

## Section 6.8: Nutrition Education Documentation

1/2024

**References:** 246.11(e)(4)

**Policy:** The local agency must document nutrition education in each participant's Information System Record.

**Purpose:** To help WIC staff consistently follow-up and reinforce education already provided. To ensure that appropriate education is provided for the participant.

### Procedures

#### Nutrition Education Documentation must:

- Describe the education provided to participants in a manner that is easy to retrieve and review.
- Facilitate communication between CPAs and promote continuity of care.

#### Procedures for documenting Initial Education

- Initial education contacts, which are completed at the certification or recertification appointment, must be documented in the participant's record. The required components are:
  - Participant name
  - Date the education was provided
  - Topics discussed
  - Plan for subsequent visits
  - Name of CPA who provided the education (The Information System automatically records the User Name).
- Initial education contacts may be documented in one of the following locations in the Minnesota WIC Information System:
  - Nutrition Education page (with Notes in the WIC Information System as needed)
    - Is an option for documenting topics discussed, materials given, peer referrals, and goals.

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- May be used to help minimize the time and effort needed to document nutrition education topics.
- Should be used in conjunction with the Notes function as needed.
- For some low-risk participants, documentation of nutrition education in the Nutrition Education page may be sufficient.
- Notes in the WIC Information System
  - Use for High Risk Individual Nutrition Care Plan (INCP) documentation and other narratives.
  - document the unique needs of a participant and facilitate care and follow-up.
    - For example, if formula is issued to a breastfeeding infant per the family's request, document the education provided to support continued breastfeeding and to facilitate appropriate follow up on the food package. See [Section 7.4: Supporting Breastfeeding with the WIC Food Package](#).
  - A local agency may elect to document all nutrition education in notes.
- For high-risk participants requiring an Individual Nutrition Care Plan (INCP), See [Section 6.6: High Risk Individual Nutrition Care Plan](#).

### Procedures for documenting Additional Education

- Options for documenting **individual** additional education contacts:
  - Nutrition Education page (with Notes in the WIC Information System as needed). This method may be adequate for low risk participants.
  - Notes in the WIC Information System.
- Options for documenting additional education contacts that are provided in a **group setting**. (This includes a display board with an educator.)
  - Nutrition Education page in the WIC Information System. (A separate record should be maintained of the class or display topics, content outline, instructor, and dates presented.)
  - Notes in the WIC Information System – document the date and class title. (A separate record should be maintained of the class or display topics, content outline, instructor, and dates presented.)
- Options for documenting additional education contacts that are **self-guided** (this includes computer-based nutrition education):
  - Nutrition Education page in the WIC Information System.
    - Wichealth.org lesson documentation: When a participant completes a wichealth.org lesson, the lesson topic and date information imports from wichealth.org to the Nutrition Education page, Group Education Contacts in the Information System. Please see [Procedures for using wichealth.org as an Education Choice](#) for additional information.

- Notes in the WIC Information System.
- Documentation should also include a record of education offered and either missed or refused and the reason the participant did not attend.

## Documentation for Continuity of Care

To facilitate continuity of care, local agency documentation procedures should:

- Promote seamless services across all staff.
- Be followed consistently by all staff in the agency to minimize duplication of information.
- Be clear so that other staff, including those in other local agencies, can easily understand what the author is communicating. Use established terminology and abbreviations.
- Describe the services provided to help other staff understand the plan for future services.
- Be concise so that it contains pertinent information and minimal extraneous information.

## Guidance

- For additional information on documentation best practices, see [WIC Nutrition Education Documentation](#).

## Reference – Complete Listing of Hyperlinks

### [Section 7.4: Supporting Breastfeeding with the WIC Food Package](#)

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch7/sctn7\\_4.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch7/sctn7_4.pdf))

### [Section 6.6: High Risk Individual Nutrition Care Plan](#)

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6\\_6.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_6.pdf))

### [Procedures for using wichealth.org as an Education Choice](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/nutrition/edchoice/procedures.pdf>)

### [WIC Nutrition Education Documentation](#)

(<https://www.health.state.mn.us/people/wic/localagency/nedocumentation.html>)

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