

WIC CPA Observation Tool

Staff:											
Reviewer:	Date:										
Client Category:											
Family Number:											
NUTRITION ASSESSMENT/EDUCATION:											
Are laboratory tests and IMMs status reviewed?	+	-	NA		+	-	NA		+	-	NA
-PG women informed of flu & 3 rd trimester Tdap?	+	-	NA		+	-	NA		+	-	NA
Are all health and nutrition questions asked?	+	-	NA		+	-	NA		+	-	NA
Is the Medical Conditions & Illnesses list reviewed with the client?	+	-	NA		+	-	NA		+	-	NA
Child assessed using the mid-cert Eval screen?	+	-	NA		+	-	NA		+	-	NA
Are all applicable risk criteria assigned?	+	-	NA		+	-	NA		+	-	NA
Is the WIC Program Explanation provided?	+	-	NA		+	-	NA		+	-	NA
Is the NE Plan reviewed with client?	+	-	NA		+	-	NA		+	-	NA
CLIENT CENTERED SERVICES:											
Are client concerns, knowledge, readiness for change explored?	+	-	NA		+	-	NA		+	-	NA
Was the client actively involved in the encounter?	+	-	NA		+	-	NA		+	-	NA
Are nutrition education topics discussed based on client concerns?	+	-	NA		+	-	NA		+	-	NA
Is the previous NE topic reviewed?	+	-	NA		+	-	NA		+	-	NA
Is this documented?	+	-	NA		+	-	NA		+	-	NA
Was encounter friendly, supportive, accommodating, respectful, welcoming?	+	-	NA		+	-	NA		+	-	NA
Was encounter positive, based on health outcomes, not deficiencies?	+	-	NA		+	-	NA		+	-	NA
USDA REQUIRED:											
Is breastfeeding discussed and encouraged with ALL pregnant clients? Are breastfeeding women encouraged to cont breastfeeding? (PG, BP, BE)	+	-	NA		+	-	NA		+	-	NA
Is the importance of regular health care and keeping referral appointments discussed? (ALL)	+	-	NA		+	-	NA		+	-	NA
Is 'new client packet' distributed to NEW clients (and new babies)? (w/List of local resources for drug/substance abuse, etc.)	+	-	NA		+	-	NA		+	-	NA

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REQUIRED REFERRALS:											
Are Imms referrals made and/or Imms provided?	+	-	NA		+	-	NA		+	-	NA
Are high risk clients referred to the RD?	+	-	NA		+	-	NA		+	-	NA
Are clients with no insurance referred to MA?	+	-	NA		+	-	NA		+	-	NA
Are PG and BE and BP clients referred to the Breastfeeding Peer? Additional breastfeeding support (IBCLC) referrals made as needed?	+	-	NA		+	-	NA		+	-	NA
Are PG and IBE/IBP/IFF clients referred to MIHP?	+	-	NA		+	-	NA		+	-	NA
Are other referrals to community resources made and documented (as applicable) ? - Family Planning (BE/BP/NPP) - Dental, Doctor, SNAP - ISD, Early On, Head Start, Lead (ALL)	+	-	NA		+	-	NA		+	-	NA
BREASTFEEDING (PG, BE/IBE, BP/IBP):											
Is breastfeeding progress assessed and support provided? (PG and BE/IBE and BP/IBP)	+	-	NA		+	-	NA		+	-	NA
Are partially breastfeeding mothers asked how much formula they are using and prescribed no more than what they are currently using?	+	-	NA		+	-	NA		+	-	NA
Are breastfeeding mothers w problems/concerns referred to appropriate Breastfeeding staff?	+	-	NA		+	-	NA		+	-	NA
Are the breastfeeding statistics updated? (I & C)	+	-	NA		+	-	NA		+	-	NA
FOOD PACKAGES:											
Are food packages assigned based on clients needs and preferences?	+	-	NA		+	-	NA		+	-	NA
Are "no food benefits" pkg assigned to IBE clients?	+	-	NA		+	-	NA		+	-	NA
Are food packages explained to the client?	+	-	NA		+	-	NA		+	-	NA
ALERTS/SCHEDULING/PRINTING:											
Are alerts checked and addressed with client?	+	-	NA		+	-	NA		+	-	NA
Is next appt discussed with client?	+	-	NA		+	-	NA		+	-	NA
Documents printed and provided to client? -Client Agreement (New) -Vendor List (New) - VOC - NE Plan - Shopping List - Referral Letter (Opt)	+	-	NA		+	-	NA		+	-	NA
Comments: 1	2					3					