PURPOSE: Nutrition education (NE) documentation reflects what was provided during a nutrition education contact. This supports continuity of care by enabling staff to follow-up and support previous nutrition education.

A. POLICY

1. Local agencies must document each nutrition education contact offered, planned, and provided for each client in MI-WIC. Documentation in the Nutrition Education Plan constitutes an offer.

2. The WIC Program Explanation must be documented at the certification/recertification appointment (CERT/RECERT).

3. Certification/Recertification Documentation
   a. CPAs must provide nutrition education.
      i. Documentation must include Date, Topic, Method, and Behavior Change/Goal. If choosing ‘Other’ in Behavior Change/Goal, document the chosen behavior change/goal.
   b. CPAs must document the Date and Method agreed upon by the client and staff in the NE Plan for the Current Certification Period.
   c. At recertification, CPAs must follow-up on previous nutrition education prior to providing new nutrition education.
      i. Documentation must include Follow-up Date, Follow-up Initials, and Evaluation on the NE Pop-up screen. Use Note for any additional comments/documentation. (See Policy 5.03, Nutrition Education at Certification/Recertification)

4. Interim Nutrition Education Documentation (See Policy 5.01, Nutrition Services Overview, 5.02, Nutrition Education Contacts, and Exhibit 5.05A, Nutrition Education Documentation Grid.)
   a. Internet (wichealth.org) education completion is automatically documented in MI-WIC for all enrolled family members. If not auto-populated, documentation must include Date, Topic, Method, and Behavior Change/Goal Note.
   b. For individual education (face-to-face), documentation must include Date, Topic, Method, and Behavior Change/Goal.
   c. For self-directed education (education mall and take-home lessons), documentation must include Date, Topic, and Method. Document Behavior Change/Goal when appropriate (by a CPA).
   d. For group education, documentation must include Date, Topic, and Method.
      i. Document each client’s attendance in the MI-WIC Classes screen. MI-WIC automatically records date, topic, and method in the NE grid.
   e. Nutrition education provided by non-WIC health care professionals must be documented on the Nutrition Education Pop-Up screen.
      i. Individual nutrition education: Non-WIC health care professionals providing nutrition education must provide written documentation to the local agency that includes date of service, provider name and program, and a brief summary of the visit. The local agency must document Date and
Method on the Nutrition Education Pop-up screen, choose “Other” for Behavior Change/Goal, then summarize the written documentation in the Behavior Change/Goal Notes column. (See Policy 5.02, Nutrition Education Contacts)

ii. Group nutrition education: The local agency must document by scheduling a group class or document as individual nutrition education, as stated above.

f. 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.)

5. **Infant/Child Evaluation** Documentation
   
a. CPAs must follow-up on previous nutrition education prior to providing new nutrition education.
   
i. Documentation must include Follow-up Date, Follow-up Initials, and Evaluation on the NE Pop-up screen. Use Note for any additional comments/documentation. (See Policy 5.04, Nutrition Education at Infant/Child Evaluation Appointments.)

   b. CPAs must provide nutrition education.
      
i. Documentation must include Date, Topic, Method, and Behavior Change/Goal. If choosing ‘Other’ in Behavior Change/Goal, document the chosen behavior change/goal.
   
c. CPAs must document the Date and Method agreed upon by the client and staff in the NE Plan for the Current Certification Period.

6. **High Risk Nutrition Counseling** Documentation (See Policy 5.06, Nutrition Services for High Risk Clients.)
   
a. Nutrition education must be documented in the Nutrition Education pop-up screen. If not auto-populated, documentation must include Date, Topic, Method, and Behavior Change/Goal.
      
i. The Registered Dietitian (RD) may update the NE Plan for the Current Certification Period, as appropriate.
   
b. RD must document in the High Risk Care Plan screen.

7. Refusal to participate in nutrition education or counseling must be documented in the client’s record. (See Policy 5.06, Nutrition Services for High Risk Clients and Exhibit 5.05A, Nutrition Education Documentation Grid)

Reference:

Federal Regulations 246.11(e)


WIC Nutrition Services Standards, USDA, FNS, August, 2013

Cross Reference:

4.01 Breastfeeding Promotion, Protection and Support
5.01 Nutrition Education Overview
5.02 Nutrition Education Contacts
5.03 Nutrition Education at Certification/Recertification Appointments
5.04 Nutrition Education at Infant/Child Evaluation Appointments
5.05 Nutrition Education Collaboration
5.06 Nutrition Services for High Risk Clients

Exhibits: