

Nutrition/Health Volume
Management Section

Local WIC Provider Nutrition Personnel: Competent Professional Authority (CPA)
(2.01500)

ER# 2.01500

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POLICY: The trained CPA professional is responsible for obtaining participant data needed for the certification process according to state policies and procedures. Data collected from the participant by the CPA shall be entered into MOWINS by the CPA. The CPA prescribes supplemental foods and formulas and provides participant-centered nutrition and breastfeeding education. The CPA may assist with the day-to-day supervision of the WIC Certifier regarding program standard eligibility duties and activities. Successful completion of State approved training must occur within the time designated by the State WIC Office. Refer to [ER# 1.01550](#).

PROCEDURES:

- A. The CPA is allowed to perform the following functions: (Any one position may not include all of the duties listed.)
1. Assists in obtaining certification data such as; demographics, height/length, and weight measurements, hemoglobin/hematocrit values, oral assessment, breastfeeding and nutritional assessment, and other necessary medical and/or health information to certify WIC participants.
 - a. Initial nutrition assessment questions shall be completed on the day eligibility was determined.
 - b. Follow-up nutrition assessment shall be completed by the CPA/Nutritionist within 60 days for non-high-risk participants or by the nutritionist within 30 days for high-risk participants or sooner as needed.
 2. Assists in the promotion and support of breastfeeding as the preferred method of feeding.
 - a. Completes a breastfeeding assessment. When a mother requests formula supplementation, provide proper counseling and if formula must be given, provide the minimum amount needed while offering counseling and support in order to help the mother establish a successful milk supply.
 - b. May issue manual, hospital grade multi-user, and single-user electric breast pumps to breastfeeding participants per Breast Pump Policy [ER# 6.05100](#).
 - c. May act as the Breastfeeding Coordinator ([ER# 6.05000](#)) if assigned by the local WIC provider.

3. Enters certification data on the appropriate screens into MOWINS.
4. Determines health, medical and nutrition eligibility by assigning risk factors and explains the certifying risk factors to the participant.
5. Ensures appropriate issuance of food packages for supplemental foods, exempt formulas, and WIC eligible ~~medical foods~~ **nutritionals** in accordance with policies and procedures.
6. Provides relevant health/nutrition information and referral services to participants.
7. Identifies high-risk participants and provides participant-centered nutrition education and counseling.
 - a. A Competent Professional Authority who does not meet the requirements for nutritionist must refer high-risk participants to the local WIC provider nutritionist for high-risk nutrition counseling.
 - i. Place the high risk participant on a cycle of 1 and refer to the nutritionist.
 - ii. Complete the “S” (subjective) component of the SOAP note if any relevant information has been obtained and indicate in the “P” (plan) component that the participant has been referred to the nutritionist.
 - iii. Provide non-high risk participant-centered nutrition education and counseling.
8. Participates in staff in-services and/or training sessions related to WIC policies/procedural changes.
9. Conducts train-the-trainer sessions on subjects determined by the State Office.

~~B. Preventing Conflict of Interest~~

- ~~1. Health professional staff that certifies a WIC applicant/participant for benefits should not, on a regular basis, issue food instruments for the same applicant/participant throughout the entire certification period. Refer to [ER# 3.04800](#).~~
- ~~2. No one local agency staff shall certify oneself for WIC benefits nor issue food instruments or supplemental foods to oneself.~~
- ~~3. Employees of a local agency shall not certify relatives or close friends for WIC benefits nor issue food instruments or supplemental foods to relatives or close friends.~~

B. **Program Integrity**

1. The WIC staff shall adhere to ER # 1.07000 to ensure program integrity.

C. Required Knowledge, Skills and Abilities:

1. Skill in accurately obtaining and analyzing anthropometric measurements and

nutrition assessment of participants.

2. Skill in planning and organizing work assignments.
3. Demonstrate rapport building skills by establishing and maintaining effective working relations with WIC participants, WIC team members and other health and social services personnel.
4. Some knowledge of the principles and practices of nutrition and food, particularly in relation to health and disease.
5. Knowledge of the benefits of breastfeeding and understanding of how to support the breastfeeding mother.
6. Some knowledge of adult learning principles, stages of change and basic counseling methods.
7. Some knowledge of social, cultural and economic problems and their impact of public health concerns.
8. Some knowledge of the general organization and function of public health agencies.
9. Ability to effectively use educational materials when providing participant-centered nutrition education and counseling.
10. Basic computer skills and literacy in using Windows Explorer.

D. Appropriate WIC positions to supervise: WIC HPA and WIC Certifier

E. Minimum Qualifications:

1. Education: Qualified Nutritionist, Registered Dietitian (RD), Registered Nurse (RN), Physician or Dietetic Technician, Registered (DTR).
2. Experience: Community health experience is desirable.

F. Continuing Nutrition Education Requirements:

1. Must complete a minimum of five (5) continuing nutrition education (CNE) hours per Federal Fiscal Year (FFY).
 - a. Retain a copy of documentation of completion of these hours on file at the local WIC provider for monitoring purposes.
2. Resources for acceptable/approved CNE are:
 - a. Training sessions provided by Missouri Nutrition Training Institute (NTI).
 - b. WIC Works Learning On-Line (WLLOL) Modules.
 - c. Approved on-line Breastfeeding Training.
 - d. State developed trainings, which are CPE approved by CDR.
3. It is highly recommended that a variety of education topics is completed/attended per Federal Fiscal Year (FFY).