

TWIST Release

Missing Ht/Wt/Hgb Report

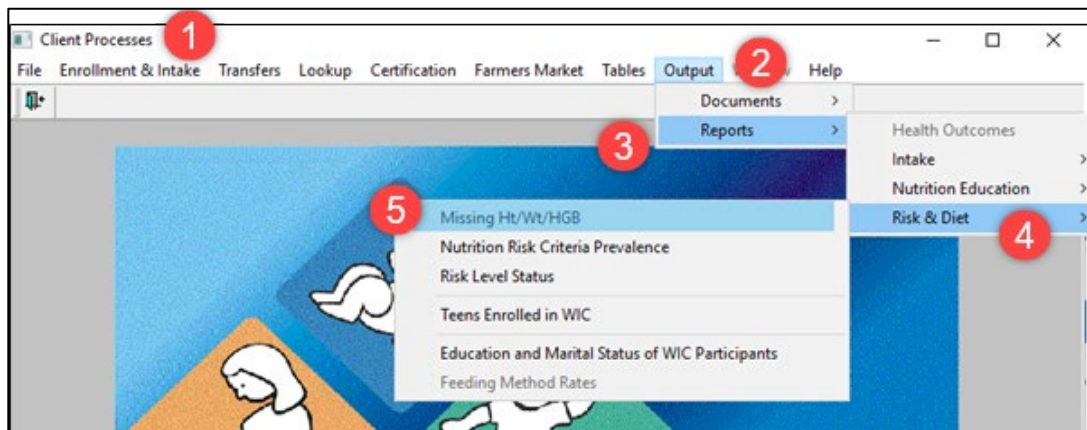
The American Rescue Plan Act (ARPA) physical presence waiver allows WIC agencies to provide remote services. This waiver also requires WIC staff to get measurements for height (Ht), weight (Wt), and hemoglobin (Hgb) test results from participants in the WIC program. Sometimes those measurements are not available to share at appointments. Staff must continue to attempt to get these measurements when they are not available at a remote certification or recertification. See the [ARPA Waiver Guidance](#) and [FAQ](#) for more information.

WIC programmers have created a report in TWIST to help WIC Staff manage the task of tracking missing measurements from WIC participants at remote certifications and recertifications. We recommend agencies run this report at least monthly. This will help with planning staff follow-up with families who are missing Ht, Wt or Hgb data in TWIST.

Topics covered in this job aid:

- [How to run the Missing Ht/Wt/HGB Report](#)
- [How to read the Missing Ht/Wt/HGB Report](#)
- [Documenting attempts to get missing data](#)

How to Run the Missing Ht/Wt/HGB Report



The “Missing Ht/Wt/HGB” report is found in Client Processes module.

Select:

1. Client Processes
2. Output
3. Reports
4. Risk & Diet
5. Missing Ht/Wt/HGB

(How to run the Missing Ht/Wt/HGB Report, continued from page 1)

Client Processes - [CP190R - Missing Ht/Wt/HGB Report]

File Edit View Window Help

Selection

From Date: 09/01/2023 Agency: Clackamas CHD Clinic:

6 7

6. Enter desired certification start date
7. Run for the entire agency or select a clinic from the drop-down
 - Use TWIST-generated report or save as Excel Worksheet

How to read the Missing Wt/Ht/HGB Report

There is a lot of information in this report. Here are some important things to remember when reading this report.

- The report lists participants with missing measurements from a certification date on or after the date selected. In the report below, participants are listed who had a certification or re-certification appointment on or after July 1, 2023.
- Infants who are under 12 months old will not have a value for the Hgb Needed column to avoid confusion for younger infants for whom a Hgb is not yet required.
- The headers of each column will help guide you.
- The report can be saved as a PDF file or exported to an Excel Worksheet. See [Using the Excel version below](#)

(How to read the Missing Ht/Wt/HGB Report, continued from page 2)

Please note, as displayed below, most columns on the TWIST report have two values. Use the headers to determine which row to look at.

User ID: dportnoff		Report ID: CP190R		8/28/2023 14:36:51				
Cert Date From: 7/1/2023		Agency:		Clinic:				
WIC ID		Participant Name		Guardian				
Category	Risk Level	DOB	Cert Start	Cert End	Next Appt	Voice	Text	Address
IN7-12	3	8/7/2023	9/1/2023	2/29/2024	Wt Ht HGB			City/State/Zip

- A. **Cert Date From:** This is the date from which the report started. In this example, the report shows anyone with missing data and a certification start date on or after July 1, 2023.
- B. **Risk Level:** The Risk Level for the participant shows as a number:
 - 1 is a high risk level.
 - 2 is a medium risk level.
 - 3 is a low risk level.
- C. **Cert Appt:** The date the certification appointment occurred. This is the date that starts the clock on the 60- or 90-day requirement. This date may be several weeks before the Certification Start date.
 - Example: Nancy’s re-certification appointment was September 2, 2023. Her certification begins on October 1, 2023.
- D. **Cert Start and Cert End:** These are the dates of the participant’s certification.
- E. **Needed:** This section provides a checkbox for the three types of data needed: Wt, Ht, and Hgb
 - An open box means data is not needed
 - An X in the box means data is needed and is within the required date range
 - A black square means the data is needed and is outside of the required date range
- F. **Voice and Text:** Phone numbers for calling or texting will display if the participant has agreed to be contacted using voice or text.
- G. **Address:** Displays if the participant has agreed to be contacted by mail.

Needed

Wt	Ht	HGB	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All values needed (ht/wt still within 60 days and Hgb still within 90 days)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Needed & late	Not Needed	Needed (still within 90 days)	

Using the Excel version

The report can be exported and saved as an excel worksheet like other reports created in TWIST. Using a spreadsheet is helpful for sorting and organizing the information.

One difference is how the needed measurements are displayed. A “Y” will display when a measurement is needed. An “N” will display when a measurement is not needed. An “L” will display when a measurement is needed and is late.

H	I	J	K	L	M	N
Cert Appt Date	Cert Start Date	Cert End Date	Wt Needed	Ht Needed	HGB Needed	Next Appt
8/23/2023 0:00	8/22/2023 0:00	1/31/2024 0:00	Y	Y	Y	
7/20/2023 0:00	8/1/2023 0:00	7/31/2024 0:00	L	N	Y	

Documenting attempts to get missing data

Document your attempts to obtain the missing data in the **WIC Notes** on the **Enrollment Screen**. Using the WIC Notes section allows all staff to document and view attempts in TWIST.

The screenshot displays the 'Appointment Scheduler' application window. The title bar reads 'Appointment Scheduler - [CP060S - Enrollment State ID: ...]'. The menu bar includes 'File', 'Edit', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main interface has a 'Selection' section with fields for 'WIC ID:', 'Name:', 'DOB:', 'WIC Cat.: INFANT 7-12 MO FULLY BREASTFE', and 'Tr.Type: C'. Below this are tabs for 'Income Eligibility', 'WIC Intake', and 'WIC Notes'. The 'WIC Notes' tab is selected, showing a table with columns 'Date', 'Notes', and 'Author'. A date of '08/31/2023' is highlighted. A pop-up window titled 'GW0105 - Notes' is open, containing a 'WIC Notes' section with a text area that says 'Participant contacted via text re: Hgb needed' and an 'OK' button. At the bottom of the application window, there are several buttons: 'Immunizations Status', 'Assign F/V Group', 'Assign Peer Counselor', 'Client Disqualification', 'Change Transaction Type', and 'Determine Eligibility'.