

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH-WIC PROGRAM

WIC Program Nutrition Services Documentation Guidance

Local Agency Resource

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Updated for CT-WIC March 2016, Reviewed December 2022**

To the user:

This document was created to fulfill several purposes for local and State WIC staff. First and foremost, it was developed as a training tool to reinforce information provided by management during on-site training of new nutrition staff. For new and veteran nutrition staff alike, it is meant to be used as a quick reference to suggest appropriate topics of nutrition education for categories of participants and provide direction for completing documentation of appointments.

Another primary feature was to improve consistency of documentation location and content within each agency and Statewide. Setting clear expectations for local agency chart audits and State agency monitoring visits will allow for more objective quality assurance processes. Lastly, it has the potential to identify future training topics, complementary to nutrition issues that interest staff.

The document has been organized into category of participant and visit type. Within each visit type: Certification topics, Additional topics (if appropriate)/referrals and Documentation have been identified to organize the large amount of information in a meaningful and efficient manner, reducing redundancy of both nutrition education and documentation. Additionally, the reason for [frequency of follow-up should be documented i.e., days, weeks, 1, 2 or 3 months this provides insight into what the original or “certifying” professional planned as part of the assessment.](#) (See below for [CT-WIC screen shots for documentation of visits](#))

The intent is to track behavior change based on the nutrition education provided; and to improve the continuity of care provided to participants at subsequent visits.

Selected Record
 CLOUD, LIGHT
 Cat: PG (female) PC
 ID: 301 043 016
 DOB: 3/22/2002
 Age: 20 yrs, 9 mos
 Weeks: 34
 Cert: 10/23/22 - 04/12/23
 BVT:
 Status: Active
 Phone: (860) 625-6325

Nutrition Education

Date	* Method	* Topic	Note	Draft	User ID
11/15/2022	Secondary Individual	BF Support	Test note 2.	<input type="checkbox"/>	BEAULIEUP
10/23/2022	Primary Individual	BF Expression/Storage	Test note 1	<input type="checkbox"/>	BEAULIEUP

Buttons: Add, Remove, SOAP, Save, Cancel, Next

Version: 3.7.0.19 | BEAULIEUP | 980101 Pearson Clinic | CTWIC-PRODUCTI...

CT-WIC Clinic Module, Nutrition Education Screen

*** Method**

- Primary Individual
- Secondary Individual
- Primary Group
- Secondary Group
- Secondary Online
- Secondary Phone

CT-WIC Clinic Module, Nutrition Education Screen, Method Dropdown

Connecticut WIC
 Selected Record
 CLOUD, LIGHT
 Cat: PG (female) PC
 ID: 301 043 016
 DOB: 3/22/2002
 Age: 20 yrs, 9 mos
 Weeks: 34
 Cert: 10/23/22 - 04/12/23
 BVT:
 Status: Active
 Phone: (860) 625-6325

Scheduling Tasks
 Guided Script
 Notes and Alerts
 Notes
 Alerts
 Logoff

File - Scheduler - Certification - Benefits - Miscellaneous - Reports - Help - Messages - Thu 1/19/2023
 ---CLOUD, LIGHT (PG) 301 043 016

Note Type: All Go

Date	Staff	Type	Note
10/23/2022	BEAULIEUP	Care Plan/SOAP	

All
 Breastfeeding
 Care Plan/SOAP
 General
 Nutrition Ed/Counseling

Add Remove Display

Save Cancel Close

Version: 3.7.0.19 BEAULIEUP 980101 Pearson Clinic CTWIC-PRODUCTI...

CT-WIC Clinic Module, Notes Screen, Note Type Dropdown

The screenshot displays the CT-WIC Clinic Module interface. On the left, a sidebar shows the 'Selected Record' for 'CLOUD, LIGHT' with details such as 'Cat: PG (female) PC', 'ID: 301 043 016', 'DOB: 3/22/2002', 'Age: 20 yrs, 9 mos', 'Weeks: 34', 'Cert: 10/23/22 - 04/12/23', 'BVT:', 'Status: Active', and 'Phone: (860) 625-6325'. Below this are buttons for 'Scheduling Tasks', 'Guided Script', 'Notes and Alerts', 'Notes', 'Alerts', and 'Logoff'. The main area shows a table with columns 'Date', 'Staff', and 'Type'. A row is highlighted with '10/23/2022', 'BEAULIEUP', and 'Care Plan/SOAP'. A pop-up window titled 'Care Plan/SOAP - Google Chrome' is open, showing a form with sections for 'Subjective' and 'Assessment/Plan', both containing the text 'Test note 1'. Below these sections is a 'Follow Up' table with columns 'Date' and 'Note'. At the bottom of the pop-up are 'Add' and 'Remove' buttons. The main interface also has 'Add' and 'Remove' buttons. The version number '3.7.0.19' is visible at the bottom left, and 'Save', 'Cancel', and 'Close' buttons are at the bottom right.

