## **Documenting Low-risk Nutrition Education**

You will have many appointments when participants come in for <u>food benefit issuance AND a low-risk nutrition education contact</u>. Support staff may provide the nutrition education such as a mini-lesson or document completion of a wichealth.org lesson. It will be up to each agency to determine how it wants to track when a nutrition education contact is required. Regardless of how you track the need for nutrition education contacts, you will need to document the contact in Crossroads. This will happen on the **Nutrition Education Topic Status** screen.

- 1. Go to Family Services → Family Search.
  - a. Search for the family.
- 2. Go to Care Plan → Nutrition Education.
- 3. Scroll to the bottom of the screen open the **Topic Status** grid by clicking on the arrow.
- 4. Note:
  - a. Topic
  - b. Individual Name
  - c. Method
  - d. Status
  - e. Scheduled Date
  - f. Completion Date

Note: In this example, there are completed and scheduled topics for both the mother and infant. The scheduled topics need to be updated.

ome Family Services Schedu	ling Vendor Operations Finance Administrati	on <u>H</u> elp			Logout 👩
Quick Links	New Hampshire Family Family ID: #18600012111 1 Man Street RALEIGH, NC 27609	Nan Concord			Nan S. New Hampshire Participant ID: 9540110420 Age: 27 years and 9 months WIC Category: Breastfeeding Woman
Certification	Healthy whole Grains (wichealth)				
Family Demographics Family Assessment	Immunizations				
Participant Demographics Income Information	Iron-rich Foods				
Certification Signature Anthro / Lab	Keep Your Family Safe From E. Coli (wichealth)				
Health Information Eco-Social Assessment	Lead Poisoning				
Dietary & Health Assigned Rick Earthys	Make Meals and Snacks Simple (wichealth)		D		
Certification Summary Identification Document	Make Mealtime a Family Time (wichealth)			0	
Notes Scienced Documents					Schedule Complete
Care Plan	• Topic Status				0
Care Plan Summary	Search By Family Member ALL				
Care Plan Detail					Total Items: 4 🕜
Nutrition Education		Торіс	Individual Name Metho	d Status Scheduled Date	Completion Date Missed Date
Maintain Goals	Age-appropriate Portions		Nan S. New Hampshire Individual	Scheduled 1/31/2014	
👘 Issue Benefits	Ane-appropriate Portions		Concord S. New Hampshire Individual	Scheduled 1/31/2014	1/31/2014
Dournal of Transactions	X Immunizations		Concord S. New Hampshire Individual	Completed	1/31/2014
Subsequent Certificatio	Selected Row Details				
Scheduling System	Refusal History				0
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- 5. When the participant returns to pick up benefits, the support staff may provide a mini-lesson on age-appropriate portions or the participant may have completed a wichealth.org lesson. This contact needs to be documented.
- Click the Edit button (
   ) associated with the topic that needs to be documented.

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Quick Links I	New Hampshire Family	Nan O	d					Nan S. New H Participant ID: 9 Age: 27 years and WIC Category: B	ampshire 540110420 9 months eastfeeding Woman
Certification	Healthy whole Grains (wichealth)		-	L			U		1
Family Demographics	Immunizations								
Partidpant Demographics	Iron-rich Foods								
Certification Signature	Keep Your Family Safe From E. Coli (wichealth)								
Health Information	Lead Poisoning			0					
Dietary & Health	Make Meals and Snacks Simple (wichealth)								
Certification Summary Identification Document Family Alerts	Make Mealtime a Family Time (wichealth)	•						Schedule	v Complete
Scanned Documents	▼Topic Status								0
Care Plan Summary Care Plan Detail	Search By Family Member ALL								
Referral Program		Topic	_	Individual Name	Method	Status	Scheduled Date	Completion Date	Missed Date
Maintain Goals	Age-appropriate Portions			Nan S. New Hampshire	Individual	Scheduled	1/31/2014		
R Issue Repetits	Immunizations			Nan S. New Hampshire	Individual	Completed		1/31/2014	
Dournal of Transactions	X Age-appropriate Portions     X Immunizations			Concord S. New Hampshire Concord S. New Hampshire	Individual	Scheduled Completed	1/31/2014	1/31/2014	
Subsequent Certificatio	▶ Selected Row Details								
B Scheduling System	Refusal History								0
Family Appointments							Refresh Online	Education Refu	se Cancel
Online Version 1.3.0.2 10023		skip125-0	)1 - Mair	in Training Clinic 🕮			Т	AB 🤜 🛛	00%

- 7. The **Topic Status Update** box opens.
- 8. Enter the date the low-risk nutrition education contact was made.
- 9. From the drop-down box, select **Completed**.
- 10. Click **Update** to be taken back to the **Topic Status** grid.
- 11. Repeat the process for any additional topics that need to be updated.
- 12. Proceed with issuing benefits.

Note: use the same process to document completion any nutrition education contact.

Contractions - Contraction - Contractions	neuro Zennon Zherspous chience Germustan	at Date		The start start start	Eddoor 🖓
New Family     Family Search	New Hampshire Family Family ID: F18500012111 1 Main Street RALEIGH, NC 27609	Nan Concord		Nan S. New Hamp Participant ID: 354011 Age: 22 years and 9 mo WIC Category: Breattle	shire 0420 tits ±ding Woman
Certification	CONTRACTOR CONTRACTOR				1.1.18
Family Demographics	NyPlate Food Guide				
Family Assessment Participant Demographics	Pice				
Certification Signature	Preparing for a Healthy Pregnancy	Topic Status Update	(		
Health Information	Preparing for a Healthy Prognancy (wichealth)	Date ×	Status 🚖		
Dietary & Health	Starting Your Infant on Solid Foods (withealth)	3/31/2014	A A A A A A Scheduled		
Certification Summary	Weath to a Cop	Comments	Mased		
Family Alerts Notes Scanned Documents		× crossroads1 here ► B I U A A	Canadied Canadied	1:02 AM	mplette
Care Plan	* Topic Status				<u> </u>
Care Plan Summary Care Plan Detail	Search By Family Member ALL			Total Text	mc-4 . 673
Nutrition Education Maintain Goals	Age-appropriate Postcore	Topic		Status Scheduled Date Completion Date Miss Extended 1/31/2014	
觉 Issue Benefits	X Immunizations			Completed 1/31/2014	
Dournal of Transaction:	Immunizations		Update	ancel Completed 1/31/2014	
Subsequent Certificatio	• Selected flow Details				
Scheduling System	* Refusal History				0
Family Appointments				Ratrosh Ordine Education Refere	Circol