WVHIN Authorized User Assessment

The purpose of this assessment is to test your knowledge of the WVHIN and to ensure that policy and procedure is being followed prior to gaining authorized access. **You must pass this assessment with 80% or higher.**

daniel.j.pickens@wv.gov Switch account   ☁

* Indicates required question

Email *

Your email

Choose the appropriate way to label an ARHI that has been signed via Docusign. *

◯ ARHI - WV0410007323 - 02_05_2025

◯ 02/05/2025- participant name

◯ Family Number only

◯ WV0410007323

◯ ARHI-02/05/2025

When should Docusign be utilized? *

○ Every time a participant needs to sign something

○ Only for remote appointments

○ Only when face to face signatures cannot be captured

○ Both for remote appointments and when face to face signatures cannot be captured

One ARHI form is good for all participants in a family. *

○ True

○ False

When should a new ARHI form be filled out? *

○ Custody Changes (A)

○ Yearly (B)

○ When a participant leaves and returns to the WIC program (C)

○ When a participant enters into foster care (D)

○ When a participant revokes authorization (E)

○ A, C, and E

○ A and E

○ None of the Above

In which ways can a participant agree to the ARHI Agreement or decline the ARHI Declination? *

☐ Verbally

☐ Signed via Docusign

☐ Signed in the clinic

☐ There does not need to be an agreement or declination signed- any participant's information can be looked up in the WVHIN

Which report do you need to use to prioritize who needs to be looked up in the WVHIN? *

○ Detail Clinic Appt. Schedule with DOB (WV)

○ Appointment History Report

○ WV Master Calendar Exception

○ Clinic Calendar Report

A family alert must be entered for any participant that has signed an ARHI form and a RSAF. What should be included in the family alert? Please check all that apply *

☐ Title of ARHI

☐ Name of participant

☐ Date form Signed

☐ Initials of clinic staff

☐ A denotation of DocuSign

☐ All of the above

If a participant wishes to revoke authorization, what are the next steps? *

○ Have them sign a declination form and log it on tracking sheet and family alerts

○ Nothing, staff just cannot look up that particpant

○ Throw away authorization form

If a participant verbally declines authorization or verbally agrees to authorization, what *
should be done?

○ Nothing, verbal declination or authorization is good enough

○ Only gather the proper information for the tracking sheet- no form is necessary

○ Have the participant fill out the declination or authorization form and record it properly

○ Fill the form out for the participant

What does it mean when a break glass message appears? Please check all that apply. *

☐ There is not an ARHI form for the participant

☐ They are not on the most recent panel that was sent to HIN

☐ There is mismatched information and verification is needed

☐ Nothing- sometimes this just happens

How many identifiers need to be verified when looking up a participant in the WVHIN *

○ 3

○ 5

○ None

○ 1

○ 2

What is the **primary** purpose of utilizing the WVHIN? *

○ Being able to do nutrition assessments without seeing participants

○ Streamline services by collecting as much information as possible

○ Lead values

○ Hemoglobin and Heights/Weights to streamline certification

○ Gathering all medical history on participants

○ To determine if an individual is WIC eligible

How should hemoglobin and height/weight values be recorded if they are usable? *

○ On the Anthro/Lab Screen in Crossroads denoted as collected by HIN

○ Written down on a piece of paper

○ Does not need to be recorded

○ Tell the nutritionist the values that were found

How old can the hemoglobin and height and weight values be that we can use? *

◯ 90 days for hemoglobin/60 days for height and weight

◯ 30 days for both

◯ 1 year

◯ There is no limit on the values

How many years do ARHI forms need to be kept? *

◯ 6 years

◯ 2 years

◯ 8 years

◯ 3 years

◯ 5 years

Which policy covers the ARHI and RSAF forms? *

◯ 2.13

◯ 5.16

◯ 10.1

◯ 1.04

What form do the ARHI tracking and RSAF form need to be documented on? *

○ Attachment 5.16

○ Attachment 3

○ Attachment 4

○ Does not need to be documented

○ A notebook

○ Attachment 1

Which of the following needs to be included on the ARHI tracking form? *

☐ Date of authorization/declination

☐ Participant name

☐ Family number

☐ WV number

☐ Address

☐ Email if applicable

☐ RASF signed date

☐ Clinic

☐ Authorized WVHIN user initials

☐ All of the above- all should be filled out accurately

☐ None of the above- just have to keep the forms securely stored

Foster children can be looked up in the WVHIN. *

○ True

○ False

○ Foster status doesn't matter

Who do you need to contact to be able to get set up with DocuSign? *

○ Help Desk (State Agency)

○ No one, you create your own account.

○ The Quality Improvement Coordinator

○ Your Local Agency Director

What should you use when you send the email via DocuSign? *

○ Templates that are already in DocuSign

○ Contact Help Desk for the correct templates

○ Create your own email

○ No template is necessary- just upload the form and send it

What needs to go in the subject line when sending the ARHI form via DocuSign? *

◯ Nothing- just leave the subject line blank

◯ The participant's name

◯ WV WIC

◯ The WV number and ARHI

Where will you find copies of the DocuSign forms? Check all that apply. *

☐ On your DocuSign account

☐ Only the participant receives a copy

☐ A copy will be sent to the clinic staff's email

☐ It will be uploaded to the Google Shared Drive under the local agency shared drive

☐ You need to print a copy of the form before you send it to the participant

Send me a copy of my responses.

Submit   Page 1 of 1   Clear form

reCAPTCHA
Privacy Terms

This form was created inside of State of West Virginia.

Does this form look suspicious? Report

Google Forms