CT-WIC Clinic Module, Notes Screen, Care Plan/SOAP and Follow-up Note Pop-up

General Program Orientation Information see also 200-16 WIC Program Orientation

- Nutrition Program
- Prospective participant must meet eligibility requirements (category, income, residency, nutrition assessment and risk)
- Hours of operation and appointment policy (flexible to participant needs)
- Limited medical information will be required (refer to the Applicant/Participant Authorization)
- There must be evidence participant is receiving on-going healthcare.
- WIC promotes breastfeeding as the optimal choice of infant feeding.
- Foods that WIC provides are supplemental, meaning benefits are not intended to provide the full amount a food a person needs each month
- WIC cannot provide more than 3 months of benefits at one time.
- Frequency of visits is determined by a Nutritionist based on the nutrition assessment process.
- Benefits are issued to an eWIC card to purchase selected amounts (**supplemental**) and types of foods.
- Nutrition education will be offered at each visit.

Initial Visit

Interview with Program Assistant

- Greet and welcome participant appropriately.
- Access Pre-Certification, Family Demographics and Participant Information Screens to complete Identity, Income, Category, Residency information
- Determine if the participant has a WIC Certification and Medical Referral Form (participant's name, height/weight, bloodwork), Crib Card, Proof of Pregnancy, Medical Documentation Form. If not, determine if staff or the participant can access medical data through an electronic medical record.
- Voter Registration (Family Demographics Screen)
- Review and explain WIC Participant Rights and Responsibility Form. Have participant sign and scan the form into CT-WIC
- Document appropriate information
- Explain WIC Approved Food Guide and eWIC card activation and use.
- Review Caretaker policy and complete necessary paperwork

Interview with Nutritionist

- Introduce self.
- Establish rapport.
- Set expectations/plan of time/events of visit.
- Verify medical information from WIC Certification and Medical Referral Form
- Conduct nutrition assessment/determine risk(s)
- Develop nutrition care plan and prioritize intervention.
- Offer appropriate nutrition counseling. Nutrition education should be participant centered, but not participant driven. Choose topics of interest to the family to engage them in dialogue, but balance with information on risks identified.
- Guide participant towards goal setting
- Make appropriate referral(s)
- Select and assign appropriate food package; provide anticipatory guidance for upcoming categorical food package changes.

- Determine frequency of visits (benefit issuance)

Benefits Issuance (this may vary among agencies as to who does what)

- Provide thorough orientation to shopping with WIC benefits including how to use the eWIC card, WIC Food Guide, Family Benefits List and WIC Approved Vendor List
- Explain what happens when eWIC card is lost or stolen.
- Review “Questions you may have about your WIC food benefits” handout re: keeping receipts and on-line sale or posting for sale of WIC benefits (food/formula) Violations or actions related to misuse of eWIC card or WIC benefits can result in disqualification or suspension from the WIC Program
- Schedule follow-up appointment that is convenient for the participant
- WIC participants who fail to come in for benefits issuance for two (2) consecutive months will be automatically removed from the program.
- Appointment policy (call to change appointment)

Documentation Standards/Best Practices

- In CT-WIC, all documentation must be completed within 72 hours in CT-WIC if “draft” checkbox is checked on the Nutrition Notes screen for accuracy and thoroughness.
- ALL Nutrition education should be documented.
- Documentation can be completed during the appointment if it does not break the concentration of the participant, diminish the rapport between Nutritionist and participant, or otherwise impact VENA participant-centered focus.
- It is expected that documentation will be done by “exception”; any deviation from standard appointment education topics will be clearly noted with plans for future education identified.
- When documenting in SOAP format for high-risk participants: “O” may refer the reader to see the objective data previously identified in CT-WIC or on the certification form to prevent redundancy of documentation. Any objective data relevant to key risk(s) or concern(s) should be noted in the “O” section for immediate reference at follow-up visits. Can combine A and P if desired.
- For a High-Risk Follow-up, Select the Care Plan that was written during the certification period in which Follow-up occurred. Nutrition Education screen: Method (Contact Type=Secondary Individual or Group). On the Care Plan/SOAP pop-up, add a row in the Follow-up grid to document a Follow-up note.

Suggested Uses for Alerts Screen in Interoffice Communication

- Notation of any missing documentation and plan for follow-up
- Notation of High-Risk Status
- Frequency of benefit issuance as determined by Nutritionist.
- Date when secondary nutrition education is required.
- Completion of WICSmart modules and date of benefit issuance
- Notation of what documentation is needed at next follow-up or recertification appointment.

Prenatal Women 1 st trimester		
Certification topics:	Additional topics if appropriate/Referrals:	Documentation
<ul style="list-style-type: none"> • Pregnancy Associated Discomforts • Health Concerns: Depression, Mood Swings, Pre-existing Medical Conditions/Diagnoses • Appropriate Weight Gain • Breastfeeding Promotion/Infant Feeding Choice • Alcohol • Caffeine • Drugs • Smoking • Intake of: Medications (prescription/ OTC), Vitamin/mineral Supplements, Herbs/ Herbal Supplements • Importance of Dental Care • Importance of well-rounded dietary intake • Key Nutrients: Folic Acid, Iron, Vit C, Calcium • Importance of taking prenatal vitamins and iron supplements as prescribed. • Fluid Needs • Food Safety • Physical Activity • Food Security 	<p>Teen Pregnancy: Additional Key Nutrient Needs: Calcium, Protein, Calories, Iron</p> <p>Multi-fetal Gestation: Additional Key Nutrient Needs: Calories, Protein</p> <p>Vegetarian/Vegan: Additional Key Nutrients: B12, Zinc, Iron, Calcium</p> <p>Lactose Intolerance</p> <p>Housing Stability/Homelessness</p> <p>Drug use, Participation in Rehab or Treatment</p> <p>Domestic Violence</p> <p>Psychiatric issues/Depression</p> <p>Participant directed concerns/questions.</p> <p>Referrals: CT Selected Referrals Guide and other Community Resources. Document in CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group <u>Topics:</u> Select from drop down menu under Nutrition Education Screen <u>Notes:</u> Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Participant's weight, current weight gain in comparison to GA, participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed <u>Resources:</u> Tips for a Healthy Pregnancy, Breastfeeding Make a Plan Checklist if mom is interested or decided on breastfeeding.</p> <p>Review Prenatal Weight Gain Grid- Anthropometrics Tab under Lab Screen</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: S: Subjective statements of participant relevant to risk factors determined and nutrition education provided O: GA of pregnancy, Ht, Wt, PPG WT, EDD, Medical Dx/Condition Can combine A/P A: USDA Nutrition Risk factor(s), both CT-WIC system-generated, and manually assessed participant's comprehension/ receptiveness, expected compliance (or barriers), medical support/follow-up participant is</p>

