

1.05 Chart Organization

POLICY:

This policy will set forth guidelines for the Local Agency for organization of forms within a participant's chart. The maintenance of organized charts will facilitate service to the participant, as well as chart review during the Local Agency Internal Review and State Agency Program Review.

PROCEDURE:

A. Time Line for Chart Organization

All new participant charts will be organized as they are established and all existing charts as they are used in the WIC clinic according to the guidelines in this policy.

B. Guidelines for Chart Organization

Charts will be organized in the following manner.

1. **Participant Agreement forms (WIC-05)** will be attached and in chronological order with the most recent form placed on top.
2. **Request for Proxy Forms (WIC-02)** will be attached and in chronological order with the most recent form placed on top.
3. **Prescription Formula Documentation Forms (WIC-53)** will be attached and in chronological order with the most recent form placed on top.
4. **WHO Growth Charts for Girls Birth to 24 Months, CDC Growth Chart for Girls 2 to 18 Years of Age (WIC-44), WHO Growth Charts for Boys Birth to 24 Months, CDC Growth Charts for Boys 2 to 18 Years of Age (WIC-46) and Prenatal Weight Gain Charts (WIC-60 - 63)** will be used to separate information on individuals within a family.
 - a) Infant and Child CTADs, and other documentation will be placed inside the Growth Charts in chronological order with the most recent form placed on top.
 - b) Prenatal CTADs, proof of pregnancy documentation and any other documentation will be attached to the Prenatal Weight Gain Chart in chronological order with the most recent form placed on top.
5. The order of grouped documents within the chart will be left to the discretion of the Local Agency Director as long as the above guidelines are met.