



**Trainer Edition**

Arizona WIC Training

# **Advance to Formula Guidebook**



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

## Contents

What Will You Learn?.....	3
Items Needed for This Course.....	3
Recommended Time .....	3
Things to Remember .....	3
Advanced Formula Course Instructions .....	4
Module 1: Formula Mixing Instructions.....	5
Module 1: Activity 1.....	5
Module 2: Requirements for Medical Documentation.....	8
Module 2: Activity 1.....	8
Module 3: Approving Formula .....	11
Module 3: Activity 1.....	11
Module 3: Activity 2.....	12
Module 4: Additional Formula Related Tips .....	15
Module 4: Activity 1.....	15

## 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](http://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.

**Trainer Note:** As the Trainer, you are assessing the trainee's understanding of objectives for each module. The guidebook training activities are intended to help you assess both the trainee's ability to apply basic knowledge and assess their critical thinking skills.

Participation by the trainee in the face-to-face activities and discussions is required in order for you to thoroughly assess their skills and level of competence.

## 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

### Trainer Steps:

1. At the Trainer's discretion, trainee(s) may work in groups or as individuals.
2. Once finished, the trainee(s) shall meet with the Trainer to review the answers to the activities. Please answer all questions the trainee(s) may have and clarify any incorrect answers.
3. Verify that the trainee understands the information, including any resources available on the local agency referral list.
4. "Possible responses" provided throughout the guidebook are suggested responses and are often not the only answer(s).

Note: If training more than one person at a time, be prepared for trainees to finish the coursework at different times. In order to have the trainees review the face-to-face portions together, prepare a list of things the trainees who finish first can do during downtime (e.g., ask the Trainer questions for more clarification, check email, clinic observation, etc.).

## 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

**Trainer Note:** Allow the trainee time to read through the activity and answer the question. Discuss the question together to check for understanding and consider other appropriate responses.

## Directions:

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

<b>Name Formula</b>	<b>Manufacturer Standard Mixing Instructions</b>
___ 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	

Correct Responses:

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

**Trainer Note:** At your discretion, refer trainees to Module 1, Slides 1.10, 1.13, and 1.15 of the Advanced Formula LMS course for the correct answers to the above activity.

## 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

**Trainer Note:** Allow the trainee time to read through the activity and answer the question. Discuss the questions together to check for understanding and consider other appropriate responses.

#### Directions:

Answer the following questions.

1. When is medical documentation required for standard contract formulas?

#### **Correct response:**

- When requested for a child/adult
- Approved, current medical documentation for any other formula that is not a contract formula exists in HANDS
- Issuing powder for a preterm or low birthweight infant less than 3 months corrected age
- Infants 6-11 months, who need higher amounts of formula and no infant foods

**Trainer Note:** At your discretion, refer trainees to Module 2, Slide 2.2 of the Advanced Formula LMS course for the correct answer to the above question.



2. What are the three acceptable forms of written medical documentation?

**Correct response:**

- Doctor's Prescription Form
- Doctor's Letterhead with Prescription
- WIC Formula and Food Request (FFR)

**Trainer Note:** At your discretion, refer trainees to Module 2, Slide 2.3 of the Advanced Formula LMS course for the correct answer to the above question.

3. What are the required components of written medical documentation?

**Correct response:**

- Patient (WIC participant) Name
- Patient (WIC participant) Date of Birth
- Name of Formula Requested
- Amount of Formula Requested Per Day
- Diagnosis or explanation of need (not required for contract formulas)
- Length of Time for Food and/or Formula Requested
- Allowable supplemental foods and prescribed amounts if authorization has not defaulted to the agency's RDN or State-Approved Nutritionist
- Date of Medical Documentation Completion
- Signature of the prescriptive authority requesting the formula (signature stamps and facsimiles are acceptable)
- Contact information for the prescriptive authority requesting the formula
- Indication of the credentials signifying prescriptive authority

**Trainer Note:** At your discretion, refer trainees to Module 2, Slide 2.5 of the Advanced Formula LMS course for the correct answer to the above question.

4. What is the difference between partially complete and invalid written medical documentation?

**Possible Response:**

Medical documentation is considered partially complete when it contains at a minimum, the following information:

- The name of the formula requested
- Diagnosis or explanation of need (not required for contract formulas)
- Signature of the prescriptive authority

Medical documentation is considered invalid when it is missing one or more of the following:

- The name of the formula requested
- Diagnosis or explanation of need (not required for contract formulas)
- Signature of the prescriptive authority

**Trainer Note:** At your discretion, refer trainees to Module 2, Slide 2.10 and Slide 2.12 of the Advanced Formula LMS course for the correct answer to the above question.

## 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

**Trainer Note:** Allow the trainee time to read through the activity and answer the question. Discuss the question together to check for understanding and consider other appropriate responses.

#### 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.

Correct Responses:

Name Formula	Formula Issuance Description
B – 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.
D – Orange/Circle (special)	B. Competent Professional Authorities (CNWs, NESs, RDNs, etc.) can issue until an infant’s first birthday, without medical documentation.
A – 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.
C – 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.

**Trainer Note:** At your discretion, refer trainees to Module 3, Slides 3.2, 3.3, 3.6 and 3.16 of the Advanced Formula LMS course for the correct answers to the above activity.

## Module 3: Activity 2

**Trainer Note:** Allow the trainee time to read through the activity and answer the question. Discuss the questions together to check for understanding and consider other appropriate responses.

Directions:

Answer the following questions.

1. What are the requirements for a participant to have a formula provided by AHCCCS?

**Possible Response:**

- The participant participates in AHCCCS
- The participant requires a special (Orange Circle) formula.
- The participant meets the requirements indicated on the AHCCCS Certificate of Medical Necessity for Commercial Oral Nutritional Supplements:

The criteria used to determine whether AHCCCS members qualify to receive medically necessary formulas or supplements from the AHCCCS program are listed below. These criteria can be found in the [AHCCCS Medical Policy Manual, Policy 430 - Attachment B - AHCCCS Certificate of Medical Necessity for Commercial Oral Nutritional Supplements](#).

**Policy 430 - Attachment B****Both of the Following Requirements Must be Met**

1. The member has been evaluated and treated for medical conditions that may cause problems with growth (such as feeding problems, behavioral conditions or psychosocial problems, endocrine or gastrointestinal problems, etc.)
2. The member has had a trial of higher caloric foods, blenderized foods, or commonly available products that may be used as dietary supplements for a period no less than 30 days in duration as specified in Policy 430 - AHCCCS Certificate of Medical Necessity for Commercial Oral Nutrition Supplements.

**Additionally, One of the Following Requirements Must be Met**

1. Member has been diagnosed with a chronic disease or condition, is below the recommended BMI percentile (or weight-for-length percentile for members less than two years of age) for the diagnosis per evidence-based guidance as issued by the American Academy of Pediatrics, and there are no alternatives for adequate nutrition.
2. Meets two (2) or more of the criteria listed below:
  - Member is at or below the 10th percentile for weight-for-length/BMI, on the appropriate growth chart for their age and gender, for 3 months or more.
  - Member has reached a plateau in growth and/or nutritional status for more than 6 months, or more than 3 months if member is an infant less than 1 year of age.
  - Member has already demonstrated a medically significant decline in weight within the 3-month period prior to the assessment.
  - Member is able to consume/eat no more than 25% of nutritional requirements from age-appropriate food sources.

**Trainer Note:** At your discretion, refer trainees to Module 3, Slide 3.10, 3.11, and 3.12 of the Advanced Formula LMS course for the correct answer to the above question.

2. What steps would you take if the participant appears to meet the criteria for AHCCCS to provide a special formula?

**Possible Response:**

1. Issue one month of formula
2. Refer the AR to their healthcare provider (consider also providing the AR with the Medical Necessity for Commercial Oral Nutritional Supplements form and AHCCCS Referral Letter to aid in their conversation with their healthcare provider)
3. Explain the process of obtaining formula from AHCCCS
4. Issue formula monthly until AHCCCS responds

**Trainer Note:** At your discretion, refer trainees to Module 3, Slide 3.13 of the Advanced Formula LMS course for the correct answer to the above question.

## 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

**Trainer Note:** Allow the trainee time to read through the activity and answer the question. Discuss the questions together to check for understanding and consider other appropriate responses.

#### Directions:

Answer the following questions.

1. In what situations is medical documentation required for the issuance of milk and milk alternatives?

#### **Correct response:**

Medical documentation with an appropriate medical diagnosis is required for:

- The issuance of 1% and fat free milk to children 12-23 months of age
- The issuance of whole milk and whole fat yogurt to children two years of age and older and women

**Trainer Note:** At your discretion, refer trainees to Module 4, Slide 4.4 of the Advanced Formula LMS course for the correct answer to the above question.

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?

**Correct response:**

The Local Agency WIC RD/RDN or State-Approved Nutritionist shall base feeding recommendations of the preterm infant on birth weight, nutritional status, developmental stage, and continued monitoring of growth. It is at the Local Agency RD/RDN or State-Approved Nutritionist discretion to approve a food package with formula and no foods until six months corrected age. If the need for continued formula with no foods past 6 months corrected age is apparent, medical documentation is required.

**Trainer Note:** At your discretion, refer trainees to Module 4, Slide 4.6 of the Advanced Formula LMS course for the correct answer to the above question.

3. What are the Arizona State policies regarding the continuation of formula beyond one-year actual age for children who were born preterm?

**Correct response:**

The Local Agency WIC RD/RDN or State-Approved Nutritionist shall base feeding recommendations of the preterm infant on birth weight, nutritional status, developmental stage, and continued monitoring of growth. It is at the Local Agency RD/RDN or State-Approved Nutritionist or referring medical provider's discretion to extend the use of infant formula from one-year actual age up to one-year CA. If the need for continued formula past one-year corrected age is apparent, medical documentation is required.

**Trainer Note:** At your discretion, refer trainees to Module 4, Slide 4.6 of the Advanced Formula LMS course for the correct answer to the above question.