

Record End of Pregnancy & Record New Pregnancy

This module applies to the following security roles:

Receptionist

Clerk

RN/RD

Breastfeeding Peer Counselor



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This module requires use of the computer and the on-line KWIC Training Application.

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Objectives

Upon completion of this activity, the employee will be able to correctly complete:

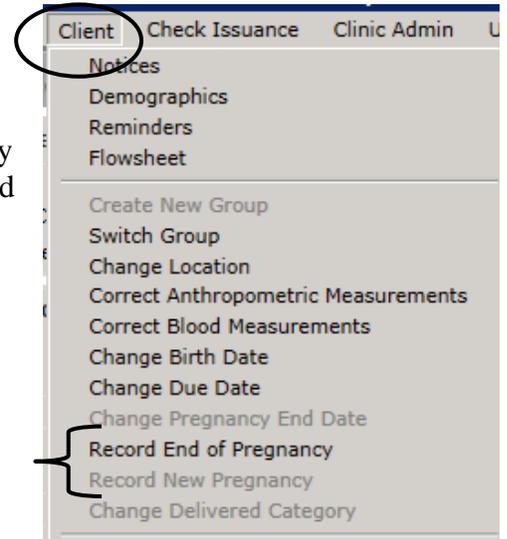
1. Record End of Pregnancy in KWIC, and
2. Record a New Pregnancy in KWIC.

Introduction

Pregnancy records are recorded as explicit events. Therefore there are certain procedures that must be completed in KWIC to clearly establish which pregnancy a woman is experiencing. Women (PG, BF, PP) can be certified at any time during their current certification, however, a woman's circumstances change and her category from her current certification may need to be changed before certifying the woman. In a clinic setting, this often will be done by the clerk, because they are the one who is told about the pregnancy's end or start of a new pregnancy.

The Client menu contains two windows designed specifically to adjust a woman's category and clearly associate her record with a particular pregnancy.

- Record End of Pregnancy
- Record New Pregnancy



Record End of Pregnancy

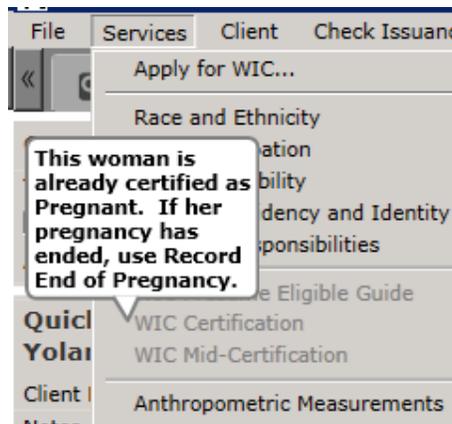
The Record End of Pregnancy window is used to change a woman category prior to opening the WIC Certification Guide to document a new certification.

Record End of Pregnancy documents the end of a pregnancy for client situations such as:

- A pregnant client is currently receiving WIC services and she delivers her baby.
- A woman applied for WIC as PG, but, she had her baby before she came in for her certification appointment.
- A pregnant client was receiving WIC, but stops coming to clinic. She never notifies the clinic that her baby is born, or she miscarried, or anything. She reapplies for WIC.

In each of these situations, the woman's category must be adjusted before her certification can occur.

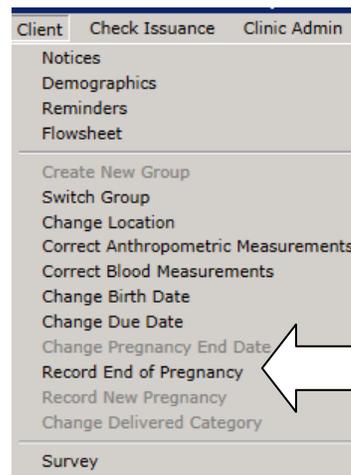
KWIC information messages will help you. For instance, a woman is on WIC as Pregnant and you try to open the WIC Certification guide without completing Record End of Pregnancy. You'll see the WIC Certification is grayed out and you cannot click it. When you hover the cursor over "WIC Certification", you will see this message.



Situation 1- A pregnant client is currently receiving WIC services and she delivers her baby.

Retrieve the record of **Yolanda Yam**. Her category is PG.

1. From the menu bar select Client / Record End of Pregnancy.
2. The **Record End of Pregnancy** window opens. Notice the left side displays fields about the pregnancy and history. The right side displays fields about the infant.



