



## Memorandum

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**#11-009**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** January 25, 2011

**SUBJECT:** FD 16.0 Training Reminder and Handouts

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Memo # 10-183 informed you of upcoming IDL and Qwest trainings on *FD: 16.0 Issuance of Formulas and Nutritional Products Requiring Medical Documentation*. Attached are the power-point slides and one other handout (*Formula Approval Form*). The policy *FD 16* can be accessed at the following site:

[http://www.dshs.state.tx.us/wichd/policy/pdf\\_files/FD\\_16-0.pdf](http://www.dshs.state.tx.us/wichd/policy/pdf_files/FD_16-0.pdf)

It will be helpful to have these 3 resources (slides, *Approval Form* and copy of *FD 16*) available during the presentations. Please plan for staff members involved with formula approval to attend **one** of the scheduled trainings. The same content will be repeated each time. The number of phone lines is limited so it will be helpful to group staff together whenever possible.

**Training Title:** *FD 16.0 Formula Approval Policy 2011-Let's Get the Changes Started!*  
**IDL Training:**

- January 24, 2011 from 1-2:30 PM (Replaces *Introduction to Formula Approval*)
- February 17, 2011 from 2:30-4 PM (Replaces *Formula Approval 101*)

**Qwest Training:**

- February 1, 2011 from 10–11:30 AM
- February 1, 2011 from 2–3:30 PM

**Log in procedures:**

1. You will need a telephone and Internet access with Internet Explorer
2. Go to <http://qwest.conferencing.com/>
3. Log on to the conference as a participant with the following room number:

**Formula Conference Call # 2254736**

4. To join the meeting by phone, select “dial in now” to see instructions.
  - a. Dial the number **1(877) 768-0032**.
  - b. Enter the **room number** \*2254736\*
  - c. Then your 5 digit *personal identifier number (PIN)* will be provided to you on your computer screen. Please enter all digits including the \*keys. This action links your web and telephone connections.
5. Send a message to the facilitator with your name, LA number, location, and email address using the “chat box” at the bottom right hand part of your screen.
6. Plan on joining the meeting 15 minutes early if you anticipate technical difficulties.

Qwest technical support can be accessed during a conference by dialing \*10\* or 1-800 860 8000 prompt #2. Please call the formula pager if you need assistance with logging in during the conference call.

If you have any questions or require additional information, please contact Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4577, or [cathy.plyler@dshs.state.tx.us](mailto:cathy.plyler@dshs.state.tx.us), or Sandra Brown, Food/Formula Specialist, Nutrition Education/Clinic Services Unit, at (512)341-4576 or [sandra.brown@dshs.state.tx.us](mailto:sandra.brown@dshs.state.tx.us).

Attachments

## Formula Approval Form

|  |                                 |                                   |              |
|--|---------------------------------|-----------------------------------|--------------|
| Local Agency #:                                  | Clinic Site #:                  | Staff Collecting Information:     |              |
| Participant's Name:                              |                                 |                                   |              |
| DOB:   | Birth Weight:                   | If premature, weeks gestation:    |              |
|  | lbs          ounces             |                                   |              |
| Date of most recent measurement:                 | Weight:                         | Length/Height:                    |              |
|  | lbs          ounces             | inches                            |              |
| Wt-for-Length/Ht or BMI-for-Age:                 | Weight-for-Age:                 | Length-for-Age:                   |              |
|  | Adjusted for Prematurity: Y   N | Adjusted for Prematurity: Y   N   |              |
| Formula Requested:                               | Cans or Ounces Requested:       | Requested Length of Issuance:     |              |
| Formula History and Reactions:                   |                                 |                                   |              |
| Diagnosis/medical condition (signs or symptoms): |                                 |                                   |              |
| Diet Recall:                                     |                                 |                                   |              |
| Medications:                                     |                                 |                                   |              |
| Plan/Recommendations for next issuance:          |                                 | Referrals:                        |              |
| Approved Length of Issuance:                     |                                 | Expiration Date:                  |              |
| Food Package Code:                               | Formula Code:                   | If not max amount, amount issued: |              |
| Foods omitted, if applicable:                    |                                 |                                   |              |
| If formula Denied, reason(s) for denial:         |                                 | Notified Dr:                      | Y          N |
|  |                                 | Comments:                         |              |
| Name of Approving Authority:                     |                                 | Today's Date:                     |              |
| State Approval Per:                              |                                 | SA Problem #:                     |              |



