**Division of Community Nutrition**

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

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.
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.