

# MI-WIC POLICY

## *Nutrition Services*

### 5.0 Nutrition Services

*Effective Date: 11/06/14*

### 5.07 Documentation of Nutrition Education

**PURPOSE:** Nutrition education documentation supports the elements and process of effective nutrition education for the client's benefit and ongoing support. The overall goal is to capture a complete picture of the client's WIC nutrition education in a manner that is easy to retrieve and review, enabling staff to follow-up and build upon previous education.

#### A. POLICY

1. Local agencies must document each nutrition education contact offered, planned, and provided for each client in MI-WIC. For agencies who do not schedule nutrition education appointments for clients planning to complete a self-directed or wichealth.org module, the Nutrition Education Plan constitutes the offer.
2. The Eligibility Explanation must be documented at the certification/recertification (CERT/RECERT) visit.
3. **Certification/recertification and Infant/child Evaluation** Appointments – (See Exhibit 5.07A, Nutrition Education (NE) Documentation Grid). Documentation of nutrition education must include:
  - a. Follow up of previous WIC nutrition education at Recertification and Infant/Child Evaluations. (NE Pop-up screen: Note, Date Achieved. Documentation of behavior change is encouraged. See Policies 5.03, Nutrition Education at Certification/Recertification and 5.04, Nutrition Education at Infant/Child Evaluation Appointments.)
  - b. Nutrition education provided: date, topic(s), method, provider, initials, evaluation, and client's selected behavior change. Document in Notes if client selects an alternate behavior change that is not listed in MI-WIC. *Best practice:* Documentation of client's stage and any additional notes is encouraged.
  - c. The next Nutrition Education Plan topic and method agreed upon by the client and staff.
4. For individual care plan (ICP) documentation requirements, see Policy 5.06, Required Services for High Risk Clients.
5. **Interim Nutrition Education** documentation of requirements (See Policy 5.05, Interim Nutrition Education, Client Feedback and Support and Exhibit 5.07A, Nutrition Education Documentation Grid):
  - a. Internet (wichealth.org) lesson completion is automatically recorded in MI-WIC for all enrolled family members. When Internet education is reviewed with the client following the lesson, the initials and evaluation of the staff answering the questions must be entered. Notes addressing client questions are encouraged.
  - b. For individual, self-directed education (education mall and take-home lessons), or group nutrition education, documentation must include: date, topic(s), method, provider, initials, and evaluation. Documentation of client's stage and any additional notes is encouraged. The nutrition education is recorded using the staff

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member's initials that hosted the education or reviewed the evaluation with the client. Notes addressing client questions are encouraged.

- c. For group classes, document each client's attendance and evaluation in the MI-WIC Classes screen. MI-WIC automatically records date, topic, and provider in the NE grid.
6. Documentation of NE appointments, including refusals and missed appointments:
  - a. The MI-WIC system automatically records attended and unattended nutrition education appointments and notifies clients to reschedule missed appointments.
  - b. Refusal to participate in nutrition education or counseling must be documented in the client's record. (See Policy 5.06, Required Services for High Risk Clients and Exhibit 5.07A, Nutrition Education Documentation Grid)
7. Breastfeeding education provided by telephone that contains the components of nutrition education must be documented on the Breastfeeding Assessment/Contact History or the Nutrition Education screen/pop-up. (See Policy 4.01, Breastfeeding Promotion, Protection and Support.)
8. Support group meetings and non-breastfeeding telephone contacts may be documented, yet do not count as a nutrition education contact.
9. For counseling, the RD must document the ICP and the nutrition education provided on the NE pop-up screen and, if desired, may update the Nutrition Education Plan (See Policy 5.06, Required Services for High Risk Clients).

### **B. GUIDANCE**

1. Nutrition education provided outside of the clinic or by non-WIC nutrition providers (e.g. Project FRESH class, MIHP, MSUE, etc.) can be documented on a local agency nutrition education documentation form. Completed nutrition education documentation forms must be logged into MI-WIC and then shredded. (See Policy 5.08, Nutrition Education Collaboration).
2. If a nutrition education topic does not exist in MI-WIC for a nutrition topic offered, the local agency should select the most closely related topic.

#### Reference:

Federal Regulations 246.11(e)  
USDA WIC Policy Memo 2008-4, WIC Nutrition Services Documentation, July 3, 2008

#### Cross Reference:

4.01 Breastfeeding Promotion, Protection and Support  
5.03 Nutrition Education at Certification/Recertification Appointments  
5.04 Nutrition Education at Infant/Child Evaluation Appointments  
5.05 Interim Nutrition Education, Client Feedback and Support  
5.06 Required Services for High Risk Clients  
5.08 Nutrition Education Collaboration

#### Exhibits:

5.07A Nutrition Education Documentation Grid