



Nevada DMCP Cheat Sheet

CHECKLIST PROCESS:

Appointments Checklists Are Required to Be Offered:

- Certifications
- Recertifications
- Infant Health assessment (mid-cert appt)
- Child Health assessment (mid-cert appt)

**NOTE: participants can also request to complete a checklist at any other appointment*

Recommended Clinic Flow:

IN-CLINIC APPTS:

- In larger clinics the checklists will be handed out by clerks at the front desk
 - Participants will fill out while waiting in lobby
- In small or 1-2 person staff clinics with no front desk, the checklist will be located centrally in clinic so they can be easily accessed

VIRTUAL APPTS. (COVID Adaptions)

- **Have participants fill out checklist(s) and submit online at:**
<https://nevadawic.org/about/other-services/wic-developmental-milestone-checklist-program/>
 - **Make sure to provide them with your clinic name and number and which checklist(s) they need to fill out (which age group)**
 - Participants can fill out checklists using internet or on cell phones
- **IDEAL:** At time of scheduling, staff will share Developmental Milestone information and offer for them to fill out online checklist(s) or (if already scheduled) at the appointment verification call so CPA's/RD/Nutritionist can review with them during their appointment.
- **ALTERNATIVE:** If they forget or haven't done the checklists before appointment, CPA can go to online form and ask questions and fill out participants answers for them during appt. When staff submits checklist, the clinic will get a copy and participant can get a copy if they provide an email address.
- **ALTERNATIVE:** Can laminate some hardcopy forms and use to go over checklist with participant virtually. Let participants know that they can follow along using the fillable PDF checklist(s) online so they can have a hard copy if desired.
 - Could also follow along on the Milestone App. which will save results of Checklist in each child's profile.

The CPA's and/or nutritionist/RD's review checklist results and record in WISH as follows.

If Checklist was offered, but participant declined to fill out: (IMPORTANT)

- WISH DOCUMENTATION:
 - Record each checklist contact result *in the 'Counseling/Education'* section of the Care Plan. (i.e.) [age] checklist was offered; but declined to fill out.
 - In Nutrition Education Section – record any DMCP handout(S) given (if any after refusal)

If Checklist(s) was filled out but NO referral is needed: (IMPORTANT)

- WISH DOCUMENTATION:
 - Record each checklist contact result in the 'Counseling/Education' section of the Care Plan. (i.e.) [age] checklist was completed; no referral was needed
 - In Nutrition Education Section – record any DMCP handout(S) given

If Checklist(s) was filled out and referral is needed and accepted: (IMPORTANT)

- WISH DOCUMENTATION:
 - Record each checklist contact result in the 'Counseling/Education' section of the Care Plan. (i.e.) [age] checklist was completed; referral needed and was accepted
 - Set as a goal in care plan
 - Record referral in 'participant referrals'; select referral made with (DMCP) identifier
 - Set an ALERT; duration till end of certification period for follow up.
 - *This will prompt staff at next 'in-clinic' appt. to follow-up on DMCP referral*
 - In Nutrition Education Section - record any DMCP handout(s) given

If Checklist(s) was filled out and referral is needed BUT referral is declined: (IMPORTANT)

- WISH DOCUMENTATION:
 - Record each checklist contact result in the 'Counseling/Education' section of the Care Plan. (i.e.) [age] checklist was completed; referral was needed but declined and reason for decline (i.e.) already receiving services or not interested.
 - *No alert is required if no referral is given.*
 - In Nutrition Education Section – record any DMCP handout(S) given

REFERRAL FOLLOW-UP PROCESS:

ALERT - Referral Follow up:

- At next 'in-clinic'/virtual appointment, if there is an ALERT that a DMCP referral was made, follow up on referral goal with participant
 - Record in the 'Referrals' panel the result of the referral.

Participant: WIC Shopper Infant | Page: 3 of 3

Category: Infant (Male) | No Longer BF

Date of Birth: 02/02/2020 (7 m 0 d) | WIC Status: Active | Cert. End: 08/2030 | Last FB: Oct 20

Referrals - Participant

Date	Organization Type	Organization	Staff Member	Follow-up
09/02/2020	Early Intervention	(DMCP) NEIS - Carson Office	Lara Evans	Attended Appointment Scheduled Appointment No Appointment CARES Shopping

- **If appointment was attended** – mark as such and record results in comments or care plan (which ever is appropriate for that appt.)
- **If appointment is scheduled** – leave alert in place and follow up again at next appt. and record results in comments or care plan (which ever is appropriate)
- **If no appointment was made and they still intend to do so** – keep alert and record in comments or care plan (again whichever is appropriate for appt.) that they intend to still follow thru with referral.
 - At next follow-up, change drop down to 'Attended' if done or to 'No

- Appointment' and clear alert.
 - Record those final follow-up results in comments or care plan as appropriate to appt.
- **If no appointment was made and they do not intend to do so** – clear alert and record in comments or care plan (again whichever is appropriate for appt.) that they chose not to follow thru with referral.