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## FD 16.0 FORMULA APPROVAL POLICY 2011

Let's Get The Changes Started

## Formula Team Contact Info

- 2
- Sandy Brown, 512-341-4576
  - Cathy Plyler, 512-341-4577
  - Maricela Montoya, 512-341-4578
  - Roxanne Robison, 512-341-4579
  - Elizabeth Bruns, 512-341-4585

## Materials Needed

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1. Copy of FD 16.0: Issuance of Formulas and Nutritional Products Requiring Medical Documentation (Effective January 1, 2011)
  2. Formula Approval Documentation Form (Revised 7/2010)

## Introduction

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- Why FD 16 changed
  - What changed
  - When you can implement

## Why FD 16 changed

- 5
- To simplify the approval process
  - To decrease barriers to service

## What changed

- 6
- Prescription requirements – expanded list of acceptable forms
  - Nutritional assessment – increased **accepted time period for measurements**
  - Formula approval levels – CA's may approve all levels
  - Clarified formula approval considerations

## IMPLEMENTING THE CHANGES

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- FD 16.0 is effective January 1<sup>st</sup> 2011 and can be implemented immediately
- Monitoring begins July 2011
- Staff may follow provisions in either policy throughout January - July

## Definitions

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- Approval authority
  - Clarify current state of WCS and formula approval

## Procedures

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- Release of information section no longer on medical request form
- Clarification of "incomplete" and "verbal" prescription

## Procedures

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- Requests for formula received on non-WIC forms
  1. Hospital prescriptions
  2. HCP prescription pad
  3. Discharge papers and summaries

## Non-WIC forms must contain:

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- Name of the participant
- Name of the formula
- Amount needed per day and/or
- Authorized prescribed amount and/or supplemental foods and their amounts
- Requested length of issuance

## Non-WIC forms must contain:

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- Medical diagnosis or reasons for issuance
- Contact information of prescriptive authority
- Signature of the prescriptive authority
- Date prescription was written

### Formula requests on non-WIC forms

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- If all other information is available except “foods allowed” you may approve if:
  1. Infant is less than six months old *and*
  2. Supplemental foods are not an option during the issuance time frame

### Formula requests on non-WIC forms

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- If you cannot contact the HCP, you can approve the formula for one month, if you have the following info:
  1. Date
  2. Hospital name or other identifying info
  3. Name of formula
  4. Patient or guardian name
- Reason for issuance that can be clearly inferred (example: prematurity)

### Formula approval requirements

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- Measurements for infants and children can not exceed 30 days
- Best practice is within 7 days for infants
- Use your professional judgment
- Use date measurements were obtained for growth chart plotting

### Formula approval documentation

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- The Formula Approval Form (<http://www.dshs.state.tx.us/wichd/nut/foods-nut.shtm>) shall be used for formula approval documentation.
- A locally developed form may be substituted.

### Formula approval documentation

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- Locally developed forms should contain (at least) the following:
- Name of the appropriate LA or SA staff approving formula
  - Date the formula is approved
  - Reasons the formula is denied, if appropriate
  - Notification of denial, if applicable
  - Any additional useful information to support approval or denial of the formula

### Formula approval considerations

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- Do not change/challenge with a different formula without HCP approval
- Exempt formulas do not require contract formula challenge

### Formula approval considerations

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- Standard (non-contract) milk or soy based formulas require re-trial after the maximum of 3 months issuance.
- If no medical contraindication is given, contract formula may be provided.

