

# **MI-WIC POLICY**

## ***Nutrition Services***

5.0 Nutrition Services

*Effective Date: 8/14/09*

5.03 Documentation of Nutrition Services

**PURPOSE:** The local agency shall document the nutrition education and counseling given, offered or planned for each client (Fed. Reg. 246.11). According to USDA, the overall goal is to be able to retrieve an individual's nutrition services record as needed. Nutrition services documentation not only fulfills the requirements of the federal regulations, it may also assist in follow-up of previous, and planned for future nutrition services contacts by the CPA and nutrition education staff, or counseling by the Registered Dietitian.

### **A. POLICY**

1. Local agencies shall document each nutrition education contact offered, provided or planned for each client. Support group meetings and telephone contacts may be documented, but do not count as a nutrition education contact, with the exception of breastfeeding telephone education that contains the components of nutrition education (Refer to Policy 5.01, Content of Nutrition Education).
2. Documentation shall occur following each nutrition education contact. (See guidance below)
3. Should a client refuse or be unable to attend or participate in nutrition education, the local agency shall document this fact in the client's record for purposes of further education efforts and for monitoring purposes. Documentation of no-shows and refusals for individual or group nutrition education sessions, hospital visits and home visits demonstrate that nutrition education was offered.

**NOTE:** If an agency should cancel a nutrition education session for any reason, the contact should not be recorded as offered. The cancellation of the session may be documented as a note in the client record.

4. Documentation shall include the Date, Method, Provider, Provider Initials and Evaluation. Refusals for a planned education or counseling should be documented using "Refused" as the Evaluation. Documentation may also include the Stage of Change, Behavior Change planned, Stage Movement, Date Achieved and other Notes. For the documentation choices of the various required and suggested nutrition education data, refer to Exhibit 5.03A.
5. At each certification, the Nutrition Education Plan shall be documented as the planned Future Visit Method and Topic for the certification period.
6. Care Plan documentation by the Registered Dietitian, for high-risk clients or other clients for which counseling and a Care Plan is requested, shall include Subjective data, Assessments determined and Plan details, and documentation of Date, Method, Topic(s), Provider, Provider Initials, Stage, Behavior Change planned, Stage Movement, Date Achieved and other Notes.

The Registered Dietitian will document when the Care Plan is Complete or if a Care Plan is Not Needed.

The Registered Dietitian or CPA shall document follow-ups after the initial Care Plan has been created. (Refer to Policy 5.02, Required Services for Nutrition High Risk Clients).

### **B. GUIDANCE**

1. Documentation following each nutrition education contact: When nutrition education is provided outside of the clinic (i.e. A Project FRESH class) or by a non-WIC nutrition provider (e.g. MIHP Nutritionist, MSU Nutrition Instructor, etc.) to a WIC client, the contact may be documented on a local agency nutrition education documentation form. Completed local agency nutrition education documentation forms should be returned to the local WIC agency for data entry into the MI-WIC system and then shredded.
2. If a nutrition education topic does not exist in the MI-WIC system for a nutrition topic offered, the local agency should select the most closely related topic and document any specific characteristics of the education in the Notes section of the client record.

#### Reference:

Federal Regulations 246.11(e)

#### Cross Reference:

5.01 Content of Nutrition Education  
5.02 Required Services for Nutritional High Risk Clients  
1.07 Local Agency Staffing

#### Exhibits:

5.03A Documentation of Nutrition Education Data – Exhibit A