

Breastfeeding Volume
Peer Counseling Section

Documentation of Participant Contacts (6.01000)

ER# 6.01000

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POLICY: The local **Breastfeeding Peer Counseling (BFPC)** Program Coordinator shall instruct peer counselors to document contacts in MOWINS.

PROCEDURES:

- A. The local BFPC Program Coordinator shall:
1. Explain the purpose of documentation to Peer Counselors during the orientation.
 2. Instruct Peer Counselors to:
 - a. Use MOWINS to document all contacts with prenatal and breastfeeding women including the type of contact, education provided and referrals made.
 - b. Require Peer Counselors to document contacts in MOWINS using one of the following methods:
 - i. Create a breastfeeding note OR
 - ii. Complete the 'Breastfeeding Peer Counseling Contacts' function
 - c. When making contacts outside of the clinic, Peer Counselors may document on the **Prenatal** or **Postpartum** contact logs provided by the state office and transfer the information to MOWINS as soon as possible (no later than the end of the month). Peer Counselors using notes documentation shall include "later entry for (date)" in a breastfeeding note to indicate notes entered after the day of contact.
 3. Submit the **Missouri WIC BFPC Program Monthly Activity Report** by the 11th of each month. The report shall be submitted to the Missouri BFPC Program Coordinator via email as an Excel document or PDF file and shall include activity for the previous calendar month. Agencies may use the **Peer Counselor Weekly Activity Worksheet** to assist in tracking activities contained in the monthly report.
- B. The local BFPC Program Coordinator shall review Peer Counselor contact documentation on a regular basis to ensure the notes are complete, accurate, contain appropriate content and wording, and include only abbreviates listed in the Health and Nutrition Assessment Handbook (HNAH).
- C. The State BFPC Program Coordinator or State monitoring staff shall monitor randomly selected participant contact information in MOWINS.