

CHILD NUTRITION ASSESSMENT PROCEDURE

1. Each child participating in Head Start/Early Head Start must have a Nutrition Assessment completed within 90 days of entering the program and a follow-up based on identified needs before the end of the school year. Weight and height measurements taken at WIC within 90 days of the beginning of the school year or hemoglobin measured in the last year may be recorded for the initial nutrition assessment. Children on WIC will be scheduled for this assessment as a part of WIC participation. Children not receiving WIC services will make an appointment at WIC to complete this assessment.
2. Following WIC Procedure, WIC Staff shall obtain height, weight, hemoglobin, health and dietary information for each child including cultural preferences, special dietary requirements, and feeding requirements for children with disabilities. Parents/caregivers will be present at this appointment. Nutritional assessments for infants and toddlers shall include current feeding schedules, amounts and types of food provided, method of infant feeding, introduction and use of baby food, food intolerance and preferences, voiding patterns, and observations of developmental changes in feeding and nutrition.

At this time, nutrition education will be provided to the family based on information gathered from the nutrition assessment and a nutrition goal will be set with the family. Referrals will be made for suggested class attendance or for a follow-up appointment with a WIC Certifier or the Nutrition Services Director/Registered Dietitian depending on a child's needs and risk factors.
3. The Health Resource Specialist will access each child's WIC information in the TWIST system and complete a Nutrition Assessment Record. Each child's Nutrition Assessment Record will be sent to the Head Start/EHS site where the child is enrolled and will be placed in their file there. A copy will be submitted to the Data Entry Coordinator for entry into Child Plus.
4. WIC staff will complete the Nutrition Assessment Record for children who do not qualify for WIC and submit it to the Health Resource Specialist who will submit a copy to Head Start/EHS site where the child is enrolled. The Health Resource Specialist will share the information with the Data Entry Coordinator so it may be entered into Child Plus.
5. The home visitor will review the Nutrition Assessment with the family and discuss the goal, nutrition recommendations, and upcoming appointments or nutrition education classes. If families request further nutrition counseling, the home visitor will contact the Nutrition Services Director. In addition, home visitors will do at least one nutrition related home visit each program year.
6. In Grant County, the Head Start assessments will be done by WIC staff in that county. The Program Manager will send the Nutrition Assessment records to the WIC clinic in Grant County, collect the completed Nutrition Assessments Records from WIC and submit them to the Health Resource Specialist. In Wallowa County, WIC staff allows the Program Manager to access Nutrition Assessment information on Head Start children that participate in the WIC program. The Wallowa County Program Manager completes the Nutrition Assessment Records and submits them to the Health Resource Specialist. The Nutrition Services Director/R.D. will meet with families to complete the Nutrition Assessments for WIC ineligible children on the first Wallowa County monitor visit of the year.
7. If children do not have a Nutrition Assessment completed within 45 days of enrollment, the Health Resource Specialist will send reminder letters to their families and/or call families to remind them. Home visitors will work with families to help problem solve around barriers to completion of a Nutrition Assessment and consult with the Nutrition Director to make special arrangements if needed. If a family decides to sign the document of refusal for a Nutrition Assessment, Umatilla-Morrow Head Start staff will continue to check in with families on a regular basis and encourage the family to make an appointment for the child at WIC for a full nutrition and growth assessment.