

**380.90**

**Recordkeeping Requirements for Breastfeeding Peer Counseling Programs**

**Overview**

**Introduction** Peer counselors and peer counselor coordinators are required to keep accurate records of client contacts and peer counselor activities.

**Policy** Peer Counselor Contact documentation and Activity Reports need to be actively completed by the breastfeeding peer counselor and reviewed by the peer counselor coordinator.

The Activity Report needs to be completed by the peer counselor coordinator and uploaded **quarterly** to IowaGrants.gov.

**Summary table** The table below provides an overview of documents and their intended use.

<b>Document</b>	<b>Peer Counselor</b>	<b>Peer Counselor Coordinator</b>
Peer Counselor Contacts (Contacts are documented in participant’s record in the data system)	Maintain record of contacts until client exits the peer counseling program.	<ul style="list-style-type: none"> <li>• Determine breastfeeding duration rates.</li> <li>• Evaluate whether minimum contact schedule was completed.</li> <li>• Ensure appropriate referrals are being made by breastfeeding peer counselors.</li> </ul>
Peer Counselor Activity Report (Developed by the individual WIC agency. Needs to be approved by the State Peer Counseling Manager.)	Maintain record of time spent completing peer counselor duties.	<ul style="list-style-type: none"> <li>• Routine review weekly or monthly activity report.</li> <li>• Monitor Peer counselor contacts to see that they are <b>completed and documented</b> in a timely manner.</li> </ul>
Quarterly Activity Report	Not applicable.	<ul style="list-style-type: none"> <li>• <b>Complete report in IowaGrants.gov as required in the current Breastfeeding Peer Counseling contract.</b></li> </ul>

Note: Breastfeeding Peer Counseling reporting documents must be retained as specified in Policy 300.30.

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