**High Risk Participant Record Review**

Relevant Policies

[661—**Competent Professional Authority: Appropriate Counseling for Risk Levels**](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/661.pdf)

[830—**Nutrition Focused Counseling for High Risk Participants**](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/830.pdf)

[840—**Documentation of Nutrition Focused Education and Counseling**](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf)

* Run high risk report for 3 to 6 months depending on the size of the agency being reviewed
* Review 20 or all high-risk charts whichever is less
* Select at least one record from each category infant, child, women
* Assure the record review includes records completed by all WIC CPAs and all RDNs

| **WIC ID#** | **Category** | **Cert**  **date** | **CPA Name** | **Referred**  **to RDN?** | **1st RDN appt.**  **Phone**  **Virtual**  **In person** | **2nd RDN appt.**  **Phone**  **Virtual**  **In person** | **Complete progress note\*** | **Declined RDN appt. noted** | **When RDN appt. declined, RDN reviewed chart and made note** | **Notes**  **I**nclude high-risk(s) assigned |
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**\*Individual high-risk care plans must be documented in the data system using “Progress Notes” and include at a minimum:**

* Progress made in resolving assigned nutrition risk
* Nutrition education and counseling provided
* Identification of participant behavior change whenever possible
* A plan for future intervention that addresses risks