



## Staff Tool: Required Documentation at Nutrition Education Contacts



**Table:** The following table lists the required documentation for Nutrition Education Contacts.

Contact	Nutrition Topic	Care Plan Note	Goal Setting Conversation
Initial Certification	✘	✘	✘
Subsequent Certification	✘	✘	✘
PE-Complete Assessment	✘	✘	✘
Mid-Cert Health Assessment	✘ Mid Cert HA Completed + Topics discussed	✘	Follow-up if a goal was set
Nutrition Education - Individual	✘	✘	Follow-up if a goal was set
Nutrition Education – Group Class	✘		
Nutrition Education – Online Nutrition Education (WIChealth.org)	✘		
Nutrition Education - High Risk	✘ HRCP Completed + Topics discussed	✘	✘
Breastfeeding Review	✘ Breastfeeding Review + Topics discussed	✘	✘

Write a note in the **Individual Care Plan** for all **nutrition education contacts** except group classes and online nutrition education.

### Breastfeeding Review:

- Document the Breastfeeding Review (BFR) in the Family Care Plan.
- If the BFR counts as a nutrition education contact, copy and paste the note in the Individual Care Plan(s).
  - The BFR may count as a nutrition education contact for both the breastfeeding participant and the infant.
  - Nutrition education contacts may only be provided by WIC staff, not peer counselors.

**Group Class:** Keep the group class lesson plan or facilitated discussion guide on file for 4 years.



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