

Division of Community Nutrition

<i>Subject:</i> Determine Nutritional Risk – Other Nutrition / Medical Conditions		<i>Policy:</i> CRT 06.4
<i>Reference:</i> CFR §246.7	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> August 1, 2008

I. Policy:

All applicants shall be screened for nutrition risks or nutritionally related medical conditions at each certification visit.

II. Procedure(s):

- A. All applicants, parents / legal guardians or caretaker of infant / child applicants, shall have a nutritional risk assessment at each certification visit.
- B. For any affirmative answer to a screening question, the CPA shall ask probing questions to verify the answers.
 - 1) If after discussion with the applicant, parent / legal guardian or caretaker of the applicant the CPA determines the applicant misunderstood the question and thus responded incorrectly, the CPA shall change the answer to “no” in Crossroads.
 - 2) If after discussion with the applicant, parent / legal guardian or caretaker of the applicant the CPA determines the affirmative answer does not meet the requirements to be considered a nutrition / medical condition (i.e. normal morning sickness as opposed to hyperemesis gravidarum), the CPA shall change the answer to “no” in Crossroads.
 - 3) If after the discussion with the applicant, parent / legal guardian or caretaker of the applicant the CPA determines the affirmative does meet the requirements to be considered a nutrition / medical condition, the CPA shall document this affirmative answer in Crossroads.
- C. During the counseling if the CPA becomes aware of a health history question that was answered incorrectly in the negative, the CPA shall change the answer to “yes” and initial the change as well as enter it in Crossroads.
- D. Crossroads will automatically mark a participant with a nutrition / medical condition that meets predetermined parameters as “high risk. The CPA shall ask probing questions about the nutrition / medical condition during the certification or medical update.
 - 1) If a Level 3 or Level 4 personnel determines that a participant marked as “high risk” in Crossroads is actually a “low risk” participant, personnel shall remove the “high risk” check mark in the participant’s Care Plan screen in Crossroads.

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Personnel shall enter a note in the Comment section of the participant’s record of why the participant is not considered “high risk”.

- 2) If a Level 2, Level 3 or Level 4 personnel determines that a participant who is not marked as “high risk” automatically in Crossroads is actually a “high risk” participant; personnel shall mark the “high risk” box in the participant’s Care Plan screen in Crossroads.
- 3) Any participant who is marked as “high risk” in Crossroads shall be given a high risk, follow-up nutrition education appointment in accordance with NEd 02.3.