
Required Guidance: Second Nutrition Education - High Risk by a Non-WIC Registered Dietitian Nutritionist (RDN)

The WIC RDN or CPA must:

1. Assure the participant receives one high risk second contact for each certification period when the participant is identified as high risk.
 - See [Volume 1, Chapter 18 – Certification](#), “Minimum Required Contacts” for information about when second contacts are required for each participant category.
 - This contact also fulfills the WIC requirement for a second education contact.
2. Obtain the High Risk Care Plan (HRCP) provided by a non-WIC RDN.
3. Determine the HRCP provided by a non-WIC RDN addresses the high risk topic(s) identified by WIC to meet the WIC HRCP requirement for the certification.
 - This includes high risk care plans provided by the Maternity Support Services (MSS) RDN, or an RDN from a hospital, diabetes clinic, etc.
4. Document the following information about the non-WIC RDN HRCP in the Individual Care Plan:
 - a. The title: HRCP – non-WIC RDN.
 - b. The note: “See scanned non-WIC RDN HRCP.”
 - c. The plan for follow-up as determined by the non-WIC RDN.
 - d. Add the participant’s goal(s) from the non-WIC RDN’s HRCP if available and label this section of the note as “Goal.”
5. Scan the non-WIC RDN HRCP into the Assigned Risk Factors screen.
6. Document nutrition education topic(s) discussed and “HRCP Completed” and mark as “Complete” in the Care Plan - Nutrition Education.

PROCEDURE:

The WIC RDN:

- A. Assures the HRCP is completed within the certification period and addresses the WIC high risk topic(s).
- B. Obtains the HRCP completed by the non-WIC RDN.
 1. Have the participant or parent guardian fill out and sign an Individual Authorization to Release WIC Information form to obtain information from the non-WIC RDN. If WIC has an active standing Memorandum of Understanding (MOU) with the agency's program or the organization that provided the high risk contact that allows sharing of data, then the Authorization to Release WIC Information isn't needed.

Note: Using the participant's name to request the High Risk Care Plan is releasing personal information about the person's participation in WIC and isn't allowed without signed consent.

 - See [Volume 1, Chapter 25 – Legal Considerations and Confidentiality](#) for more information.
 2. Request the HRCP information from the non-WIC RDN.
- C. Documents information about the non-WIC RDN HRCP in the Individual Care Plan per policy requirement.
- D. Scans the non-WIC RDN information into the Assigned Risk Factors screen.
- E. Documents nutrition education topic(s) discussed and "HRCP Completed" and marks as "Complete" in the Care Plan - Nutrition Education.

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