

MI-WIC POLICY

Nutrition Services

5.0 Nutrition Services

Effective Date: 9/9/2024

5.05 Nutrition Education Documentation

Implementation Date: 10/21/2024

PURPOSE: Provides documentation requirements for nutrition education provided during a nutrition education contact.

A. POLICY

1. Local agencies must document each nutrition education contact offered and provided in the client record. Scheduling a future appointment or documenting a next planned nutrition education method constitutes an offer.
2. The WIC Program Explanation must be documented in the client record at the certification/recertification appointment.
3. Certification/Recertification Documentation (See Policy 5.03, Nutrition Education at Certification/Recertification and Exhibit 5.05A, Nutrition Education Documentation Grid.)
 - a. CPAs must offer/provide nutrition education (NE).
 - 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 Planned NE Method selected with the client.
 - i. Documentation must include Date and Method.
 - c. At recertification, CPAs must follow-up on previous NE prior to providing new NE.
 - i. Documentation must include Follow-up Date, Follow-up Initials, and Evaluation. Use Note column for any additional comments/documentation.
4. Interim Nutrition Education Documentation (See Policies 5.01, Nutrition Services Overview, and 5.02, Nutrition Education Contacts, and Exhibit 5.05A, Nutrition Education Documentation Grid.)
 - a. Internet (wichealth.org) education completion is automatically documented for all enrolled family members. If not auto-populated, documentation must include Date, Topic, Method, and Behavior Change/Goal Note.
 - b. For individual education, 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 then automatically documents Date, Topic, and Method.
 - e. NE provided by non-WIC health care professionals must be documented. (See Policy 5.02, Nutrition Education Contacts)
 - i. Individual: Non-WIC health care professionals providing NE must provide written documentation to the local agency that includes date of service,

- provider name and program, and a summary of the visit. The local agency must document Date and Method, choose “Other” for Behavior Change/Goal, then summarize the written documentation in the Behavior Change/Goal Notes column.
- ii. Group: The local agency must document by scheduling a group class or document as individual education, as stated above.
 - f. Breastfeeding education must be documented on the Breastfeeding Support/Contact History or the NE screen. (See Policy 4.02, Client Breastfeeding Education.)
5. Mid-Certification Health Evaluation Documentation (See Policy 5.04, Nutrition Education at Mid-Certification Health Evaluation Appointments, and Exhibit 5.05A, Nutrition Education Documentation Grid.)
- a. CPAs must follow-up on previous NE prior to providing new NE.
 - i. Documentation must include Follow-up Date, Follow-up Initials, and Evaluation. Use Note column for any additional comments/documentation.
 - b. CPAs must offer/provide NE.
 - 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 Planned NE Method selected with the client.
 - i. Documentation must include Date and Method.
6. High Risk Nutrition Counseling Documentation (See Policy 5.06, Nutrition Services for High Risk Clients, and Exhibit 5.05A, Nutrition Education Documentation Grid.)
- a. The Registered Dietitian (RD) must document in the High Risk Care Plan screen, which includes the NE offered/provided.
 - b. NE will auto-populate to the NE screen. If not auto-populated, documentation must include Date, Topic, Method, and Behavior Change/Goal.
 - i. The RD may update the Planned NE Method, as appropriate.
7. Refusal to participate in NE must be documented in the client’s record.

Reference:

Federal Regulations 246.11(e)
USDA WIC Policy Memo 2008-4, WIC Nutrition Services Documentation, July 3, 2008
WIC Nutrition Services Standards, USDA, FNS, August, 2013

Cross Reference:

- 4.02 Client Breastfeeding Education
- 5.01 Nutrition Education Overview
- 5.02 Nutrition Education Contacts
- 5.03 Nutrition Education at Certification/Recertification Appointments
- 5.04 Nutrition Education at Mid-Certification Health Evaluation Appointments
- 5.05 Nutrition Education Collaboration
- 5.06 Nutrition Services for High Risk Clients

Exhibits:

- 5.05A Nutrition Education Documentation Grid