Yolanda Yam 10358576 Gender Female DOB 11/23/1988, 24 Years		WIC Active PG Cert. Period 12/28/2012 to 08/31/2013 Priority 1		Due Date 07/01/2013	
Record End of Pregnancy Yolanda		Notices Yolanda			

Enter Information About the End of the Pregnancy

Post-Delivery Category:

Current Pregnancy and Delivery

Estimated Due Date:

Pregnancy End Date:

of Infants This Delivery:

Delivery Method: Vaginal C-Section

First Prenatal Visit Date:

Month Prenatal Care Began:

Average Number of Vitamins per Week in the Month Before Pregnancy:

PG Complications:

Delivery Complications:

Enroll Infants

Client ID: DOB:

Gender: Female Male

Last Name:

First Name: MI:

Local ID: Gestational Age:

Birth Length: in 8ths Weight: lbs oz

The number of infant records entered cannot exceed the number of Outcomes identified as "Born Alive".

Pregnancy and Delivery History

of Previous Pregnancies:

Last Pregnancy End Date:

Feeding Hx Note:

Birth Outcomes This Delivery

No infants have been entered for this delivery.

3. Select the woman's **Post-Delivery Category** - BF or PP. For Yolanda, pick BF.

Enter Information About the End of the Pregnancy

Post-Delivery Category

4. **Enter Current Pregnancy and Delivery information.** This section is used to enter information about the pregnancy just ended. Not all of these fields are required now. Some can be completed later at certification.

Required fields are:

- Post-Delivery Category
- Pregnancy End Date
- # of Infants This Delivery
- Birth Outcomes.

NOTE: When a value is entered in the # of Infants This Delivery field the Birth Outcomes field(s) appears at the bottom of the window. If you entered 1 for # of Infants This Delivery, then one birth outcome field will appear and you enter a Birth Outcome for the one infant associated with **this** pregnancy.

Enter Information About the End of the Pregnancy

Post-Delivery Category

Current Pregnancy and Delivery

Estimated Due Date

Pregnancy End Date

of Infants This Delivery

Delivery Method Vaginal C-Section

First Prenatal Visit Date

Month Prenatal Care Began

Average Number of Vitamins per Week in the Month Before Pregnancy

PG Complications

Delivery Complications

Pregnancy and Delivery History

of Previous Pregnancies

Last Pregnancy End Date

Feeding Hx Note

Birth Outcomes This Delivery

No infants have been entered for this delivery.

For Yolanda Yam,

- Select the Post-Delivery Category of BF,
- Choose a pregnancy end date within the past month,
- Enter 2 as # of Infants This Delivery (twins!)
- Enter "Born Alive" as the Birth Outcome for both infants.

Birth Outcomes This Delivery

Infant 1 Infant 2

The rest of the Current Pregnancy information is optional. If those fields are completed now, the recorded information will appear on the Health Interview screen for use by staff at certification. Clinic staff should have an understanding whether or not staff will always try to get the information when Record New Pregnancy is completed or leave the optional fields blank and let staff gather the information as part of the health assessment during certification.

Let's continue with the right-hand side of the Record New Pregnancy window.

5. If the infant(s) resulting from the pregnancy is to be enrolled in WIC the infant's birth information is entered on Record End of Pregnancy window in the section on the right side of the window.

If infant(s) resulting from the pregnancy will be enrolled in WIC, enter the infant's demographic information below. Click the Add button for multiple births.

Notice that the infant's Date of Birth is automatically entered from the Pregnancy End Date entered on the left side of the window. Required fields for infant(s) are Name and Gender

Enroll Infants

Client ID DOB 06/04/2013

Gender Female Male

Last Name

First Name MI

Local ID Gestational Age

Birth Length in ths Weight lbs oz

Add Delete

Click Add to get another set of fields for twins, etc.

The remaining information is optional. Blank fields can be completed at certification.

Use the **[Add]** button to add more fields when there is more than one live infant from this pregnancy to be added to the WIC program.

Now, for Yolanda Yam's two infants:

- Enter the name Matthew Yam for Infant 1, Gender M. Do NOT save yet!
- Next click the **[Add]** button to get infant fields for Infant 2,
- Enter the name Aaron Yam, Gender M for Infant 2
- Other birth information is optional.

Click the **[Delete]** button to delete multiple rows added in error or to **not** add an infant. You may need to delete the infant's information:

- for a mother who has had a miscarriage
- if the infant will not be on WIC, e.g. has moved to a foster home
- anytime when an infant's information has already been recorded

Oops! What if I clicked Save after I entered the first infant? Then Record End of Pregnancy closes. How do I get it back to enter information about Infant 2?

Answer: You can't, but just go to the mom's Notices tab and use the Add New Member in the upper left corner. As you see in a later warning, this is the only reason you should be using "Add New Member" to start an infant record.

6. **Click [Save].** The Record End of Pregnancy window automatically closes and you will return to the woman's Notices tab. **Notice these things have happened.**

- There is a red **WIC BF** for Yolanda in the upper right corner of the title bar (or **WIC PP** if that was the post-Delivery Category selected.) This pending category will stay until the client is certified.

