

WIC Clinic Annual Review Tool

Clinic _____

Reviewed by _____

Date _____

Clinic Facility/appointments/equipment/logs

Indicator/Criteria

1. Clinic and waiting area clean?	Y	N	6.2f
2. "...And Justice for All" poster displayed prominently?	Y	N	2.1a
3. Are they safe? (Covered outlets, no sharp edges, toys are large enough)	Y	N	6.2f
4. Diaper changing close by w/handwashing facilities?	Y	N	6.2f
5. Handicap accessible?	Y	N	2.1f
6. Privacy for:			
Intake	Y	N	2.3b
Medical History/Counseling (w/ CPA)	Y	N	2.3b
7. Breastfeeding Friendly?			
• Separate space for infant feeding (if desired)?	Y	N	6.5a
• Encourage breastfeeding anywhere in the clinic?	Y	N	
• Education & promotion materials?	Y	N	
8. Appointments Available			
High Priority within 10 days	Y	N	5.2a
All Others within 20 days	Y	N	5.2a
NCRD with 30 days	Y	N	3.1h
Integrated Service Delivery Referrals contacted	Y	N	5.2a
9. Anthropometric Equipment			
Cleaned daily?	Y	N	Cert Observation
Accurately weighs and measures?	Y	N	
Calibrated in past year? Date _____	Y	N	
10. Laboratory			
Handwashing facilities?	Y	N	Cert Observation
Daily HGB logs completed?	Y	N	
Hemocue Quality control Logs completed weekly?	Y	N	

11. Returned Formula

Formula locked up, Maintained accurate logs,

Formula examined for disposal/donation? Y N 7.4 a,b,c

Donation file with all documents? Y N 7.4c

12. EBT Cards

All cards secure? Y N Recordkeeping

All logs maintained? Y N

Issuance Forms completed and maintained? Y N

Monthly inventory of all non-daily cards? Y N

- Documented on Daily inventory log or other log? Y N

13. Voter Registration

Are all clients asked at cert/recert/address change? Y N 5.4d

Registration Forms sent to county/twnsp Clerk weekly? Y N 5.4d

Declination Forms retained for 24 months? Y N 5.4d

14. Breast Pumps (see pg 9 Record Review)

Inventory up to date? Y N 9.1a

Overdue pumps monitored and documented monthly? Y N 9.1a

Releases signed for all pumps? Y N 9.1a

Receipts signed & received for multiuser pumps? Y N 9.1a

15. Certification

- Use Clerk/Tech Observation Tool for each staff
- Use CPA Observation Tool for each staff
- Complete Record Review from varied staff

16. Other

-Complete reports as required or needed per previous ME CAP. Use Record Review Tool as an overview.

Issues to Follow-up: