

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2012

Policy No. CM-1

Revised: August 1, 2014

No-Show Rate

Authority

7 CFR §246.7(b)(5)

22 MRSA §255 and §1951

10-144 CMR Chapter 286, §II.H

Policy

1. Each Local Agency shall consistently run the missed appointment follow up report generated by SPIRIT.
2. Each Local Agency shall attempt to contact participants in order to reschedule a missed appointment, giving priority to contacting pregnant women who miss their initial appointment.
3. The Local Agency shall prorate the food package benefits according to guidelines established in Policy FD-2, Food Benefit Pick-up and Transaction, when participants miss appointments or pick up food instruments late.
4. Participants who miss an appointment without an explanation (“no-show”) and do not attempt to reschedule any appointments for a period of one (1) month shall be automatically terminated from the program.
5. The recommended no-show or missed appointment rate is 30% or less.

Procedures

1. The Local Agency shall attempt to contact, by telephone, text message or mail, any applicant or participant who misses an appointment, and inquire if she/he wishes to reschedule the appointment.
 - 1.1 The local agency shall attempt to notify pregnant women who miss their initial appointment within ten (10) days of the missed appointment.
 - 1.2 Missed appointment text messages will be automatically sent to participants the day following the missed appointment.

- 1.3 All other participants or applicants shall be contacted by phone, text message, internet, and/or mail within fifteen (15) days.
2. Participants who are terminated from the program as a result of missing or “no-showing” may reapply at any time.
3. Local agencies shall have a process for following up with participants who miss appointments.
 - 3.1 The state agency shall monitor the no show process and rates at the Management Evaluation Review (MER).
 - 3.2 In preparation for the MER, each local agency shall collect the no-show rate for one week out of every month and submit the annual numbers to the State Agency at the time of the review (full MER and off-year MER).
 - 3.3 No-show rates shall be reported for the local agency and for each site (main and satellite).
 - 3.4 The no-show or missed appointment rate is calculated as the number of individual appointments that are missed in the day divided by the total number of individual appointments.
 - 3.5 Notes should be taken if, during the collection week, there are extenuating circumstance that may affect the no-show rate, including but not limited to:
 - Inclement weather
 - Disasters, natural or man-made
 - Unexpected staff shortage, due to illness or vacancies
 - Unexpected agency closures