we simply have to click the **CPA-assigned High Risk** checkbox. Go ahead and do this.

<no audio> Click the **CPA-Assigned High Risk** checkbox.

Since this isn't system-assigned high-risk, notice that no asterisk displays next to the risk factor.

Let's save our change and exit the screen by clicking the OK button.

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

CPAAssignedHR4

The High Risk checkbox indicates Cara's new high risk status.

Notice that the High Risk column still displays N since by using the CPA-assigned high risk function we've only indicated that Cara is high risk, not that the risk factor itself is high risk.

So, we will need to be sure to document, based on our Local Agency policy, why we've assigned high risk.

And once we've completed her certification...

CPAAssignedHR5

...the tabs in her participant folder will be yellow to indicate her high risk status.

Risk Factors in the Participant Folder

RFPF

Which tab do you think previously and currently assigned risk factors are displayed? Go ahead and click on it.

<no audio – hint after 10 seconds> Click the **Risk Factors** tab.

RFPF1

Unlike most other tabs in HuBERT, the cert we completed today displays at the **bottom** and lists the Cert Start Date, the calculated Cert End Date, their WIC Type, and the assigned risk factors.

Let's open each certification by opening the node, or clicking the plus next to the cert icon, starting at the bottom. Go ahead.

<no audio> Click the **plus** next to the 2/20/2013 cert.

<no audio> Click the **plus** next to the 11/28/2012 cert.

<no audio> Click the **plus** next to the 10/24/2012 cert.

<no audio> Click the **plus** next to the 7/28/2012 cert.

Pseudo-Certs

PseudoCert

The first two cert nodes are for the same certification. This is a **pseudo-cert**, which is a change in how the certification displays, and can be caused by one of two things: a change in WIC category or a change in the assigned risk factors.

PseudoCert1

The first pseudo-cert, for the certification started on 7/18/2012, was created due to a change in risk factors.

In her Blood tab, we can see that on 7/18/12 Cara's hemoglobin was 10.4, which was low and would have caused the system to auto-assign risk factor 201 – low hemoglobin.

But, on 10/24/12, she had another measurement at a follow-up appointment and her hemoglobin was no longer low, so HuBERT removed risk factor 201 since it no longer applied during this certification period.

PseudoCert2

Let's take a closer look at just her July 18th 2012 certification period.

On this date Cara's pregnancy cert started and she was assigned risk factor 201 – Low Hemoglobin.

On October 24th, a pseudo-cert was created when she had a follow-up measurement done and HuBERT removed risk factor 201.

So, October 24th 2012 becomes the end date of the portion of Cara's cert where 201 was assigned and is the start date of the portion of Cara's cert where 201 was no longer assigned.

December 31st, 2012, was the originally calculated end date and this still displays as the end date for her July 18th certification period.

By simply canceling out the dates that are the same, we can still determine her pregnancy certification period's cert start and end dates.

PseudoCert2A

Is there another pseudo-cert?

Click on the Cert Start Date then the Cert End Date of the certification period that has the second pseudo-cert displayed on this screen.

<no audio – failure hint> The Cert Start Date is 11/28/2012.

<no audio – failure hint> The Cert End Date is 05/31/2013.

PseudoCert2B

The second pseudo-cert displays for Cara's Breastfeeding certification. On February 20, 2013 two things happened: her WIC Type was changed from Breastfeeding to Non-Breastfeeding and two risk factor changes occurred.

<no audio> Click to continue with module.

PseudoCert3

It is important to note that Cara's WIC Type had to change first before any changes were made to the folder that could have created a risk factor-based pseudo-cert.

Pseudo-certs work in a hierarchal fashion. Since risk factors are based on WIC Type, the WIC Type must change first before HuBERT can assess the assigned risk factors.

<no audio> Click to continue with module.

PseudoCert4

HuBERT can only create one pseudo-cert on a specific date. If on 2/20/2013 we had entered a hemoglobin value into the Blood tab BEFORE changing her WIC Type, a pseudo-cert would have been created with the WIC Type of Breastfeeding. Once that occurs, HuBERT is unable to create a second pseudo-cert to change her WIC Type and we wouldn't be able to change her WIC Category on that day.

Once a pseudo-cert is created for her new WIC Type, HuBERT can add or remove multiple risk factors within the pseudo-cert.

In review: we always want to make sure to change the WIC Type for postpartum women before making any other changes to the folder.

PseudoCert5

Just one other thing to mention about pseudo-certs.

A participant's priority is maintained unless a risk factor is added that increases their priority.

By maintaining the highest priority, a pseudo-cert does not alter a participant's eligibility for the WIC Program.

Assigning Risk Factors in the Participant Folder

AssignRFPF

Assigning additional risk factors is never required outside of the cert.