		<p>receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature (Initials) <u>Resources:</u> As Above</p> <p>For a High-Risk Follow-up, Select the Care Plan that was written during the certification period in which Follow-up occurred. Nutrition Education screen: Method (Contact Type=Secondary Individual or Group)</p> <p>On the Care Plan/SOAP pop-up, add a row in the Follow-up grid to document a Follow-up note.</p>
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Prenatal Women 2 nd trimester		
Certification topics:	Additional topics if appropriate/Referrals:	Documentation
<ul style="list-style-type: none"> Health Concerns: Gestational Diabetes, Pre-eclampsia, pre-existing medical conditions/ diagnoses Appropriate Weight Gain Alcohol Caffeine Smoking Drugs Intake of: Medications (prescription/ OTC), Vitamin/mineral Supplements, Herbs/ Herbal Supplements Importance of Dental Care Importance of well-rounded dietary intake Key Nutrients: Folic Acid, Iron, Vit C, Calcium 300 Extra Calories, Extra Protein Importance of taking prenatal vitamins and iron supplements as prescribed Fluid Needs Food Safety Physical Activity Breastfeeding Promotion, Support, & Referrals Food Security 	<p>Pregnancy Associated Discomforts</p> <p>Health Concerns: Depression, Mood Swings</p> <p>Teen Pregnancy: Additional Key Nutrient Needs: Calcium, Protein, Calories, Iron</p> <p>Multi-fetal Gestation: Additional Key Nutrient Needs: Calories, Protein</p> <p>Vegetarian/Vegan: Additional Key Nutrients: B12, Zinc, Iron, Calcium</p> <p>Lactose Intolerance</p> <p>Housing Stability/Homelessness</p> <p>Substance use, Participation in Recovery or Treatment</p> <p>Domestic Violence</p> <p>Depression, Perinatal Mood and Anxiety Disorders (PMAD's)</p> <p>Participant directed concerns/ questions</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen: CT Selected Referrals and other Community Resources</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note <u>Zoom pop-up.</u> Enter Relevant information: Participant's weight, current weight gain in comparison to GA, participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed Resources: Tips for a Healthy Pregnancy Review or provide Breastfeeding Make a Plan Checklist if mom is interested or decided on breastfeeding.</p> <p>Review Prenatal Weight Gain Grid, Anthropometrics Tab on Lab Screen</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group Handouts: As Above</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: S: Subjective statements of participant relevant to risk factors determined and nutrition education provided O: GA of pregnancy, Ht, Wt, PPG WT, EDD, Medical Dx/Condition Can combine A/P A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected based on data from recent visit, participant's comprehension/ receptiveness, expected</p>

		compliance (or barriers), medical support/follow-up participant is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Initials
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Prenatal Women 3 rd trimester		
Certification topics:	Additional topics if appropriate/Referrals:	Documentation
<ul style="list-style-type: none"> Health Concerns: Gestational Diabetes, Pre-eclampsia, Toxemia, pre-existing medical conditions/diagnoses Appropriate Weight Gain Alcohol Caffeine Smoking Drugs Intake of: Medications (prescription/ OTC), Vitamin/mineral Supplements, Herbs/ Herbal Supplements Importance of Dental Care Importance of well-rounded dietary intake Key Nutrients: Folic Acid, Iron, Vit C, Calcium 300 Extra Calories, Extra Protein Importance of taking prenatal vitamins and iron supplements as prescribed. Fluid Needs Food Safety Physical Activity Food Security <p>Preparation for Infant Feeding</p> <ul style="list-style-type: none"> If Planning to BF: Review Breastfeeding Preparation Checklist (Hospital and After Discharge Support), Referrals, BF initiation, expectations for BF frequency and why important, signs of successful BF, recommendation to avoid formula introduction in early phase of lactation. If Planning Artificial Feeding: WIC contract formula review and place emphasis on supplemental nature of program. You will need to purchase additional formula, plan ahead. 	<p>Pregnancy Associated Discomforts</p> <p>Health Concerns: Depression, Mood Swings</p> <p>Teen Pregnancy: Additional Key Nutrient Needs: Calcium, Protein, Calories, Iron</p> <p>Multi-fetal Gestation: Additional Key Nutrient Needs: Calories, Protein</p> <p>Vegetarian/Vegan: Additional Key Nutrients: B12, Zinc, Iron, Calcium</p> <p>Lactose Intolerance</p> <p>Housing Stability/Homelessness</p> <p>Substance use, Participation in Recovery or Treatment</p> <p>Domestic Violence</p> <p>PMAD's/Depression</p> <p>Changes in Sleep Patterns</p> <p>Participant directed concerns/ questions</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group <u>Topics:</u> Select from drop down menu under Nutrition Education Screen <u>Notes:</u> Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Participant's weight, current weight gain in comparison to GA, participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed <u>Resources:</u> Tips for a Healthy Pregnancy Breastfeeding Preparation Checklist or additional topic specific material as appropriate</p> <p>Prenatal Weight Gain Grid- Anthropometrics Tab under Lab Screen</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT_WIC format for documentation: S: Subjective statements of participant relevant to risk factors determined and nutrition education provided O: GA of pregnancy, Ht, Wt, PPG WT, EDD, Medical Dx/Condition Can combine A/P A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected based on data from recent visit. participant's comprehension/ receptiveness, expected compliance (or barriers), medical support/follow-up</p>

Instruction to inform WIC office of infant's delivery for purposes of certification.	Referrals: As appropriate, CT-WIC Referrals Screen: CT Selected Referrals and other Community Resources	participant is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature <u>Resources:</u> As Above
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Prenatal Women Second Nutrition Education Contacts/Follow-Up		
Topics to include:	Optional, if appropriate:	Documentation
<ul style="list-style-type: none"> Weight Gain Health Concerns: Gestational Diabetes, Pre-eclampsia, Toxemia, Depression (PMAD), Mood Swings, Anemia <p>Preparation for Infant Feeding:</p> <ul style="list-style-type: none"> If Planning to BF: Review Breastfeeding Make a Plan Checklist (Hospital and After Discharge Support), Referrals, BF initiation, expectations for BF frequency and why important, signs of successful BF, recommendation to avoid formula introduction in early phase of lactation. If Planning Artificial Feeding: WIC contract formula review and place emphasis on supplemental nature of program. You will need to purchase additional formula, plan ahead. <p>Instruction to inform WIC office of infant's delivery for purposes of certification.</p>	<p>Update on Previous Discomforts</p> <p>Change in Appetite</p> <p>Change in Sleep Pattern</p> <p>Change in Smoking Status</p> <p>Update on Pregnancy: Mom's health, infant's health/growth</p> <p>Update on behavior changes made to improve dietary intake.</p> <p>Update on behavior changes made improve health: dental care, caffeine, medications, alcohol, drugs.</p> <p>Participant directed concerns/ questions.</p> <p>Referrals: CT-WIC Referrals Screen: as needed</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group), Virtual, Phone, Online, etc. Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Participant's weight, current weight gain in comparison to GA, participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up Topics: As appropriate Resources: Breastfeeding, additional topic specific material as appropriate</p> <p>View updates to Prenatal Weight Gain Grid</p> <p>If High Risk: On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add. Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation:</p> <p>Follow-up: Current weight; GA of pregnancy; changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: medical support/follow-up participant is receiving, new goals set; plan for follow-up on current issues, Nutritionist's Signature/Initials</p> <p>Resources: Per individual assessment (Select from drop down list)</p>

Infant Certification		
Certification Topics:	Additional topics if appropriate/Referrals:	Documentation
<ul style="list-style-type: none"> Feeding on Demand Feeding Cues Breastfeeding: Mom's impression of how BF is going, latch/positioning, frequency of feeds, supply/demand, milk expression, assess current BF support, offer additional resources, plans for exclusivity/supplementation, recommendations for Vitamin D supplementation and possibly iron if indicated by Pediatrician Benefits of skin-to-skin contact for BF and FF infants Formula feeding: Formula preparation and storage, contract formula policy, policy on formula changes. Food Safety/Sanitation with feeding Recommendations for delay of water and solids Signs an infant is getting enough to eat. Expectations for growth spurts and changes in eating and sleeping patterns. Food Security <p>Separate BF note under BF participant may be appropriate depending on circumstances. If deemed unnecessary, refer to note in infant's file and select appropriate topics codes to assign secondary education credit for BF participant.</p>	<p>Additional BF topics: Proper latch and positions, tips for letdown, access to breast pump, storage of breast milk,</p> <p>Feeding concerns: spitting up, burping, timed feedings, expectations for sleeping patterns, propping bottle</p> <p>Medications/Medical Conditions</p> <p>Reflux</p> <p>Family Care/Foster Care</p> <p>Caregiver directed concerns/ questions</p> <p>Referrals: CT-WIC Referrals Screen: CT Selected Referrals and other Community Resources</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group Topics: Select from drop down menu under Nutrition Education Screen Notes: <u>Double Click in Note column to activate the Note Zoom pop-up.</u> Enter Relevant information: Caregiver's choice of feeding methods, pattern of feeding, ability to identify feeding cues, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed Resources: Infant Feeding Guide 0-6 months</p> <p>Growth Charts can be viewed under Lab Screen, Growth Chart Tab, If Premature: CT-WIC will calculate Gestational Adjusted Age (GAA), based on number of weeks gestation Growth will not be plotted until <i>corrected age</i> > or = 40 weeks.</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: S: Subjective statements of caregiver relevant to risk factors determined and nutrition education provided O: Birth weight, length, gestational age, Medical Dx/Condition Can combine A/P A: USDA Nutrition Risk Criteria system-generated or</p>

		manually selected, caregiver's comprehension/receptiveness, expected compliance (or barriers), medical support/ follow-up caregiver is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Initials
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Infant Second Contact (0-4 months)		
Topics:	Additional topics if appropriate/Referrals:	Documentation
<ul style="list-style-type: none"> • Assessment of current BF or FF pattern/amounts • Additional BF or FF support as needed. • Developmental signs of readiness for solids • Food Safety • Assessment of current use of free water • Importance of dental care • Upcoming changes to infant's food package • Anticipatory guidance/ assessment of infant's developmental readiness for solids as compared to current use of solids. 	<p>Formula preparation and storage</p> <p>Proper use of bottle</p> <p>Anticipatory Guidance re: BF and teething/biting</p> <p>Infant eating at Daycare</p> <p>Medications/Medical Conditions</p> <p>Reflux</p> <p>Anticipatory guidance in preparation of infant cereal and infant foods</p> <p>Importance of introduction to cup</p> <p>Family Care/Foster Care</p> <p>Caregiver directed concerns/questions.</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group, Virtual, Phone, Online, etc. <u>Topics:</u> Select from drop down menu under Nutrition Education Screen <u>Notes:</u> Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Pattern of feeding, caregiver's ability to identify developmental signs of readiness for solids, non-protocol topics discussed, nutrition plan and goals set if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed</p> <p><u>Resources:</u> Infant Feeding Guide: 0-6 months, Infant Feeding Guide 0-12 months</p> <p>Growth Charts can be viewed under Lab Screen, Growth Chart Tab, If Premature: CT-WIC will calculate Gestational Adjusted Age (GAA), based on number of weeks gestation Growth will not be plotted until corrected age > or = 40 weeks.</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: <u>Follow-up:</u> Current weight/length if available; changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: adjusted gestational age, medical support/follow-up caregiver is receiving, new goals set, caregiver's</p>

		comprehension/receptiveness, expected compliance (or barriers), plan for follow-up on current issues, identify protocol topics not discussed, Nutritionist's Signature <u>Best Practice:</u> SOAP format for documentation:
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Infant Mid-certification (5-7 months)		
Mid-certification topics:	Additional topics if appropriate:	Documentation
<ul style="list-style-type: none"> Review of weight and length, growth pattern of infant (individual growth pattern, expected growth for age) Assessment of current BF or FF pattern/amounts Additional BF or FF support as needed Review introduction of solids Assess current intake of solids Importance of introducing one new food at a time Developmental signs of readiness for finger/table foods Food Safety Tips for and importance of Self-feeding Caution with high allergy foods, foods to avoid, choking hazards. Assessment of teething status and impact on feeding Importance of dental care and fluoride source Importance of introduction to cup Upcoming changes to infant's food package Food Security Importance of meal/snack planning, family meals, and role modeling <p>If BF, BF follow-up education and corresponding documentation expected for Mom as well as infant.</p>	<p>Preparation and storage of infant foods, including homemade if appropriate</p> <p>Tips for alleviating teething discomfort</p> <p>Tips for managing teething and BF</p> <p>Infant eating at Daycare</p> <p>Allergies</p> <p>Medications/Medical Conditions</p> <p>Reflux</p> <p>Family Care/Foster Care</p> <p>Caregiver directed concerns/questions.</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group <u>Topics:</u> Select from drop down menu under Nutrition Education Screen <u>Notes:</u> Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Pattern of feeding, caregiver's ability to identify developmental signs of readiness for finger/table foods, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed <u>Resources:</u> Infant Feeding Guide 6-12 months</p> <p>Growth Charts can be viewed under Lab Screen, Growth Chart Tab, If Premature: CT-WIC will calculate Gestational Adjusted Age (GAA), based on number of weeks gestation Growth will not be plotted until corrected age > or = 40 weeks.</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: Follow-u: Current weight/length if available; changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: adjusted gestational age, medical support/follow-up caregiver is receiving, new goals set, caregiver's comprehension/receptiveness, expected compliance (or barriers), plan for follow-up on current issues, identify</p>

		<p>protocol topics not discussed, Nutritionist's Signature</p> <p><u>Best Practice:</u> SOAP format for documentation</p> <p><u>Resources:</u> As Above</p>
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Infant Second Contact (8-11 months)		
Topics:	Optional, if appropriate:	Documentation
<ul style="list-style-type: none"> • Review introduction of finger/table foods • Assess current intake of finger/table foods • Assess caregiver's confidence with and infant's tolerance of variety in foods/textures • Review high allergy foods, choking hazards • Assess current intake high allergy foods, choking hazards • Food Safety • Tips for and importance of Self-feeding • Importance of meal/snack planning, family meals, and role modeling • Assess current intake of dairy products • Discuss weaning to whole cows' milk at 12 months of age • Assess cup use • Discuss importance of and tips to assist with weaning from bottle • Assess dental care • Discussed recommendation of AAP for dental visits to begin at 12 months of age • Medical Documentation needed for recertification at 12 months of age 	<p>Plans for duration of BF</p> <p>Tips for weaning from BF if requested</p> <p>Infant eating at daycare</p> <p>Policy for medical documentation if child will not be transitioning to whole cows' milk at 12 months of age</p> <p>ID, Income, Residency Documentation needed at 12 months of age if not already reviewed by Program Assistant</p> <p>Caregiver directed concerns/questions</p>	<p>Standard Documentation:</p> <p>Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group, Virtual, Phone, Online, etc.</p> <p><u>Topics:</u> Select from drop down menu under Nutrition Education Screen</p> <p><u>Notes:</u> Double Click in Note column to activate the <u>Note Zoom pop-up</u>. Enter Relevant information: Pattern of feeding, caregiver's ability to identify ways to include infant in family meals, steps being taken to prepare for weaning (BF, FF, bottle) as appropriate, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed</p> <p>Resources: Infant Feeding Guide 6-12 months</p> <p>Growth Charts can be viewed under Lab Screen, Growth Chart Tab, If Premature: CT-WIC will calculate Gestational Adjusted Age (GAA), based on number of weeks gestation Growth will not be plotted until <i>corrected age</i> > or = 40 weeks.</p> <p>If High Risk:</p> <p><u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u></p> <p>Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation:</p> <p>Follow-up: Current weight/length if available; changes</p>

	<p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>in: medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: adjusted gestational age, medical support/follow-up caregiver is receiving, new goals set, caregiver's comprehension/receptiveness, expected compliance (or barriers), plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature <u>Best Practice:</u> SOAP format for documentation: If BF, refer to note in infant's file and select appropriate topics codes to assign secondary education credit for BF participant.</p>
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Postpartum Women Certification (all categories)		
Certification Topics:	Additional topics if appropriate/Referrals:	Documentation
<p>Exclusive breastfeeding:</p> <ul style="list-style-type: none"> • Importance of Self-care • Family/friend support system & accepting help • Nutrient/Fluid needs • Key Nutrients: Fe, Folic Acid, Vit A, Vit C, Calcium • Cont Prenatal Vit or OTC Multivit/Mineral • PP Care/OB/GYN visits • Weight Loss/Management • Food Safety • Importance of Well Child-Care/Immunizations • Ask parent to describe infant's feeding pattern, signs hunger/satiety, growth/growth spurts, milk supply, latch/positioning, use of skin-to-skin contact. • Infant supplementation: Vit D, Fe • Developmental signs of readiness for solids • PMAD, Depression • Alcohol • Drugs • Caffeine • Food Security 	<p>Anemia/Fe rich foods/Vit C</p> <p>Smoking Status/ETS exposures</p> <p>Community BF Support</p> <p>Breast Milk Expression/Breast Pump use & access</p> <p>BF and returning to work</p> <p>Breast milk storage: home and work</p> <p>Family Planning</p> <p>Housing Stability/Homelessness</p> <p>Substance use, Participation in Rehab or Treatment</p> <p>Participant directed concerns/questions</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation:</p> <p>Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group</p> <p>Topics: Select from drop down menu under Nutrition Education Screen</p> <p>Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed, refer to note on feeding under infant</p> <p><u>Resources:</u> Health Tips for New Moms, Review relevant parts of Breastfeeding Make a Plan Checklist, additional topic specific material as appropriate</p> <p>If High Risk:</p> <p><u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u></p> <p>Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation:</p> <p>S: Subjective statements of participant relevant to risk factors determined and nutrition education provided</p> <p>O: PP: Wt, HT, HGB/HCT; # of weeks Gestation at delivery, Medical Dx/Condition</p> <p>A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected, participant's comprehension/receptiveness, expected compliance (or barriers), medical support/follow-up participant is receiving</p> <p>P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed</p> <p>Nutritionist's Signature</p>

		Secondary nutrition education note should be documented under infant. See Infant Second Contact (0-4 Months).
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Postpartum Women Certification (all categories)		
Certification Topics:	Additional topics if appropriate/Referrals:	Documentation
<p>Mostly breastfeeding/some formula:</p> <ul style="list-style-type: none"> • Importance of Self-care • Family/friend support system & accepting help • Nutrient/Fluid needs • Key Nutrients: Fe, Folic Acid, Vit A, Vit C, Calcium • Cont Prenatal Vit or OTC Multivit/Mineral • PP Care/OB/GYN visits • Weight Loss/Management • Food Safety • Importance of Well Child-Care/Immunizations • Ask parent to describe: Infant's feeding pattern, signs of hunger/satiety, growth/growth spurts, milk supply, latch/positioning, use of skin-to-skin contact. • Milk supply esp. imp w/combo feeding methods. • Frequency of nursing or milk expression • Formula prep/storage/food safety • Infant supplementation: Vit D, Fe • Developmental signs of readiness for solids • PMAD, Depression • Alcohol • Drugs • Caffeine • Food Security 	<p>Anemia/Fe rich foods/Vit C</p> <p>Smoking Status/ETS exposures</p> <p>Community BF Support</p> <p>Breast Milk Expression/Breast Pump use & access</p> <p>BF and returning to work</p> <p>Breast milk storage: home and work</p> <p>Family Planning</p> <p>Housing Stability/Homelessness</p> <p>Substance use, Participation in Rehab or Treatment</p> <p>Participant Directed Questions/Concerns</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation:</p> <p>Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group</p> <p>Topics: Select from drop down menu under Nutrition Education Screen</p> <p>Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed, refer to note on feeding under infant</p> <p><u>Resources:</u> Health Tips for New Moms, Breastfeeding, additional topic specific material as appropriate</p> <p>If High Risk:</p> <p><u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u></p> <p>Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation:</p> <p>S: Subjective statements of participant relevant to risk factors determined and nutrition education provided</p> <p>O: PP: Wt, HT, HGB/HCT; # of weeks Gestation at delivery, Medical Dx/Condition</p> <p>A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected, participant's comprehension/receptiveness, expected compliance (or barriers), medical support/follow-up participant is receiving</p> <p>P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed</p> <p>Nutritionist's Signature</p> <p>Nutrition education note should be documented under infant. See Infant Second Contact (0-4 mo.)</p>

Postpartum Women Certification (all categories)		
Certification Topics:	Additional topics if appropriate/Referrals:	Documentation
<p>Formula only (Limited Breastfeeding):</p> <ul style="list-style-type: none"> • Importance of Self-care • Family/friend support system and accepting help. • Nutrient/Fluid needs • Key Nutrients: Fe, Folic Acid, Vit A, Vit C, Calcium • Cont Prenatal Vit or OTC Multivit/Mineral • PP Care/OB/GYN visits • Weight Loss/Management • Food Safety • Importance of Well Child-Care/Immunizations • Ask parent to describe: Infant's feeding pattern, signs hunger/satiety, growth/growth spurts, use of skin-to-skin contact • Formula prep/storage/food safety • Developmental signs of readiness for solids • Depression, PMADs • Alcohol • Drugs • Food Security 	<p>Anemia/Fe rich foods/Vit C</p> <p>Smoking Status/ETS exposures</p> <p>Family Planning</p> <p>Housing Stability/Homelessness</p> <p>Substance use, Participation in Rehab or Treatment</p> <p>Participant Directed Questions/Concerns</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up, identify protocol topics not discussed, refer to note on feeding under infant Resources: Health Tips for New Moms, additional topic specific material as appropriate</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: S: Subjective statements of participant relevant to risk factors determined and nutrition education provided O: PP: Wt, HT, HGB/HCT; # of weeks Gestation at delivery, Medical Dx/Condition A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected, participant's comprehension/receptiveness, expected compliance (or barriers), medical support/follow-up participant is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature Nutrition education note should be documented under infant. See Infant Second Contact (0-4 mo.)</p>

Breastfeeding Follow-up		
Topics:	Additional topics if appropriate/Referrals:	Documentation
<p>Exclusively/Fully breastfeeding:</p> <ul style="list-style-type: none"> • Pattern of feedings • Time spent away from infant. • Appetite • Vit/min supplementation • Nursing/Milk Expression • BF support • Infant Growth • Infant Vit/min supplementation • Complementary foods/fluids • Plan for continued BF 	<p>Weight Loss/Management</p> <p>Tips for weaning from BF if requested.</p> <p>Smoking Status/ETS exposures</p> <p>Depression, PMAD</p> <p>Community BF Support</p> <p>Breast Milk Expression/Breast Pump use and access</p> <p>BF and returning to work, school.</p> <p>Family Planning</p> <p>Weaning</p> <p>Update on behavior changes made improve health: dental care, caffeine, medications, alcohol, drugs.</p> <p>Participant directed concerns/questions.</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group, Virtual, Phone, Online, etc. Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up <u>Resources:</u> Breastfeeding Make it Work Checklist, additional topic specific material as appropriate</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: Follow-Up: Changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: medical support/follow-up participant is receiving, new goals set; plan for follow-up on current issues, Nutritionist's Signature</p> <p><u>Best Practice:</u> SOAP format for documentation: Secondary nutrition education note should be documented under infant. See Infant Second Contact for appropriate age of infant.</p>

Breastfeeding Follow-up		
Topics:	Additional topics if appropriate/Referrals:	Documentation
<p>Mostly breastfeeding/some formula:</p> <ul style="list-style-type: none"> • Pattern of feedings • Time Mom spends away from infant. • Mom's appetite • Mom's Vit/min supplementation • Nursing/Milk Expression • BF support • Amount/Pattern of formula use • Infant Growth • Infant Vit/min supplementation • Complementary foods/ fluids • Mom's plan for continued BF 	<p>Weight Loss/Management</p> <p>Tips for weaning from BF if requested.</p> <p>Smoking Status/ETS exposures</p> <p>Depression and PMADs</p> <p>Community BF Support</p> <p>Breast Milk Expression/Breast Pump use & access</p> <p>BF and returning to work, school.</p> <p>Family Planning</p> <p>Weaning</p> <p>Update on behavior changes made improve health: dental care, caffeine, medications, alcohol, drugs.</p> <p>Participant directed concerns/questions.</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group, Virtual, Phone, Online, etc. Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up <u>Resources:</u> Breastfeeding, additional topic specific material as appropriate</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: Follow-up: Changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: medical support/follow-up participant is receiving, new goals set; plan for follow-up on current issues, Nutritionist's Signature</p> <p><u>Best Practice:</u> SOAP format for documentation: Secondary nutrition education note should be documented under infant. See Infant Second Contact for appropriate age of infant.</p>

