



## Oregon WIC Program — Breastfeeding Peer Counseling Program Client Record Review Tool

### **INSTRUCTIONS: Review a representative sample of charts for this agency**

- Run the PC Client Participation report in TWIST found in Client Processes → Outputs → Nutrition Ed.
- Enter a “From” and “To” date range for several months in the past and select PC status “Completed.”
- Leave peer counselor blank if you want to run for all peer counselors, or select a specific peer counselor.
- Press the “Run” icon – this report will display all clients with a completed peer counseling status during the date range and peer counselor entered.

### **CHART REVIEW SELECTION CRITERIA**

- Report setup: Lists Clinic, Client Name, WIC ID, EDD, ADD, and Language.
- Review all records for 15 peer counseling clients assigned to a variety of peer counselors.



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Agency: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Clinic: \_\_\_\_\_

Date: \_\_\_\_\_

*Citations are made if a problem is found in greater than 20% of the records.  
C = Compliance    QA = Quality Assurance    N/A = Not Applicable*

WIC ID NUMBER →			# of NOs											
PEER COUNSELOR NAME →														
1	C	Are the required minimum peer counseling contacts made? If not, were reasonable attempts made to contact client?												
2	C	Did the peer counselor stay within her scope of practice and make appropriate referrals, if needed?												
3	C	Is there appropriate documentation for client contacts?												

