

MI-WIC POLICY

Nutrition Services

5.0 Nutrition Services

Effective Date: 06/10/2020

5.05 Nutrition Education Documentation

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 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, 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 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 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 must be documented on the Breastfeeding Support/Contact History or the Nutrition Education screen. (See Policy 4.02, Client Breastfeeding Education.)
- 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 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 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)
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 Infant/Child Evaluation Appointments
5.05 Nutrition Education Collaboration
5.06 Nutrition Services for High Risk Clients

Exhibits:

5.05A Nutrition Education Documentation Grid