### Formula approval considerations

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- Changing from **non-contract** to **contract** while still under valid prescription:
  1. Verify the change with the HCP by phone
  2. If the HCP cannot be reached, inform them of change via fax

### Formula approval considerations

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- The faxed form must include:
  1. Name and DOB
  2. Clinic name and contact information
  3. The names of the current prescribed formula and the new contract formula
  4. A signed statement indicating participant's acknowledgment of the requested change

### Formula approval considerations

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- One final month of the original formula may be provided pending any possible medical objections by the HCP

### Formula approval considerations

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- Prematurity can be assumed to be the diagnosis if the infant is <37 weeks gestation
- If a physical presence waiver is in force use the most recent measurements available

### Local agency formula approval

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- Certifying Authority may approve all levels of formula when:
  1. The prescription is complete
  2. Qualifying condition or medical reason is the same as on the formulary
  3. The prescription does not require clarification from the HCP regarding the diagnosis

## Local agency formula approval

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- If requested for a reason not found in the Texas WIC Formulary, consult with a local agency RD or state agency.

## Local agency formula approval

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- If information is missing, the appropriate local agency staff shall contact the HCP to obtain information (length of issuance, date).
- The *approval* level reverts back to that indicated on the formulary if clarification or discussion with the HCP is required.
- Note: WCS may not contact the HCP to discuss or clarify requests.

## Local agency formula approval Example

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- **Elecare (Level 3), no length of issuance**
- **Diagnosis: NEC**
  
- CA will contact doctor for length of issuance
- Once length of issuance is obtained, CA can approve formula.

## Local agency formula approval Example

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- **Elecare (Level 3), no length of issuance**
- **Diagnosis: Intolerance to Whole milk**
  
- CA will refer prescription to RD for approval and clarification with the doctor.

## State agency approval

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- Includes but is not limited to:
  1. First time metabolic requests
  2. Human milk fortifiers
  3. 24 calorie ready to use (RTU) formulas for premature infants

## When to contact the state

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- When a local RD is not available
- When prescribed formula is:
  1. Prescribed for reasons other than those listed in the formulary
  2. Formula is not listed in the formulary
  3. Formula is not described in any memos or guidelines issued by the SA
- For consultation or technical assistance

## Formula and food package issuance information

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- 6-11 months “Exempt formula only” food package (454)
  1. HCP needs to indicate formula only
  2. Bring back infants between 3-6 months of age with delay/inability to consume solids for baby food package decision
    - Premature, developmental delay, TF, etc...
- If the HCP cannot be contacted, issue the formula only food package for non-exempt/exempt formula(552)

## Metabolic formula approval

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- Use the *Texas WIC Metabolic Request for Formula/Food*- recently updated (Nov 2010)
- Diagnosis must be confirmed by a metabolic provider/geneticist on the list of recognized **metabolic centers**
- First time requests require SA approval, subsequent requests can be approved by CA (with a “perfect” RX)
- NE not required as they are followed by metabolic RD
- Do not provide individual counseling

## Concentrating formula

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- When HCP provides instructions
  - Additional approval is not required
- When WIC provides instructions
  - Document
- Contact SA for instructions for concentrating non-contract formulas

## Transfers

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- Out of state transfer who are on non-contract formula for medical reason, may issue for one month (without calling SA)
- **Contact SA if there are questions about food package assignment**

## Transfers

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- Out of state with a prescription
  - May issue up to 3 months as requested
- Local RX needed at next issuance

## Summary

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- FD 16 has been updated to simplify the approval process.
- Many sections have been expanded and clarified.
- Formula requests on non-WIC forms can be accepted under certain circumstances.
- Measurements can be accepted for up to 30 days.

## Summary

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- Certifying authorities may approve any level of formula when specified requirements are met.
- **Formula approval authorization may be expanded to some WCS staff.**
- Prescriptions from out of state transfers may be accepted for up to 3 months.

## Questions and Answers

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- For IDL, raise the red hand and wait until called upon
- For Qwest, type in the chat box
- **If you are joining by phone only, speak up when participants are removed from mute.**
- Questions may also be sent in via email later
- Answers will be summarized and posted with a memo on the web

## Future training

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- Contract and non-contract formula policy trainings to resume in February/March
- Formula approval series will be updated and will resume in March