3.170 - Butler County WIC Clinic

Check Issuance Clinic Admin Utilities Reports Help

Appointment Book Yolanda Yam Group

Yolanda Yam
 10358576 Gender: Female
 DOB 11/23/1988, 24 Years

WIC Active PG
 Cert. Period 12/28/2012 to 08/31/2013

WIC BF
 Delivery Date 06/04/2013

Notices
 Yolanda

	Yolanda DOB 11/23/1988 WIC Category BF Elig. End	Matthew DOB 06/04/2013 WIC Category I Elig. End	Aaron DOB 06/04/2013 WIC Category I Elig. End
Next Appointment	Schedule Appointment	Schedule Appointment	Schedule Appointment
Proof of Residency	Needed	Needed	Needed
Proof of Income	Needed	Needed	Needed
Proof of Identity	Needed	Needed	Needed
Proof of Caregiver Identity	N/A	Needed	Needed
Dual Participation Test	Needed	Needed	Needed
Basic Contact	Needed	Needed	Needed
Hct/Hgb	Needed	N/A	N/A
Special Authorization			
Survey	N/A	N/A	N/A
End WIC Eligibility Letter	Needed	N/A	N/A
Referrals	Referrals	Referrals	Referrals
Immunizations	N/A	Immunization	Immunization
Cautions			

- The infant(s) that you recorded in “Record a New Pregnancy” now have a WIC record and appear in the group. Status will be applicant. A column for the infant(s) displays on the mother’s Notices tab.



Adding information about an infant in Record End of Pregnancy creates a record in KWIC for the infant. When a woman calls to say she has delivered, be sure to use Record End of Pregnancy as described here to record her information and enter the infant(s) name.

If you use Apply for WIC or Add a New Member on the Notices tab to add the baby and then do Record End of Pregnancy and add baby information again, you **will** end up with two records started for the same infant. If this happens, call the Help Desk.

Situation 2 - A woman applied for WIC as PG, but, she had her baby before she came in for her certification appointment.

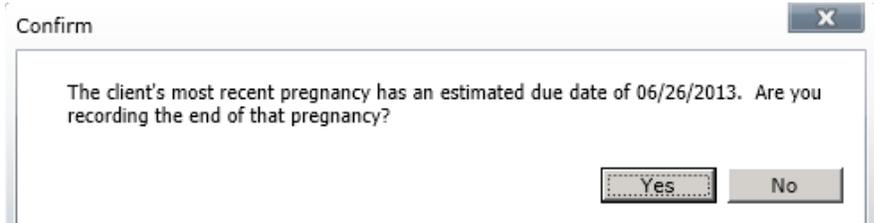
Complete these steps:

1. Use what you learned in the “Apply for WIC” module to create an applicant in a new group.
 - a. Name of **Tammy Turnip**.
 - b. Make up a birth date so she is an adult
 - c. Pregnant
 - d. Make up a due date just a few days in the future.
 - e. Click on the Dual Participation test link in the lower left part of the screen.
 - f. Save and **close her record**.
2. Now, we'll pretend that Tammy (who applied for WIC as PG) delivered her baby before she came in to be certified as pregnant. In this scenario, Tammy's initial category of PG needs to be changed to BF or PP **before** she can be certified.
3. Retrieve Tammy Turnip's record.
4. Notice that Tammy is an Applicant and category is PG.

Tammy Turnip 10358837 Gender Female DOB 09/26/1988, 24 Years	WIC Applicant Client not Certified	WIC PG Due Date 06/26/2013
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5. From the menu bar **select Client / Record End of Pregnancy**.
6. KWIC assesses existing pregnancy information for this client. In this case, the following message will appear. **Read the message and confirm that you are considering the correct pregnancy.** If so, click Yes.

(Note: The estimated due date in your message will match the due date you entered in Apply for WIC.)



7. The **Record End of Pregnancy** window opens. This is the same window, with the same functions as was discussed in the earlier section of this module.
8. **Select BF as the Post-Delivered Category** for Tammy.
9. **Enter Current Pregnancy and Delivery information.** Complete the following required fields. (Remember that you can enter other information too. If left blank

here, the blank fields can be completed on different screens as part of certification. Required fields are:

- a. Post-Delivery Category – **Choose BF for Tammy**
- b. Pregnancy End Date – **Choose today’s date for Tammy**
- c. # Infants This Delivery – **Choose 2 (twins) for Tammy**
- d. Birth Outcomes - **Choose “Born Alive” for both.**

10. Tammy wants to enroll her infants on WIC. Enter information on Record End of Pregnancy window in the section on the right side of the window.

For Infant 1, enter Bonnie Turnip, Female. Because there are twins, click the “Add” Button to get information fields for Infant 2. This infant is Clyde Turnip, Male. The remaining information is optional. Any fields left blank here will show on blank in a different screen that is completed as part of certification.

