

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?			
• Chairs w/ Arms or room?	Y	N	6.5a
• Do all staff encourage breastfeeding?	Y	N	
• Posters?	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			
<ul style="list-style-type: none"> • 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: