

## Chapter 3: Client Processes

### Section 6: Certification Variables

#### Lesson: Temporary Newborn Infant Certification

**NOTE: Temporary Newborn should not be used at this time. Please call App Support if you have questions.**

#### **Objectives:**

Upon completion of this lesson the user will be able to:

- complete a Temporary Newborn Certification of one or more infants;
- change the mother's category and issue a new food package;
- describe the policies concerning the issuance of benefits for the newborn who is not present at time of the certification completion; and
- complete a certification with a participant with multiple infants.

#### **Oregon Policies:**

- ◆ 601 Physical Presence
- ◆ 645 Certification Periods
- ◆ 713 Breastfeeding: Use of Supplemental Formula

#### **Overview:**

Having a baby can be a very busy and stressful time. TWIST helps you eliminate some of the stress for the participant by allowing a "Temporary Newborn Certification" to be completed. This certification is a quick process where minimal information is collected from the participant and entered into the system. TWIST then creates a limited certification period of six weeks from the infant's date of birth rounded to the end of the month. This allows you to issue benefits for the baby for at least one month without requiring mom to bring her baby and all the necessary documentation into the clinic. Temporary Newborn Certifications may even be completed over the phone and benefits can be issued to the participant's account. After the Temporary Newborn Certification period has expired you must enter all the necessary data into TWIST to complete a certification.

In this lesson you will learn how to complete the Temporary Newborn Certification process and change the mother's food package if necessary.

♪ NOTE: The Temporary Newborn Certification process should not be used if you plan to see the infant in the month of their birth. TWIST will not allow you to

certify an infant that has been enrolled using the Temporary Newborn Certification process until the month they turn 6 weeks old.

### ***Instruction:***

### ***Enrolling a Temporary Newborn***

**NOTE: Temporary Newborn should not be used at this time. Please call App Support if you have questions.**

The starting point for this section is:

Client Processes ⇒ Enrollment & Intake ⇒ Enrollment ⇒ Intake

1. **Retrieve the woman for whom you want to add a newborn.**
2. **Click the “Fast Path” icon and select “Certification, Temporary Newborn.”**

**Figure 1: “Temporary Newborn Certification – Newborn Data” Screen**

- The “**Selection**” section contains the participant information.
- There are four tabs: “**Newborn Data**,” “**WIC Notes**,” “**BF Tracking**” and “**Food Pkg Assignment**.”
- “**Newborn Data**” and “**Food Pkg Assignment**” must be completed to enroll the newborn.
- “**BF Tracking**” is an optional tab to assist the certifier or peer counselor with breastfeeding counseling.
- When the screen is completed a blue check mark will be displayed next to the tab title.
- The “**Mother’s Info**” section on the “**Newborn Data**” screen displays the mother’s “**WIC ID**,” “**Name**” and “**Cert End Date**.”

### 3. **Search for the infant you want to add.**

♪ NOTE: Remember, you must search for a participant before they can be added to the database.

3.1 Click the “**Add New Client**” button if the infant is not in the database.

- This takes you to the “**Client Primary**” screen.
- Refer to Chapter 2, Lesson 100 *Client Search and Demographics* to enter client primary information.

3.2 If the infant is already in the database, continue on to the next step.

NOTE: You CANNOT perform a Temporary Newborn Certification on an infant that has already been prescreened for WIC. Infants that have been prescreened must be enrolled using the normal procedure with all certification screens completed.

### 4. **Click on the “Return w/Client” button to return to “Temporary Newborn Certification - Newborn Data” screen.**

- The baby’s name, date of birth and transaction type will be displayed in the “Selection” section.
- The “**Infant’s Info**” section displays the “**WIC ID**” and “**Name**.”
- The “**Cert End Date**” and “**Risk Level**” have been generated.
- The “**Cert End Date**” is the date the mother’s pregnancy certification will end.

♪ NOTE: The “**Cert End Date**” will be adjusted automatically by the system based on baby’s actually birth date once the temporary newborn enrollment is complete.

5. **Enter the birth weight.**
6. **Enter the birth length.**
7. **Answer the breastfeeding questions using the drop down list.**

7.1 The “**WIC Category**” will be populated in the “**Infant’s Info**” section with “Newborn, Non-breastfeeding,” if both questions are answered “**No.**”

7.2 If you answered “**Yes**” to one or both questions you must select the appropriate category from the drop down list in “**WIC Category.**” Answering “**Yes**” will also enable the “**Print Newborn BF Referral**” button.

♪ NOTE: TWIST will not allow you to select **Mostly** or **Some** Breastfeeding as the category for a newborn in the month of their birth. WIC does not allow issuance of formula to a breastfeeding infant under one month of age.

8. **Save.**

The “**WIC ID**” and “**WIC Cat.**” fields in the “**Selection**” section are populated.

9. **Click the “WIC Notes” tab and complete the screen if appropriate.**
10. **Click the “BF Tracking” tab and complete the screen if appropriate.**
11. **Click the “Food Pkg. Assignment” tab and complete.**
12. **Save.**

♪ NOTE: To enroll more than one infant for a woman with twins or more, continue to search for and enter the information for each infant before you exit.

13. **Exit.**

You will return to the mother's screen with her new postpartum category and ADD displayed.

14. **On the mother's record, Fast Path to Women, Certification and go to the "Food Package Assignment" tab.**

The standard food package for her new category is displayed. Adjust her food package, if needed.

See Chapter 3, Lesson 500, *Assigning and Forecasting Food Packages* for more information.

16. **Save.**

NOTE: You must go to the "Family Summary" screen to issue the benefits. This screen is described in Chapter 3, Lesson 1100, *Family Summary Screen*.

### **Completing a Temporary Newborn Certification**

NOTE: Use the instructions sent on January 15, 2016 for special instructions on Temp Newborn certification.

After a temporary newborn has been enrolled, the infant's record should be accessed through the regular enrollment or certification screens, not the "**Temporary Newborn Certification**" screen. When an infant is enrolled using the temporary newborn process, only the "**Medical Data**" and "**Food Package Assignment**" tabs will have check marks. The remaining tabs will receive check marks once the certification is completed at their first appointment.

The starting point for this section is:

Client Processes ⇒ Certification ⇒ Infant/Child ⇒ Enrollment

1. **Retrieve the enrolled temporary newborn infant for whom you want to complete the certification.**
2. **Click the "Change Transaction Type" button.**
3. **Select "Recertification."**
4. **Click close.**

Please refer to Chapter 3, Lesson 700, *Recertification* for information on completing the certification.

**✂ Tips and Shortcuts:**

- From the “Temporary Newborn Certification” window you may fast path to:
  - “Enrollment”
  - “Family Appointments”
  - “Family Summary Screen”
- Once a temporary newborn has been enrolled, you will access the record through the regular infant certification screen. You do not access the record through Temporary Newborn. You will access the record from the Enrollment or Certification screens once the temporary newborn is enrolled.
- For a woman with multiple births, the same process for enrolling a temporary newborn is followed.
- A category change must be done for breastfed infants now receiving formula.

**↪ Practice Activities:**

The starting point for this activity is:

Client Processes ⇒ Certification ⇒ Enrollment

1. Retrieve the participant for which you wish to add a newborn.
2. Click on “Fast Path” icon and select “Temporary Newborn Certification.”
3. Retrieve the newborn you wish to add.
4. Enter 7 lbs. 8 oz. for the birth weight.
5. Enter 20 and  $\frac{3}{8}$  inches for birth length.
6. Answer “No” to both breastfeeding questions.
7. Select the appropriate category from the drop down list in “WIC Category.”
8. Click “Food Pkg. Assignment” tab to verify the food package assignment is correct.
9. Exit the screen.

** Note**