11. **Save.** You will return to Tammy’s Notices tab. **Notice that there are now columns for baby Bonnie and baby Clyde.**

Tammy Turnip 10358837 Gender Female DOB 09/26/1988, 24 Years	WIC Applicant Client not Certified	WIC BF Delivery Date 06/18/2013
Notices Tammy		

	Tammy DOB 09/26/1988 WIC Category BF Elig. End	Clyde DOB 06/18/2013 WIC Category I Elig. End	Bonnie DOB 06/18/2013 WIC Category I Elig. End
Next Appointment	Schedule Appointment	Schedule Appointment	Schedule Appointment
Proof of Residency	Needed	Needed	Needed
Proof of Income	Needed	Needed	Needed
Proof of Identity	Needed	Needed	Needed
Proof of Caregiver Identiv	N/A	Needed	Needed

Situation 3 - A while ago, a pregnant client was receiving WIC, but stopped coming to clinic. She miscarried but never notified the clinic. Now she is reapplying for WIC for another pregnancy.

There is no example in the Training Environment for you to click along with this situation.

Think about what you need to do in this way. This woman’s WIC record still says that she is pregnant (although she will not be active and be way past her delivery date in this example). WIC staff must complete the Record End of Pregnancy window for that past pregnancy so this woman’s record can now have information about her new pregnancy added and she can be certified as pregnant with the new pregnancy.



KWIC treats each pregnancy as a unique event, so if there is a pregnancy with no “end” recorded, you need to record information for the end of that pregnancy before you can enter information about a new pregnancy.

The steps to complete this are the same as the previous situations. Retrieve the client’s record and open Record End of Pregnancy. Complete Record End of Pregnancy as already described. In this example, the woman miscarried, so you would identify the Birth Outcome as Born Dead and use the **[Delete]** button to delete the blank infant fields.

If infant(s) resulting from the pregnancy will be enrolled in WIC, enter the infant’s demographic information below. Click the Add button for multiple births.

If the situation was different and the woman delivered a live infant **and she wants that child to now be on WIC**, record the infant name in the infant portion of the window. If she does not want to enroll the child of that pregnancy in WIC (e.g. the child is not in her custody) click the Delete button to remove the infant fields.

Sometime the situation will be different from this example. For instance when a woman was on WIC, miscarries, and then quickly becomes pregnant again – all before the due date of her original pregnancy. **Do not just change the due date or KWIC will “think” it is the same pregnancy.** Instead use Record End of Pregnancy and use the “Born Dead” birth outcome. Delete the blank infant information fields for the pregnancy that ended in miscarriage.

Then use the Record New Pregnancy (see next section) to record information about the new pregnancy and complete a certification for the new pregnancy.

Policy reminders:

- A woman who miscarries is eligible for WIC as a postpartum woman, but must be recertified as that new category.
- A woman, who miscarries and becomes pregnant immediately, needs to be certified for the new pregnancy.

SKILL BUILDER



If you did not already complete Record End of Pregnancy for Yolanda Yam and Tammy Turnip as you read through the module, do so now using the steps in the module to record the information for them and their infants.

Record New Pregnancy

The Record New Pregnancy window is used to document a new pregnancy for clients in the following situations. In both cases, the Record New Pregnancy is used to change the woman's category prior to opening the [WIC Certification Guide](#) to document the certification.

- A woman is on WIC as a PP or BF mom (Active status). She becomes pregnant again and needs to be recertified as PG.
- BF or PP applicant has become pregnant between the date she applied to WIC and the date she is certified. For example: The woman was entered in KWIC using Apply for WIC window. Her Initial Client Category was entered as BF or PP. She is now in the clinic to be certified and she has just learned that she is pregnant.

The Record New Pregnancy window is also used for an applicant who is BF or PP who becomes pregnant between the date she applied to WIC and the date she is certified.

If the woman is a Terminated client, **do not** use Record New Pregnancy. Instead, use Apply for WIC – Reapply.

Complete these steps:

Melanie Mango is in a current certification period as a non-breastfeeding mom. Because she has become pregnant again, she needs to be certified as PG. In this scenario, Melanie's client category of PP needs to be changed to PG before she can be certified.

1. Retrieve Melanie's record. Notice that Melanie's status is PP.
2. From the menu bar, open **Client / Record New Pregnancy**.
3. **New Pregnancy information.** Make up an estimated due Date for Melanie that is about 6 months in the future.
4. **Pregnancy and Delivery History information.** This section is **not** required at this time.
5. **Save.** You will return to Melanie's Notices tab. Melanie has a red WIC PG on her title bar to show she is pending Pregnant.

Melanie Mango
10357208 Gender Female
DOB 03/07/1985, 28 Years

WIC Active PP
Cert. Period 02/28/2013 to 08/31/2013

WIC PG
Due Date 12/11/2013

Notices
Melanie

The End