
380.01

Nutrition Services Documentation

Overview

Introduction Documentation provides valuable information for managing and evaluating services delivered to program participants. This policy describes the purpose of nutrition services documentation, elements of quality documentation, and where required nutrition services documentation can be found in a participant's electronic record.

Purpose of documentation Documentation is the primary means WIC staff use to communicate with each other about services provided and/or planned for individual participants. Its purpose is to ensure the:

- Quality of nutrition services (identifying risks and/or participant concerns and facilitating follow-up and continuity of care), and
- Integrity of program services (documenting data used for eligibility determination and federal reporting requirements).

Elements of quality documentation The key elements for effective and efficient documentation are considered by the state WIC office when developing or revising policies for documentation and when revising the data system user interface to accommodate new documentation requirements. Iowa WIC Program strives to have a documentation system that is:

- Consistent (establishes standards/procedures all staff must follow),
- Clear (promotes the use of standard and commonly used medical abbreviations and other terms for easy understanding by other WIC staff),
- Organized (follows an established order and minimizes duplication),
- Complete (creates a picture of the participant including services provided over time and services planned for the future), and
- Concise (contains minimal extraneous information).

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Overview, Continued

Required documentation The table below lists the required nutrition services data and where it can be found in the participant's electronic record.

Data	Location in WIC data system
Assessment information	<ul style="list-style-type: none"> • Family Panel, Enrollment Link (foster status, preferred language, age) • Contact Address Panel (homeless, migrant, or refugee status) • Pregnancy Panel • Blood Panel • Anthro Panel • Nutrition Interview (Breastfeeding Support, Health/Medical, Nutrition Practices, Life Style, Social Environment)
Risks identified through assessment	Risk Panel
WIC category	Displayed throughout system in the header at the top of the panels
WIC priority level	Risk Panel
Food package prescribed	Food Package Panel
Medical documentation when required for food package prescribed	Food Package Panel
Rationale for food package tailoring, if applicable	<ul style="list-style-type: none"> • Food Package Panel – Comment section OR • Care Plan Panel
Rationale for providing supplemental formula to a breastfed infant for the first time	• Care Plan Panel
Rationale for issuing more formula to a breastfed infant	• Care Plan Panel
Referrals provided	<ul style="list-style-type: none"> • Referrals – Participant Panel OR Referrals – Family Panel • Care Plan Panel for referrals to agencies/individuals that are not yet in the local agency's list of referral organizations
Follow-up activity plans and future visits	<ul style="list-style-type: none"> • Care Plan Panel • Appointment History Panel
Individual care plan for high risk participants	<ul style="list-style-type: none"> • Care Plan Panel (can only be generated by CPAs) • Basic data automatically populates sections of the plan, CPA can enter free text in all sections of the plan (see Policy 215.83)

Policy reference WIC 2008-4: WIC Nutrition Services Documentation
