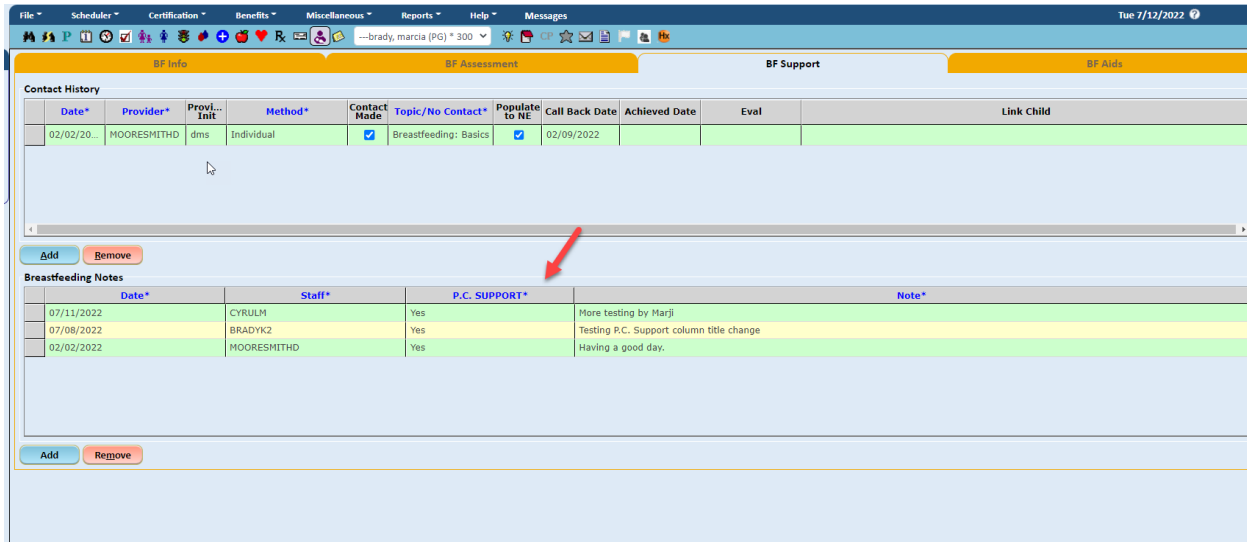


# Documentation on the Breastfeeding Support Tab



## DOCUMENTATION ON CONTACT HISTORY GRID:

Use the contact history grid to schedule call backs and link populate to NE.

**Method:** Select the applicable method. However, Individual, Group/Class, Counseling, Education Mall and Phone are the only methods able to populate to NE.

**Contact Made:** Only check this box if there is two-way communication taking place with a client. *The client needs to respond.*

**Populate to NE:** This feature was added to capture breastfeeding education which could be counted as nutrition education. When selected, applicable information (Provider, Method, Topic) will populate to the Nutrition Education screen with a breastfeeding symbol. Completing this will assist in documenting required four nutrition education contacts during the certification period for clients.

[MI-WIC Policy 5.01a](#) Nutrition Education Definitions

**Nutrition Education (NE)**– Nutrition education is the process of instructing or training clients in a skill or to impart knowledge to help clients voluntarily manage or modify their lifestyle choices to maintain or improve their health.

**Call Back Date:** Enter the call back date as a reminder on when to follow up with a client, for example, a follow-up on a multi-use breast pump.

**Achieved Date:** It is not required for BF staff to select this option. However, inputting an achieved date, removes the client from the call back list. (See Link Child section)

**Eval:** It is not required for BF staff to select this option. It is for NE documentation only.

**Link Child:** The “link to child” button is to be used when staff want nutrition (breastfeeding) education for the BF client to be documented on the child’s NE documentation grid. "Linking to child" prevents staff from needing to manually go in and record the education on the child’s grid. If the entry contains a call back date and the "link to child" button is selected, both clients (parent and baby) will show up on the Call Back Report. Once the client has been called, staff need to enter a value in the "Achieved Date" column of the Contact History grid. Once this is done, the name will no longer appear on the Call Back list. Since checking the "Link to Child" button causes everything to be duplicated on both screens, entering the achieved date on the parent's screen replicates the info on the child's screen.

### DOCUMENTATION ON BREASTFEEDING NOTES GRID:

Every attempted or actual contact made as part of required follow-up (per policy 4.02) and during infant milestones/other critical times (e.g., 2 weeks, 6 weeks, returning to work, 6 months) with a client should be documented on the **Breastfeeding Notes** grid.

### PC Support: When should this box be checked?

Select “yes” anytime a peer attempts to or actually contacts a client. It does not matter if the client responds back to the peer. An outgoing communication still counts as PC contact.

Select “no” if the call/text/email is sent by other WIC staff (CPAs, lactation consultants, dietitians).

### Reports

State and LA staff are able to run a report that details the support your peers provide to families. Here are the steps to do that:

1. In the Clinic module, select Reports > Breastfeeding > Peer Counselor Client Contacts.
2. Select your Local Agency and desired date range.
3. Click Run Report.

