

# Staff Monitoring Plan

09/2023

## Minnesota Guidelines for Monitoring Staff Based on CPA Credentials

**CPA Type: Registered Dietitian Nutritionist (RDN) and Nutrition Professionals (Degree in Nutrition, Licensed Dietitian, Licensed Nutritionist); Registered Nurse; Nutrition and Dietetics Technician, Registered (NDTR); Degree in Health or Home Economics**

Time Frame	On-site Supervision	Chart Review # of Chart Reviews See <a href="#">Exhibit 4-J</a>	Cert Observation # of Observations See <a href="#">Exhibit 4-H</a>
<b>During Phase III of New Staff Training (NST).</b> This phase focuses on competencies in nutrition assessment and education by participant category.	Supervision needed until demonstrates competency for this phase of training to see all categories of low-risk participants independently	2 chart reviews of certifications from each category: Pregnancy, Infants, Children, Postpartum/BF	1-2 observations* by preceptor or qualified reviewer of certifications in each category: Pregnancy, Infants, Children, Postpartum/Breastfeeding
<b>During Phase IV of NST</b> This phase focuses on High-Risk Counseling, BF education & PCS skills.	Supervision needed until demonstrates competency to see high-risk participants independently	<ul style="list-style-type: none"> <li>▪ 4 chart reviews of high-risk participants to assess competency of high-risk notes (INCPs)</li> <li>▪ 2 chart reviews of medical formulas, if any</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1-2 observations* by preceptor or qualified reviewer of BF infant certifications</li> <li>▪ 1-2 observations* of prenatal additional education contacts related to BF education</li> </ul>
<b>After all training is completed &amp; after attaining all CPA competencies.</b>	As needed	3 certifications or recerts/annually	1 certification or recert/annually

Observations identified with asterisk\* are minimums. More observations may be needed until staff attain competency.

**CPA Type: LPN Prior Approval (Hired before January 1, 2001)\*** LPNs may no longer be hired as CPAs unless hired as a Paraprofessional to meet language or cultural needs. Refer to Paraprofessional monitoring requirements below for LPNs hired after January 1, 2001.

Time Frame	On-site Supervision	Chart Review # of Chart Reviews See <a href="#">Exhibit 4-J</a>	Cert Observation # of Observations See <a href="#">Exhibit 4-H</a>
After all training is completed & after attaining all CPA competencies.	4 hours per month	10 certifications or recerts/annually	3 certifications or recerts/annually

### CPA Type: Paraprofessional CPAs hired to meet language or cultural need.

See MOM [Section 4.3 Competent Professional Authority \(CPA\) Qualifications and Responsibilities](#) for details.

Time Frame	On-site Supervision	Chart Review # of Chart Reviews See <a href="#">Exhibit 4-J</a>	Cert Observation # of Observations See <a href="#">Exhibit 4-H</a>
<p><b>During Phase III of New Staff Training and after all competencies in Phase I and Phase II have been attained.</b></p> <p>Paraprofessional CPA should complete all training activities for each category before audits &amp; observations in that category are completed.</p>	Continuous supervision throughout employment as a paraprofessional CPA	<ul style="list-style-type: none"> <li>▪ A minimum of 2 chart reviews of certifications from each category: Pregnancy, Infants, Children, Postpartum/BF</li> <li>▪ At least 8 chart reviews of nutrition education contacts</li> </ul>	<ul style="list-style-type: none"> <li>▪ A minimum of 2 observations by preceptor of certifications in each category: Pregnancy, Infants, Children, Postpartum/BF</li> <li>▪ At least 8 observations of nutrition education contacts</li> </ul>
<b>First year after training completed &amp; attaining all CPA competencies.**</b>	Continuous	4-5 certifications or recerts/quarter	3 certification or recert observations per quarter of participants of different categories
<b>Second year &amp; ongoing.**</b>	Continuous	4-5 certifications or recerts/annually	3 certification or recert observations annually; observe different categories

\*\*If the supervisor determines a Paraprofessional CPA needs additional coaching, the number of Observations should be increased to facilitate the coaching.

## Definitions:

**Reviewer-** See [Section 4.6: CPA Monitoring and Oversight](#) for further explanation.

**On-site Supervision:** On-site supervision means the reviewer is present in the counseling area. The reviewer may be involved in other work, but should be available for consultation on any questions that arise. See [Section 4.6: CPA Monitoring and Oversight](#) for further explanation.

**Chart Reviews:** Reviewers are encouraged to evaluate records for participants with additional documentation requirements (for example: High risk participants, participant on medical formula, and new participants.) Use a sampling of charts that cover a variety of WIC categories.

**Observations** require the **reviewer** to be present for the entire certification process. See [Section 4.6: CPA Monitoring and Oversight](#) for further explanation. Reviewers are encouraged to observe certifications/recertifications for a variety of different WIC categories.

## Reference – Complete Listing of Hyperlinks

[Exhibit 4-J Chart Audit Form](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4j.pdf) (https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4j.pdf)

[Exhibit 4-H Checklist for Certification Observations](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4h.pdf)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4h.pdf)

[Section 4.3 Competent Professional Authority \(CPA\) Qualifications and Responsibilities](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_3.pdf)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\_3.pdf)

[Section 4.6: CPA Monitoring and Oversight](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_6.pdf)

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