

# Risk Factors 1A – WINNIE Online Training Module

MARCH 2024

## Introduction

### Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is an overview of risk factor assignment in WINNIE, the MN WIC Information System.

### Date

All dates in this module are based on today's date being March 25, 2024.

## Risk Factor Assignment Overview

### Overview 1

Risk factors are assigned by the system automatically when it is able to assess that their criteria have been met either because we toggle on a condition associated with a risk factor or enter information that results in risk factor assignment such as measurements.

As CPAs, we are also able to assign risk factors.

### Overview 2

Risk factors are typically assigned during certifications, and we are not required to assign or delete risk factors during a certification period, such as at Mid-certification Assessments or Nutrition Education contacts.

Per policy, all applicable risk codes must be assigned and documented during certifications, but it is not expected that all nutrition risk conditions be counseled on or addressed.

### Overview 3

We are required to assign a dietary risk factor if one isn't assigned by the system.

For infants 4-12 months old and children 12-23 months old, we must assess for Inappropriate Feeding Practices for infants and children, which have Risk Factor IDs of 411 and 425, respectively.

Click the button to continue.

## Overview 4

If none of the 411 or 425 risk factors apply for infants or children, we can assign Risk Factor 428 – Dietary Risk Associated with Complementary Feeding Practices.

As we'll learn in the Common Scenarios when Issuing Benefits training module, Risk Factor 425X – Child Transitioning to New Age Category addresses age category changes that resolve all assigned risk factors during certification periods and should only be used if we need to create a default food package and are unable to because all risk factors have been resolved.

## Overview 5

For children 2 years and older and women, we must first assess for Inappropriate Feeding Practices for children, which again is Risk Factor 425 and Inappropriate Nutrition Practices for women, which is Risk Factor 427.

Click the button to continue.

## Overview 6

If none of the 425 or 427 risk factors apply to children 2-5 and women, respectively, we can assign Risk Factor 401 – Failure to Meet Dietary Guidelines for Americans.

425X also applies to children changing age categories from 2 to 3.

## Overview 7

Detailed information about each risk factor is available on the WIC Risk Criteria page on the MDH WIC website.

These pages include explanations and values, whom the risk factor can be applied to, why it is important, where the supporting information came from, information about addressing the risk specific to MN WIC services, along with assessment, counseling and guidance for addressing with participants.

## Policy

### Policy Reference

MOM References include:

- [Section 5.3: Nutrition Risk Assessment](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_3_4.pdf)  
([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5\\_3\\_4.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch5/sctn5_3_4.pdf))
- [Exhibit 5-T MN WIC Risk Criteria](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5t_new.pdf)  
([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5t\\_new.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex5/5t_new.pdf))

## <Transition Slide>

<screen description – no audio> Slide transitions to Risk Factors page for Ami Ahbly.

## Scenario

### Scenario 1

Here's our first scenario.

We are meeting with Ami Ahbly who is 5 months postpartum for a remote Nutrition Visit.

During our discussion, she told us that she had completely stopped breastfeeding due to physical complications.

We have a good rapport, so she also told us she had been diagnosed as Pre-Diabetic.

We've updated her Health Information to reflect her new non-breastfeeding status, have reviewed notes, and are now reviewing her Risk Factors page.

## Overview of Risk Factors Page

### RF Overview 1

The Risk Factors page works exactly the same whether in Certification Mode, MCA Mode, or the Participant Folder.

The only difference is in the Modify button and the high-risk-related toggles.

If the participant is not in a current certification, they don't display.

<screen description – no audio> Slide transitions to participant not in current cert.

## <Transition Slide>

<screen description – no audio> Slide transitions back to Risk Factors page for Ami Ahbly.

## RF Overview 2

The Certification Period, its Start and End dates, displays on the left panel with the most recent certification at the top.

Let's start by looking at the 6/12/23 cert.

Click the 6/12/23 cert period to select it.

## RF Overview 3

The risk factors assigned at and during the selected certification period display in the grid on the right.

The Modify button and high-risk toggle do not display since this isn't an active cert.

The columns include the ID, also sometimes called Risk Code, its description, when it was assigned, if it was removed or deleted, and when, the participant's WIC Category at the time it was assigned, and how it was assigned, either S for System-assigned, or C for CPA-assigned, or much less commonly, assigned during the Nutrition Assessment, represented by an N.

## RF Overview 4

The asterisk next to the description indicates the assigned risk factor meets the criteria for high-risk.

The grid is sorted by Assignment Date then Risk Factor ID.

OK. Let's go back to the current cert period.

Click the 12/15/23 cert.

## Overview 5

Like other grids, we can hover over the truncated description to view them in their entirety.

Go ahead and hover over the description for Risk Factor 601.

Click the button to continue.

## Pseudo-Certs

### Pseudo-certs 1

Let's talk Pseudo-certs.

Pseudo-cert is a term used when a participant's WIC Category or assigned risk factors change during a certification period.

It's called a pseudo-cert because the system updates the Certification Effective Date in the database when these changes occur.

