



Procedure: Measuring Length/Height and Weight

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: B 1 f i

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Citation: 246.7(e); FNS Instruction 815-1 Purchase of medical equipment

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Purpose

Describe accurate methods and proper equipment for measuring length/height and weight as part of nutritional assessment and determination of nutritional risk.

Measure and Weigh Each Participant

When determining program eligibility, each participant shall be measured and weighed as part of their nutritional assessment according to the procedures listed below.

- Participants must be weighed and measured at every certification OR have referral length/height and weight dated no more than 60 days prior to certification
- Pregnant women should be weighed once each trimester
- Infants should be weighed and measured again at 6 months of age.

Length Measure

Infants and children younger than 24 months of age must have length measured using the recumbent length board.

Infant measuring boards should meet the following criteria:

- Measurements readable to the nearest one-eighth inch or to the nearest one-quarter centimeter.
- Functional dependability
- A rigid headpiece and movable footpiece
- No sharp edges or unfinished parts
- Measurement reproducibility

Preparations

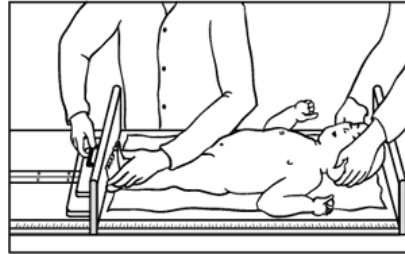
- Explain measurement process to responsible party
- Cover the board with scale paper. Change paper liner for each participant.
- For infants up to 12 months, remove shoes and heavy/bulky outer clothing.
- For children 12-23 months, remove shoes and heavy/bulky outer clothing such as coat, jacket or bulky sweatshirt.
- Ask responsible party to remove all hats, hair barrettes or anything in child's hair that could prevent obtaining an accurate measurement.

Obtaining Length Measurement

1.	Gently place the infant or child on his/her back on the recumbent board.
2.	Have the responsible party hold the crown of the child's head firmly against the headboard until the measurement is complete.

3.	Check to make sure that the child is looking up and that the head, body, and toes are in a straight line.
4.	Hold the child's legs together just above the knees and gently push both legs down against the measuring board with one hand, fully extending the child.
5.	With the other hand, slide the footboard against the child's feet until the heels of both feet touch the footboard with toes pointed upward.
6.	Read the measurement to the nearest ¼ inch.
7.	Record the measurement on the growth chart and in the WIC computer system. *repeat the measurement if accuracy is questionable.

Example of Length Measurement Positioning



Height Measure

Children 24 months of age and older who are capable of standing unassisted and all women must have standing height measured.

- Standing height is measured using a height board that is permanently fixed to the wall. A portable height board with a wide stable platform may also be used when a fixed board is not available.

Stature measuring devices should meet the following criteria:

- Measurements readable to the nearest one-eighth inch or to the nearest one-quarter centimeter.
- Functional dependability
- Constructed of durable materials and easy to clean
- No sharp edges or unfinished parts
- Measurement reproducibility

Preparations

- Explain the measurement process to the participant and/or responsible party.
- Have the participant/responsible party remove shoes and heavy/bulky outer clothing such as coat, jacket or bulky sweatshirt.
- Ask participant/responsible party to remove all hats, hair barrettes or anything in hair that could prevent obtaining of an accurate measurement.

Obtaining Height Measurement

1.	Have the individual stand with his/her back against the height board.
2.	Have the individual stand with feet slightly apart and back as straight as possible. The heels, buttocks and shoulder blades should touch the wall or surface of height board.
3.	Have the individual look straight ahead with head erect.

4.	Place the headpiece flat against the wall at a right angel to the head. Lower the headpiece until it firmly touches the crown of the head.
5.	Read the measurement at eye level where the lower edge of the headpiece intersects the measuring tape or where specified on the equipment.
6.	Read the measurement to the nearest ¼ inch.
7.	Record the measurement on the growth chart and in the WIC computer system. * repeat the measurement if accuracy is questionable.

Weight Measure

Weight measurements must be obtained using an appropriate high quality electronic digital scale.

Scales should meet the following criteria:

- Infant scales: have a maximum weight capacity ≥ 50 lbs
- Child and Adult scales: have a maximum weight capacity ≥ 300 lbs
- Zero adjustment capability
- Measurement reproducibility
- Durable and easy to clean

Preparations

- Explain the measurement process to participant and/or responsible party
- Cover the scale with scale paper. Change paper liner for each participant.
- Zero the scale before each participant

Infants:

- Should be weighed in lightweight clothing and a dry diaper. Have the responsible party remove as much heavy clothing as possible.
- Must be weighed using an appropriate infant scale.

Children and Women:

- Have the participant/responsible party remove shoes and heavy/bulky outer clothing such as coat, jacket, or bulky sweatshirt.
- Children ≤ 23 months may be weighed on an infant scale if child's weight does not exceed scale capacity, or may be weighed using an adult scale.

Obtaining Weight Measurement – Infants

1.	Gently place the infant on his/her back in the center of the covered scale bed. The infant should be placed lying down in a comfortable position. Make sure the infant isn't holding on to the scale, and that the responsible party is not touching the child or the scale during the measurement.
2.	Read the weight to the nearest ounce.
3.	Record the measurement on the growth chart and in the WIC computer system. *Repeat measurement if accuracy is questionable

Obtaining Weight Measurement – Children and Women

1.	Place clean scale paper on scale and change between each participant, or use a disinfectant between participants on the scale platform if scale paper is not used.
2.	Have the individual step onto the center of the scale platform with feet slightly apart for better balance.
3.	Read the weight measurement to the nearest ¼ pound.
4.	Record the measurement on the growth chart and/or in the WIC computer system. *Repeat the measurement if accuracy is questionable

Scale Maintenance

- Scales must be annually inspected and calibrated by an accredited service.
 - It is suggested that the scale be tested with a number of different standard weights.
 - Acceptable precision for digital adult scales is two tenths (0.2) or one-fourth (1/4) pound
 - Acceptable precision for pediatric scales is 1 ounce
- Calibration can be done, as needed, by local agency staff according to manufacturer’s instruction.
- Proof of calibration must be available upon request.
- Repairs should be completed by authorized repair service personnel only. Documentation of repairs should be kept and made available on request.