SIGNATURE FORM Q & A

Following are the questions with answers that we received from local agencies related to using the revised Signature Form.

1. What boxes do we mark on the signature form for the <u>first visit</u> for presumptive eligible pregnant women?

During the *intial presumptive visit*, staff would only check 3 boxes on the signature form:

- <u>income assessment</u>
- <u>ID/Residency Assessment</u>,
- <u>check issuance.</u>

(See graphic below – blue writing)

2. What boxes are marked on the signature form for the <u>second visit</u> for presumptive eligible pregnant women when client returns within 60 days?

During the *2nd presumptive follow-up visit*, 3 boxes on the signature form would be marked:

- <u>Nutrition Risk Assessment (CPA only)</u>
- <u>Food Package Prescribing (CPA only)</u>
- <u>Check issuance</u>

(See graphic below – teal writing)

Why? Presumptive eligible pregnant women are initially certified for 60 days (presuming) that they have a nutritional risk factor present. This assumption is made without a nutritional assessment being conducted and can be made by WIC clerks or CPA's if issuing a standard food package. Since no nutritional assessment is conducted at the initial first visit, staff would leave the nutrition risk assessment and food package prescription boxes blank on the signature form. Those blank boxes will be completed later, at the next visit.

Staff Signature/Title	Income Assessment	ID/Residency Assessment	Nutrition Risk Assessment	Food Package Prescribing	Check Issuance
Amy Bradshaw, clerk	X	X	☐	☐	X
Maria Sanchez, RN	☐	☐	X	☐	☐
Michelle Oscar, RD	☐	☐	X	X	☐
Verona Gumear	☐	☐	☐	☐	X

3. How do we document no proof if we are using the first version (1/09) of the Signature Form?

If you choose to use up copies of the previous version of the signature form (1/09 version), before switching to the 2/09 version, this will impact how you need to document "No Proof". If using up your old signature forms, you will need to document "No Proof" as we previously did, by completing a separate "No Proof Form".

However, once you move over to the new signature forms (2/09 version), you will not need to complete a separate "No Proof Form". Instead, you will complete the section recently added to the Signature Form that is labeled "No Proof".

4. Do staff who are not CPA's have to write their title on the staff signature line when checking what parts of the certification visit they completed?

They do not need to write out their official long job titles. They can use similar words like clerk or intake staff if they wish.

5. Do we need to write the client's name and both the client ID and family ID numbers at the top of <u>every</u> page?

<u>At least one page</u> of the full signature form needs to have client identifying information completed. This includes their <u>name</u>, <u>ID,</u> and <u>family number</u> included. (All insert sheets, once we begin using them, will also need this identifying client information included.)

6. Why is the termination code on the Signature Form, if it is on the data form?

The termination date is recorded on the Signature Form to provide a consistent location throughout clinics across the state and to reduce the amount of paper in client's files. The only reason for printing a data form after terminating a client is to have a record of the termination code. Recording the code on the Signature Form uses a form already in the file.

7. Why is it necessary to check the box for new cert, recert, reenroll, transfer…Can't the information be gleaned from the computer?

Marking the "type of cert" on the signature form is necessary to facilitate good communication among WIC staff as client moves from station to station. It provides a very quick way to communicate the reason for the visit and helps ensure that staff clearly understand why the client is there. Although this information could be looked up in the computer, there are times when staff may not have access to the computer or it is not convenient to look up this basic information. Having this information clearly marked on the paper record will help to lessen the possibility that WIC staff will enter the wrong TT type into the computer or make other related errors. This information, as well as the client's name and ID numbers are considered basic information that should be present in all paper records for good record keeping practices.

8. What date do we put in the Date of Certification line for presumptive eligible pregnant women?

The date of certification for a presumptive pregnant woman is the date on which:

1. the client is initially seen in the clinic where
2. income, residency, and identification is assessed,
3. the standard risk and food package are assigned and
4. checks are issued.

This date would be placed on the Date of Certification line.

9. Why do we need to start a new Signature Form when there is a custody change?

We begin a new Signature Form to maintain confidentiality. Many times, especially with foster care, they do not want the biological parent(s) or other parent to know where the children have been located. By having separate Signature Forms this prevents the responsible parties from seeing any information other than what they have provided.

Example: Jose is placed with a foster family who bring him to WIC. At this time a new signature form would be begun for the foster family. Nine months later Jose returns to his biological family. The Signature Form used previously and signed by the biological parents would now be used.