

**Chapter 3: Client Processes**  
**Section 3: Assessment**  
**Lesson: Risk Criteria and Risk Level**

**Objectives:**

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

- assign, adjust, and assess risk and sub-risk factors;
- explain how priorities are computed;
- identify and delete inapplicable computer-assigned risk factors; and
- correctly demonstrate how and when to change the risk level field.

**Oregon Policies:**

- ◆ 657 Migrant Workers: Definition
- ◆ 670 Risk Criteria: Overview
- ◆ 675 Risk Criteria Codes and Descriptions

**Overview:**

All clients must have a health or nutrition-related risk to meet eligibility requirements. TWIST assists you in identifying risks and allows you to add or delete risks as needed. TWIST compares information you enter into the system to base table data and assigns risk(s) based on this information.

Once risks have been assigned, TWIST determines the priority and risk level of the client. Now you will have more time to talk to clients and help them develop goals and an action plan.

Remember, TWIST does have limitations – it is only a computer program. You should review all risk assignment information and add or remove risks as needed.

In this lesson you will learn to review system-assigned risks, assign non-system generated risks, and remove risks that are not applicable to a client.

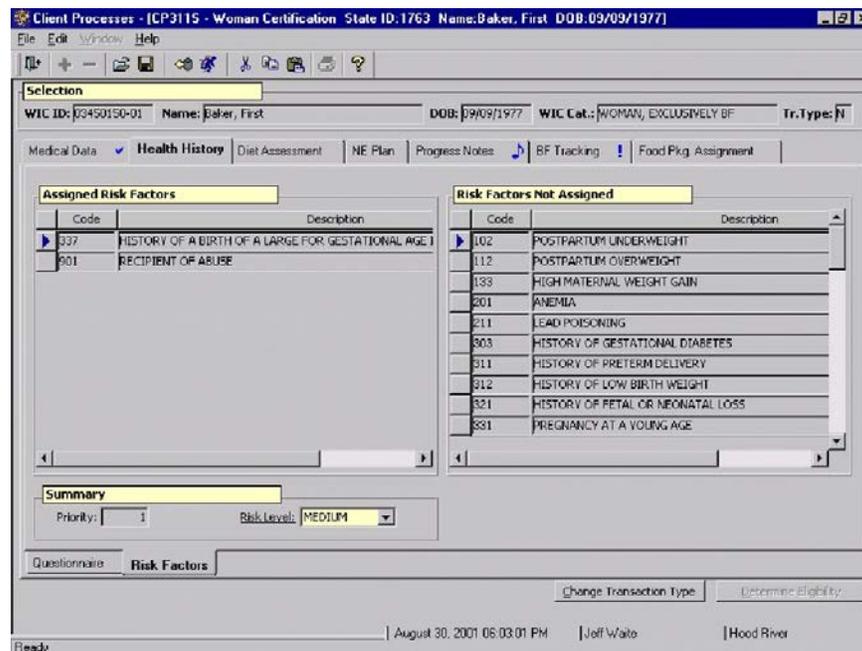
**Instruction:**

**Assigning and Deleting Risk(s)**

The starting point for this section is:

Client Processes ⌚ Certification ⌚ Woman ⌚ Health History

1. Retrieve the client for whom you want to enter risk information.
2. Click on the “Risk Factors” sub-tab in the lower left hand corner.



**Figure 1: “Risk Factors” Screen**

- The screen is divided into three sections “Assigned Risk Factors,” “Risk Factors Not Assigned,” and “Summary.”
- Any system-assigned or manually assigned risk will be displayed on the left hand side of the screen in the “Assigned Risk Factors” section.
- System-assigned risks will be bold.
- All of the potential risks that the client may have, based on their category, are displayed on the right hand side of the screen in the “Risk Factors Not Assigned” section.

**See Job Aids on “Risk List for Women” and “Risk List for Infants and Children” for more information.**

3. Click in the first row in the “Risk Factors Not Assigned” section.

You can use the down arrow key or the scroll bar to the right to move up or down the list.

4. **Select the risk you want to assign by double-clicking on the risk.**

- The risk is moved to the “Assigned Risk Factors” section.
- To delete a risk, double click on a selection in the “Assigned Risk Factors” section. The risk is moved back to the other column.

 NOTE: A risk factor can be moved between columns by double clicking on it.

5. **Save.**

The “Priority” field in the “Summary” section is system-generated and is calculated based on category and risk.

6. **Tab to the “Risk Level” field.**

- This field defaults to the level established in the base tables but can be changed.
- The staff assigned to each risk level is determined by policy and the coordinator.

7. **Change risk level by clicking on a selection from the drop down list.**

8. **Save.**

9. **Exit.**

### ***Tips and Shortcuts:***

- You may assign any appropriate risk factor to a client.
- If you remove a system-assigned risk and then add it back, it will no longer be bold.
- You may delete any risk factor assigned by the system.
- This process is the same in both the “Health History” and “Diet Assessment” tabs.

### ***Practice Activity:***

Use the information from your Activity Sheet for this practice.

The starting point for this section is:

Client Processes ⇄ Certification ⇄ Woman ⇄ Health History

1. Access “Client Primary” and return to the “Health History” screen with your client.

2. Click on the “Risk Factors” tab in the lower left hand corner.
3. Click in the first row on the “Risk Factors Not Assigned” section.
4. Select risk 334 – **Lack of or Inadequate Prenatal Care.**
5. Double click to assign the risk.
6. Select risk 372 – **Alcohol or Illegal and/or Illicit Drug Use.**
7. Double click to assign the risk.
8. Click in the first row of the “Assigned Risk Factors” section.
9. Double click on **Alcohol or Illegal and/or Illicit Drug Use** to remove the risk.
10. Save.
11. Tab to the “Risk Level” field.
12. Change the risk to **medium.**
13. Exit back to “Client Processes.

### **Skill Check:**

Certify a new prenatal client. Once the certification is complete, retrieve the client and open the “Risk Factor” screen. Make the following changes to your client’s risk information.

7. Add risk 343 – **Diabetes Mellitus.**
8. Delete risk 334 – **Lack of or Inadequate Prenatal Care.**
9. Add risk 359 – **Recent Trauma, Burns or Surgery.**
10. Change Risk Level to **High.**

Once you have entered the information, save your work and *do a screen print of the “Risk Factors” screen.* Write your name on the screen print before you turn it in to the instructor.

### **Notes:**