

Video Certification Policy**Policy No. CT- 840.08**

Effective Date: October 1, 2016

No. of Pages: 3

Policy

Districts/clinics must use the WIC Telehealth Network to provide Video Certification services.

Local agency must ensure clinics coordinate efforts between Participant site(s) and the CPA site(s) to schedule and complete video certifications. The participant can be located at the CPA site or the Clerical site to receive video certification services.

Local agency must ensure [Separation of Duties policy](#) is followed for video certifications.

Purpose

The purpose of Video Certification is to allow an applicant/participant visiting the local county health department to receive WIC certification services through the WIC Telehealth Network.

Video Certification is intended to:

- Increase participant access to certification services
- Increase productivity by allowing CPAs and clerical staff to support more than one clinic site at a time
- Expand available service hours for certification services
- Improve access to WIC staff
- Increase the number of participants that can be certified and provided nutrition education
- Reduce the number of hours and cost of employees traveling from one location to another

Procedures

- I. The CPA site will:
 - A. Review or complete the nutrition questionnaire.
 - B. Review applicant/participant data (i.e., anthropometric data, medical record / history, medical documentation forms, etc.).
 - C. Complete the WIC certification while following state policies (including risk assessment, provision of nutrition education, documentation of goals, and assign food package, etc.).
 - D. Check the “certification completed by videoconference box” as “yes” and enter their full name and credentials in the box provided in order for “certification completed by videoconference” to be printed on the certification form.
- II. The Clerical Site will:
 - A. Complete the WIC Certification while following state policies (including income eligibility, rights and obligations, etc.).
 - B. Schedule follow-up appointment(s).

Video Certification Policy**Policy No. CT- 840.08**

Effective Date: October 1, 2016

No. of Pages: 3

- III. The Participant Site (site where the participant is located) will:
- A. Assist in the coordination of clinic flow (i.e. moving participant from the waiting room to the Video Certification room to voucher issuance/scheduling).
 - B. Complete anthropometric measurements or enter referral data into the WIC system.
 - C. Print completed certification form and have the participant review and sign all required forms.
 - D. Issue benefits based on assigned food package.

Authority

Georgia WIC Program Policy

Definitions/Supporting Information

Competent Professional Authority (CPA) – An individual on the local agency staff who is authorized to determine nutritional risk and prescribe supplemental foods. The following individuals may be authorized and trained to serve as a CPA: physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition), registered dietitians, licensed dietitians, registered nurses, and physician assistants (certified by the National Committee on certification of Physicians Assistants or certified by the State medical certifying authority), or State or local medically trained health officials.

Clerical Site – Site where clerical staff are located.

CPA Site – Site where CPA staff are located.

Participant Site – Site where the participant is located. This can be the "Clerical Site" or the "CPA Site".

Full Name – First name and last name or first initial and last name.

Video Certification - is the method in which a participant is certified and becomes eligible for the WIC program via the Georgia WIC Telehealth Network services.