

Subject: Nutrition Education Requirements

Item: Documentation of Nutrition Education Contacts

PURPOSE:

To outline the procedures local agencies (LAs) are to follow when documenting participant nutrition education in WIC management information system (WIC MIS).

POLICY:

- I. Qualified staff must document individual NEC in the WIC MIS “Individual Nutrition Education Plan” (INEP).
 - A. Qualified staff must:
 1. Place a “Y” (yes) by the “Addressed” risk(s) shown in the “Indicators of Nutritional Need” field covered in the contact.
 2. Document participant’s understanding of the nutrition education received and/or behavior changes made in “Notes” and “Participant chooses to”.
 3. Document the “Follow-up Plan” to inform coworkers of next step (what and when; and why, if needed). Examples include:
 - a. “WNA F/U & Group classes okay – RD F/U if weight still low”
 - b. “RD/DN F/U on __ topic at next certification”
 - c. “No RD/DN F/U needed”
 - d. “F/U with RD/DN in 3 to 6 months for __ topic”
 4. Appropriately document Breastfeeding Plans and/or Infant Feeding field.
 5. Place a “Y” (yes) next to the appropriate contact code in the participant’s “Document Nutrition Education Contacts” screen so that the contact is retained in the “Nutrition Education History” screen; and
 6. When the participant is unable to attend or complete the nutrition education appointment, an “R” (refused) code must be documented in the “Document Nutrition Education Contacts” screen.
 - II. Staff must document group NEC in the “Document Nutrition Education Contacts” screen.
 - III. Staff must retain for program review purposes all class outlines for a period of two years from the LA’s prior program evaluation.
 - IV. Staff must use the standardized abbreviations from the *California WIC Standard Abbreviations* (WPPM Appendix 1000-60) when documenting information in WIC MIS. LA may develop abbreviations for names of healthcare providers or referral
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programs unique to their agency or community. This allows for effective and efficient documentation of nutrition services rendered and enhances quality communication among LA staff or other agencies.

DEFINITIONS:

Qualified staff – includes the Registered Dietitian (RD), Registration Eligible Nutritionist (REN), Dietetic Technician Registered (DTR), Degreed Nutritionist (DN), Master Degreed Nutritionist (MDN), WIC Nutrition Assistant, (WNA), Registered Nurse (RN), Physician Assistant (PA) and Physician (MD). (WPPM 130-00)

Nutrition Professional – Registered Dietitian (RD), Registration Eligible Nutritionist (REN), Dietetic Technician, Registered (DTR), Degreed Nutritionist (DN), Master Degreed Nutritionist (MDN).

Group NEC – Nutrition education using a class outline or script directed to one or more persons. Electronic contacts must be documented as a group contact in WIC MIS. Telephone contacts may be documented as either group or individual contacts in WIC MIS.

AUTHORITY:

[7 CFR §246.11\(a\)\(1\) and \(2\), \(b\), \(d\)\(1\), \(e\)\(1\) through \(5\)](#)

WRO 805-F Nutrition Education Guidance, January 2006

WRO 805-G Nutrition Services Documentation, July 2008

[WIC Nutrition Services Standards: Standard 10B](#)

[Value Enhanced Nutrition Assessment \(VENA\)](#)