However, we may on occasion need to modify risk factors after we've completed the cert.

In the Certification menu, we have the option to **Assign Certification Risk Factors** and...

AssignRFPF1

...at the bottom right of the Risk Factors tab is the **Assign Risk Factors** button.

This function is only enabled when the participant is in a current certification.

Go ahead and click on the button.

<no audio> Click on the **Assign Risk Factors** button.

This opens the same screen we saw in the CGS and it works in the same way.

<no audio> Click when ready to continue with module.

High Risk in the Participant Folder

AssignHRPF

There are some instances where we may need to assign high risk in the Participant Folder.

For instance, we would have to assign High Risk if we added special formula to an infant's food package.

<no audio> Click when ready to continue module.

AssignHRPF1

So, we have just added Nutramigen, a medical formula, to Will's food package and we need to assign high risk.

AssignHRPF2

How do you think we would do that? Go ahead...

<no audio – hint at 10 seconds and failure hint> Click on the **Assign Risk Factors** button.

AssignHRPF3

<no audio – hint at 10 seconds and failure hint> Click on the **CPA-Assigned High Risk** checkbox.

AssignHRPF4

Right! Just like in the CGS, the CPA-assigned High Risk checkbox is enabled as long as there aren't any high-risk risk factors assigned, and we can assign high risk if necessary.

Go ahead and click OK to save the change.

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

AssignHRPF5

And, as long as the participant is high-risk, the tabs will be yellow.

Will's mom is concerned about his weight, so she has also asked us to measure him today.

AssignHRPF6

After entering the measurements into HuBERT, we can see from his weight for length growth chart that he has fallen off the growth curve.

AssignHRPF7

And once we return to the Risk Factor tab, we can see that HuBERT has created a pseudo-cert and auto-assigned two new risk factors, one of which is high risk.

AssignHRPF8

So, let's take another look at the Assign Certification Risk Factors screen to see what happened to our CPA-assigned high risk.

<no audio> Click the **Assign Risk Factors** button.

HuBERT has disabled the CPA-assigned checkbox and removed our ability to remove our high risk assignment.

However, it has enabled the **Resolve System-assigned High Risk Designations** checkbox.

Resolving High Risk

ResolveHR

Local agencies can choose to use the **Resolve System-assigned High Risk** checkbox if it supports their high risk procedures.

That said, under certain circumstances, it may be appropriate for a CPA to resolve high risk status.

For instance, if HuBERT flags a participant as High Risk due to the assignment of a risk factor but the participant **does not meet** the high risk criteria.

Or, we determine the participant is already receiving appropriate and comprehensive nutrition support from a health care provider with expertise in the condition.

Or, at a follow-up contact, we've determined that the condition has resolved or is stable and that further monitoring would not be necessary or beneficial.

ResolveHR1

Kay Neine is a pregnant woman in her third trimester who is high-risk due to being an underweight woman.

ResolveHR2

According to the high risk criteria for risk factor 101, women in their second or third trimester are high risk if they have not shown adequate weight gain based on the prenatal weight gain grids.

ResolveHR3

<no audio> Today's date is 11/20/2017.

Today, at a nutrition ed contact and high-risk follow-up, we weighed her again...

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

ResolveHR4

And added her new measurement to HuBERT...

ResolveHR5

And opened the Growth Grids.

<no audio> Click the **Growth Grids** button.

ResolveHR6

Her weight gain has definitely been adequate, which means we can resolve the high risk assignment.

Click the X to close the grid and then re-open the Risk Factors tab.

<no audio> Click the X to close the grid.

ResolveHR7

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

ResolveHR8

Where do we go to resolve the High Risk assignment?

<no audio – hint at 10 seconds> Click the **Assign Risk Factors** button.

ResolveHR9

We simply have to click the checkbox to resolve the system-assigned high risk and click OK to save our change. Let's do that.

<no audio> Click the **Resolve System-assigned High Risk Designations** checkbox.

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

The verification message ensures that we want to resolve the high risk. Click Yes.

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

ResolveHR10

The asterisk next to the risk factor remains but the yellow outline in Show Details and the yellow tabs are removed.

HuBERT also creates a system-generated note when high risk has been resolved.

Let's take a look at it.

<no audio> Click the **Manage Notes** icon.

ResolveHR11

It's a general note with the subject of High Risk Resolution and indicates the person who resolved the high risk.

However, in every situation, we must use our professional discretion in deciding to resolve high risk and when we do, the reason why must also be documented in a non-system note.

ResolveHR12

<no audio – High Risk: Follow-up Note> Weight gain is appropriate based on prenatal weight gain grids; it has been both consistent and adequate.

<no audio> Click when ready to continue module.

End

Thank you for reviewing this HuBERT on-demand training module presented by the MN Department of Health WIC Program.