Prior to opening this page, we changed Ami who was breastfeeding and 5 months postpartum to non-breastfeeding and the little arrow to the right of the cert period indicates a WIC Category change.

Go ahead and click it.

<no audio> Click the dropdown arrow.

## Pseudo-certs 2

The dropdown shows the two segments of her certification.

The breastfeeding segment began when her cert started on 12/15 and ended today, 3/25, when we changed her to non-breastfeeding.

The non-breastfeeding segment begins today and ends on the new Cert End Date, which is on the last date of the month her infant turns 6-months old.

Changes to certification end dates display on this page and, as a reminder, do not display on the Certification History page, which is a snapshot of the cert.

## Pseudo-certs 2A

<screen description – no audio> Slide transitions to Confirm message that reads: Mother's breastfeeding certification will be terminated because her infant is over 6 months old and has stopped breastfeeding.

We should note: As we learned in the Demographics modules, the system terminates breastfeeding women who are more than 6 months postpartum if they stop breastfeeding.

Terminations do not result in a change to the WIC Category or Cert End Date and do not result in a pseudo-cert.

<screen description – no audio> Slide transitions back to Risk Factors page for Ami Ahbly.

## Pseudo-certs 3

In the grid, when the WIC Category changes, WINNIE resolves all current risk factors.

It toggles on Risk Factor Resolved and adds the Resolved Date of today for all risk factors currently assigned with the WIC Category of Breastfeeding.

It then reassigns any that still apply for the new WIC Type, which is non-breastfeeding.

In this case, only 601 wasn't reassigned since it's only applicable if she is breastfeeding.

## Pseudo-certs 4

More than one pseudo-cert can occur on the same date.

Our first pseudo-cert occurred when we changed her WIC Category.

A second pseudo-cert occurs if we (or the system) change her currently assigned risk factors.

## Pseudo-certs 5

We could also have added a risk factor first then changed her WIC Category.

To add risk factors, we click the Modify button.

Go ahead and do that.

## Overview of Modify Modal

### Modify Modal 1

CPA-assigned risk factors display in the dropdown and can be deleted, or resolved, if necessary.

System-assigned risk factors, and those assigned when creating a Nutrition Assessment, do not display in this modal.

## Resolving RFs Assigned in Nutrition Assessment

### Resolving N RFs

We need to note that risk factors assigned while within a Nutrition Assessment contact can only be deleted or resolved on the date they are added and only by editing the Nutrition Education contact.

## Risk Factor Guide

### RF Guide 1

While we're here, let's take a look at the Risk Factors Details Guide. Click the button.<no audio> Click the Risk Factors Details Guide button.

### <Transition Slide>

<screen description – no audio> Slide transitions to view of browser tab with RiskFactorGuide\_NBF.xlsx button.

### RF Guide 2

The browser downloads an Excel document specific to the participant's current WIC Type.

Click the download to open it.

<no audio> Click the download button.

## RF Guide 3

<screen description – no audio> Excel open modal displays then the Excel document.

## RF Guide 4

It lists all IDs, their description, and an explanation of each risk factor.

It is the same information found in MOM, Exhibit 5-T: MN WIC Risk Criteria, except that it only displays those that apply to our participant's WIC Category.

Click the button when ready to continue.

## <Transition Slide>

<screen description – no audio> Slide transitions back to Modify Risk Factor modal.

## Adding Risk Factors

### Add RF 1

Although we are never required to add risk factors during a cert period, we are able to do so.

Go ahead and click the dropdown.

### Add RF 2

All risk factors in the list are specific to her current WIC Category, able to be CPA-assigned, and not already assigned.

We are going to add the risk factor for Pre-Diabetes.

Go ahead and click below the scroll bar two times, select Risk Factor 363 – Pre-Diabetes, then Save.

### Add RF 3-5

<no audio> Click below the scroll bar two times, select Risk Factor 363 – Pre-Diabetes, then Save.

## <Waiting>

<screen description – no audio> Spin icon displays.

### Add RF 6

The Risk Factor is added to the grid with today as the Assignment Date.

## Conclusion

### Conclusion

We'll continue our review of risk factors in the next module.

Click the button to continue.

## Knowledge Test

### True/False Q#1

True or False?

A pseudo-cert occurs when a participant's WIC Category or assigned risk factors change during a certification period.

### Answer #1

The answer is True.

Pseudo-certs are changes in the WIC Category, typically from breastfeeding to non-breastfeeding or infant to child, and addition or resolution of risk factors that occur during a certification period.

### True/False Q#2

True or False?

A pseudo-cert is created when we change a breastfeeding woman more than 6 months postpartum to non-breastfeeding, which means the Cert End Date is updated and a dropdown arrow displays that shows the breastfeeding and non-breastfeeding segment of the certification.

### Answer #2

The answer is false.

A pseudo-cert is only created when we change a breastfeeding woman who is less than 6 months postpartum to non-breastfeeding. If more than 6 months postpartum, the certification is terminated, and her Cert End Date and WIC Category remain unchanged.

## End



## End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

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