



Trainee Edition

Arizona WIC Training

Advance to Formula Guidebook



ARIZONA DEPARTMENT
OF HEALTH SERVICES

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What Will You Learn?

The Advanced Formula LMS Course and this associated guidebook are designed to provide you with information that you will be able to:

- Be familiar with all of the formulas that appear on the formula color chart.
- Use the formula color chart to help participants in formula selection.
- Understand the requirements of medical documentation.
- Be familiar with the steps to take when partially complete or invalid medical documentation has been received, or no medical documentation has been received.
- Apply state and local policies when issuing/approving formula.
- Be familiar with state policies regarding supplemental foods, milk and milk alternatives, and food packages for premature infants.
- Be familiar with formula calorie adjustments.
- Understand how to approve medical documentation in HANDS.
- Be familiar with formula changes including when to make formula changes, how to make formula changes, and recommendations for participants who are changing formulas.

Items Needed for This Course

- Pen or pencil
- Local Agency Referral List
- Access to azwic.gov

Recommended Time

- Approximate time it takes to complete the course: 90 minutes
- Approximate time it takes to complete the face-to-face activities and discussion: 1 hour

Things to Remember

- The guidebook is yours to keep.
- You are encouraged to take notes, highlight, or write in the guidebook.
- As your Trainer chooses, you may work in a group or as an individual.
- You are encouraged to ask your Trainer(s) for help, ask questions about the information in the course, or ask any questions about additional topics related to Advanced Formula.

Advanced Formula Course Instructions

Please complete the steps in the following order:

1. Log onto [Train Arizona](#)
2. Search for, launch, and complete the Advanced Formula LMS Course
3. Complete Advanced Formula Guidebook Activities, either individually, with other trainee(s), or with your Trainer
4. Meet with your Trainer to discuss each module and the activities

Module 1: Formula Mixing Instructions

Module Objectives:

Trainees will be familiar with the non-standard mixing instructions for formulas that can be found on the WIC Manuals page.

Module 1: Activity 1

Directions:

Match the formula mixing instructions with the name of each formula. (Note: Some letters will be used more than once.)

Name Formula	Manufacturer Standard Mixing Instructions
___ Similac for Spit-Up	A. Add 1 Packed level scoop to each 2 fl oz of water
___ Neocate Junior	B. Add 1 unpacked level scoop to 2 fl oz of water then wait 5 minutes before feeding
___ Pregestimil	C. Add 1 unpacked level scoop to 2 fl oz of water then wait 2 minutes before feeding
___ Puramino	D. Add 3 unpacked level scoops to each 2 fl oz of water
___ Alfamino Junior	E. Add 1 unpacked level scoop to each 4 fl oz of water
___ Neocate Infant	F. Add 4 unpacked level scoops to each 5 fl oz of water
___ Elecare for Infants	G. Add 5 unpacked level scoops to each 6 fl oz of water
___ Alfamino Infant	H. Add 1 unpacked level scoop to each 1 fl oz of water
___ Enfamil A.R.	I. Add 1 unpacked level scoop to each 2 fl oz of water
___ Elecare Junior (Unflavored & Vanilla)	
___ Elecare Junior (Chocolate & Banana)	
___ Neocate Syneo Infant	
___ Enfamil Nutramigen	

Module 2: Requirements for Medical Documentation

Module Objectives:

1. Trainees will be familiar with the circumstances when medical documentation is required for standard contract formulas.
2. Trainees will be familiar with acceptable forms of written medical documentation.
3. Trainees will be familiar with the required components of written medical documentation.
4. Trainees will be able to differentiate between partially complete and invalid written medical documentation.

Module 2: Activity 1

Directions:

Answer the following questions.

1. When is medical documentation required for standard contract formulas?
2. What are the three acceptable forms of written medical documentation?
3. What are the required components of written medical documentation?
4. What is the difference between partially complete and invalid written medical documentation?

Module 3: Approving Formula

Module Objectives:

1. Trainees will be familiar with which employees may issue/approve the different colors/shapes of formula, as well as the duration for issuance.
2. Trainees will be familiar with requirements for a participant to have a formula provided by AHCCCS.
3. Trainees will be familiar with the appropriate steps to take if a participant appears to meet the requirements for a formula to be provided by AHCCCS.

Module 3: Activity 1

Directions:

Match the color/shape of the formula with the description of which type of employee can issue the formula, and for what duration.

Name Formula	Formula Issuance Description
___ Green/Square (standard contract)	A. RDNs and State Approved Nutritionists can approve medical documentation for the full duration, or issue one month without medical documentation, if the participant meets the WIC criteria.
___ Orange/Circle (special)	B. Competent Professional Authorities (CNWs, NESs, RDNs, etc.) can issue until an infant's first birthday, without medical documentation.
___ Purple/Diamond (conditionally special)	C. Local agencies may only approve medical documentation after contacting the state office for consent. No formula shall be issued without medical documentation.
___ Red/Heart (non-contract)	D. RDNs and State Approved Nutritionists can approve medical documentation for the full duration, or issue for one month without medical documentation.

Module 3: Activity 2

Directions:

Answer the following questions.

1. What are the requirements for a participant to have a formula provided by AHCCCS?
2. What steps would you take if the participant appears to meet the criteria for AHCCCS to provide a special formula?

Module 4: Additional Formula Related Tips

Module Objectives:

1. Trainees will be familiar with situations in which medical documentation is required for the issuance of milk and milk alternatives.
2. Trainees will be familiar with state policies regarding the issuance of food packages with only formula and no infant foods.
3. Trainees will be familiar with state policies regarding the continuation of formula beyond one-year actual age.

Module 4: Activity 1

Directions:

Answer the following questions.

1. In what situations is medical documentation required for the issuance of milk and milk alternatives?
2. What are the Arizona State policies regarding the issuance of food packages with only formula and no infant foods for children who were born preterm?
3. What are the Arizona State policies regarding the continuation of formula beyond one-year actual age for children who were born preterm?