Postpartum Second Contacts		
Topics:	Additional topics if appropriate:	Documentation
<ul style="list-style-type: none"> Follow-up on participant's concerns, participant's risks, and any goals/plans made during previous primary nutrition education. Discuss topics identified as not covered during previous primary nutrition education. Inquire into any changes in health or nutrition status since previous primary nutrition education. 	<p>Weight Loss/Management</p> <p>Smoking Status/2ndhand smoke</p> <p>PMAD/Depression</p> <p>Family Planning</p> <p>Update on behavior changes made, improve health: dental care, caffeine, medications, alcohol, drugs.</p> <p>Participant directed concerns/questions.</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: participant concerns/interests, staff concerns, non-protocol topics discussed, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up <u>Resources:</u> As needed</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: Follow-up: Changes in medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: medical support/follow-up participant is receiving, new goals set; plan for follow-up on current issues, Nutritionist's Signature</p> <p>Secondary nutrition education note should be documented under infant. See Infant Second Contact for appropriate age of infant.</p>
	<p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	

		comprehension/receptiveness, expected compliance (or barriers), medical support/ follow-up caregiver is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature
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		barriers), medical support/ follow-up caregiver is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature
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Child Second Contact (19-23 months)		
Topics:	Optional, if appropriate:	Documentation
<ul style="list-style-type: none"> Follow-up on caregiver's concerns, child's risks, and any goals/plans made during previous primary nutrition education. Discuss topics identified as not covered during previous primary nutrition education. Inquire into any changes in health or nutrition status since previous primary nutrition education. Medical Documentation needed for recertification at 24 months of age. 	<p>Support for BF toddler or weaning.</p> <p>ID, Income, Residency Documentation needed at 18 months of age if not already reviewed by Program Assistant</p> <p>Caregiver directed concerns/questions.</p> <p>Newsletter or seasonal topic if no lingering issues noted by caregiver or Nutritionist.</p> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group, Virtual, Phone, Online, etc. Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: progress in relation to goals previously set, nutrition plan and goals set, if necessary, referrals made, expected level of compliance (or barriers), plan for follow-up <u>Resources:</u> As appropriate</p> <p>Growth Charts can be viewed under Lab Screen, Growth Chart Tab. If Premature: CT-WIC will calculate Gestational Adjusted Age (GAA), based on number of weeks gestation up to 2 years of age.</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: Follow-up: Current weight/length if available; changes in: medical status, medications, vitamin/ mineral supplementation; topics/issues discussed; progress in relation to goals previously set; if appropriate: adjusted gestational age, medical support/follow-up caregiver is receiving, new goals set, caregiver's comprehension/receptiveness, expected compliance (or barriers), plan for follow-up on current issues Nutritionist's Signature</p>

Child Certification (Ages 2-5)		
Topics:	Optional, if appropriate:	Documentation
<ul style="list-style-type: none"> Review of weight and length, BMI/age%. growth pattern of child (individual growth pattern, expected growth for age) 24 Month Hgb/Hct results and implications, Iron rich foods, Vitamin C Lead results (if available) and implications if no Lead results recommendation for screening Caregiver report of compliance with recommended immunization schedule Child's exposure to secondhand cigarette smoke Medical Diagnoses, Medications (prescription, OTC), Vitamin/Mineral Supplementation, Use of Herbs/Herbal Supplement Oral Hygiene, Dental Home, Fluoride Sources and Supplementation BF status Weaning bottle/"sippy" cup, Use regular cup Transitioning from whole milk to low fat, non-fat Upcoming changes to child's food package Self-feeding status/readiness for utensils Family hx of food allergies, current use of high allergy foods, Assess child's willingness to try new foods/textures and family plan for handling this issue. Food Jags Exposure to and influence of peer eating (childcare, preschool) Juice intake, 100% juice vs. sugar sweetened. beverages Food Safety, Fish Advisory, Listeria Meal/snack planning, family meals, role model Feeding Relationship=Division of Responsibility Physical Activity Food Security 	<p>Support for BF toddler or weaning.</p> <p>Picky eating vs normal waxing/waning of food intake</p> <p>Child Eating at Daycare or Head Start</p> <p>Family Care/Foster Care</p> <p>Caregiver directed concerns/questions.</p> <hr/> <p>Referrals: As appropriate, CT-WIC Referrals Screen</p>	<p>Standard Documentation: Nutrition Education Screen: Select Method from drop down menu, (Contact Type= Primary/Secondary Individual or Group Topics: Select from drop down menu under Nutrition Education Screen Notes: Double Click in Note column to activate the Note Zoom pop-up. Enter Relevant information: Caregivers report of current feeding practices, pattern of feeding, non-protocol topics discussed, nutrition plan and goals set. if necessary, referrals made, expected level of compliance (or barriers), caregiver's comprehension/receptiveness, plan for follow-up, identify protocol topics not discussed. Resources: Age appropriate Child Feeding Guides Review and access Growth Charts under Lab Screen, Growth Charts tab.</p> <p>If High Risk: <u>On Notes Screen, Select Care Plan/SOAP Note from drop down menu, click Add.</u> Nutrition Education Screen: Method (Contact Type= Primary/Secondary Individual or Group</p> <p>SOAP Note pop-up from Notes Screen in CT-WIC format for documentation: S: Subjective statements of caregiver relevant to risk factors determined and nutrition education provided O: Current: weight, length, Medical Dx/Condition A: USDA Nutrition Risk Criteria CT-WIC auto-assigned or manually selected, caregiver's comprehension/receptiveness, expected compliance (or barriers), medical support/ follow-up caregiver is receiving P: Topics/issues discussed, goals set, plan for follow-up on current issues, identify protocol topics not discussed Nutritionist's Signature</p>

