

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

Effective Date: October 1, 2016

No. of Pages: 3

**Policy**

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

**Purpose**

The purpose of Video Certification is to allow an applicant/participant visiting the local county health department to receive WIC certification services while the Competent Professional Authority (CPA) is located at a remote location.

Video Certification is intended to:

- Increase participant access to certification services
- Increase productivity by allowing CPAs to support more than one clinic site at a time
- Expand available service hours for certification services
- Improve access to professional CPA resources
- 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. Local agency must ensure clinics coordinate efforts between Participant site(s) and the CPA site(s) to schedule video certifications.
  - A. The Participant Site (site where the participant is located) is responsible for:
    1. Assisting in the coordination of clinic flow through the Video Certification room(s) and voucher issuance.
    2. Notifying the CPA site of clinic needs (i.e., applicant/participant waiting for services, time available / time needed for appointments, etc.).
    3. Ensuring that up-to-date anthropometric data is made available to the CPA site.
      - a. Either referral data or an onsite anthropometric assessment may be used.
      - b. Anthropometric data should be entered into the system at the participant site whenever possible so the CPA site can take advantage of electronic plotting and reduce the need to provide patient information to the CPA separately from the WIC system.

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4. Printing completed Certification form, issuing vouchers based on food package assignment, and having the participant review and sign all required forms, including scheduling follow-up appointment(s).
- B. The CPA Site is responsible for:
1. Assisting in coordination of the applicant/participant.
  2. Reviewing applicant/participant data (i.e., nutrition questionnaire, anthropometric data, medical record / history, medical documentation forms, etc.)
  3. Completing WIC Certification while following state policies (including risk assessment, provision of nutrition education, documentation of goals and care plans etc.)
  4. Notifying the participant site when the WIC Certification is completed and ready for the participant to receive nutrition benefits.
  5. Providing appointment follow-up requirements to the participant site based on the appointment type (low risk/high risk), estimated return date (1-3 months), and plan for anthropometric follow-up.
- II. Clerical staff will follow the same procedures outlined in the current certification policies except for the procedures listed below:
- A. The WIC participant's weight, height and hemoglobin information will be obtained from the participant site. The participant will be escorted to the nutrition education area to consult with the CPA via the WIC Telehealth Network.
  - B. The participant site will then fax or e-mail a secure scanned copy of the completed Nutrition Assessment Questionnaire and Medical Documentation (if applicable) to the CPA Site for review before connecting via WIC Telehealth Network. The CPA site has the option to review the nutrition questionnaire orally with the participant.
  - C. After the CPA has completed the certification, the participant site will print certification forms, obtain applicant/participant signature and follow the current WIC procedures such as: printing vouchers, issuing identification cards and explaining rights and obligations including how the program operates overall.
- III. The CPA will complete the certification process with the participant via the WIC Telehealth Network from the CPA site.
- A. The CPA will check the "certification completed by videoconference box" as "yes".

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The “certification completed by videoconference” will appear on the certification form when printed. The printed statement “certification completed by videoconference” will be used as the CPA signature.

- B. When electronic plotting is not available; the CPA site will fax or e-mail a secure scanned copy of the growth chart/grid to the Participant site for placement in the medical record(s).
- C. The CPA site will inform the participant site when the certification is complete.

**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.

**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.