
Subject: Nutrition Education Contact - Certifications

Effective Date: October 1, 2016

Revised from: October 1, 2010

Policy: Nutrition education shall be provided to all clients during the initial certification and recertification visits. Nutrition education should be interactive and involve an exchange of information between the client and counselor. Nutrition education shall be based on the client's risk, cultural and language needs and interests. Nutrition education should follow the basic principles outlined in [NED: 01.00.00 - Nutrition Education Overview](#).

Only the Competent Professional Authority (CPA) shall provide nutrition education during the initial and subsequent certification visits.

Individual counseling must be used to provide nutrition education at certifications.

Reference: CFR §246.11

Procedure:

1. Document in the client's KWIC record using the KWIC Nutrition Education screens, all nutrition education occurring at certification visits. Document on the Topics, Handout, Client Goals and Notes KWIC windows as appropriate.
2. Provide drug and other harmful substance abuse information to all women and caregivers of infants and children (**Refer to [CRT 08.03.00 - Drug and Substance Abuse Referrals](#)**).
 - a. This information may be provided through handouts, counseling, posters, or referrals to appropriate services.
 - b. Document assessment in the ATOD window under Health Interview in KWIC.
 - c. Document counseling, referrals or materials given using Topics, Handouts, Referrals or Notes as appropriate.
3. Provide encouragement to all pregnant women to breastfeed unless contraindicated for health reasons (**Refer to [NED: 06.00.00 - Breastfeeding Contraindications](#)**).
4. Create an individualized nutrition care plan with the client/caregiver by using the Client Goal window in KWIC. The care plan should be a written strategy aimed at improving or resolving the problems identified during the visit. The care plan should include:
 - a. Client's goals: what the client wishes to accomplish during the certification period to better their nutrition, physical activity or health.

Subject: Nutrition Education Contact - Certifications

- b. Ways to accomplish the goal: Developed by the client and the CPA for the client to accomplish in the certification period. This is tied to the assessment and client concerns identified during the certification visit.
 - c. Staff Reinforcers and Recommendations: Specific items that the CPA tells the client to help them resolve concerns or improve their health outcomes. The recommendations should be simple small steps that the client can accomplish. It may include suggestions for things staff should follow up at future visits with the client.
5. Complete the Flow Sheet through the next recertification with the appropriate appointment types and time intervals. (Refer to [CRT 03.00.00 Certification Visit](#) and [NED 02.00.00 Nutrition Education Contacts](#))
 6. At a minimum, schedule the next nutrition education contact appointment (class, NEI, NE+, or high-risk) using the KWIC appointment book.