

SECTION: NUTRITION EDUCATION

SUBJECT: Nutrition Education Requirements

ITEM: Documentation of Nutrition Education Contacts (NEC)

Policy

Qualified staff shall document all provided nutrition education in the participant's Integrated Statewide Information System (ISIS) record.

Required Procedures

- I. Qualified staff shall document individual NEC in the ISIS *Individual Nutrition Education Plan (INEP)*. Documentation of progress is necessary to maintain effective communication with staff and to provide supportive continuity of care in helping participants reach their goals.
 - A. Qualified staff shall:
 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):
 - "WNA F/U & Group classes okay – RD F/U if weight still low"
 - "RD/DN F/U on ___ topic at next certification" (specifically what to F/U)
 - "No RD/DN F/U needed"
 - "F/U with RD/DN in 3 to 6 months for ___ topic" (specifically what to F/U)
 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 shall be documented in the *Document Nutrition Education Contacts* screen.

- II. Staff shall document group NEC in the *Document Nutrition Education Contacts* screen.
- III. Staff shall retain for program review purposes all class outlines for a period of two years from the LA's prior program evaluation.
- IV. Staff shall use the standardized abbreviations from the *California WIC Standard Abbreviations (WPM Appendix 1000-60)* when documenting information in ISIS. LA may develop abbreviations for names of healthcare providers or referral 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). (WPM 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 utilizing a class outline or script directed to one or more persons. Electronic contacts shall be documented as a group contact in ISIS. Telephone contacts may be documented as either group or individual contacts in ISIS.

Authority

7 CFR 246.11 (a) (1) (2), (b), (d) (1), (e) (1-5)

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 \(VENA\)](#): Introduction, VENA Process