



POLICY: Self-paced lessons may be used to provide second nutrition education (NE) for low and medium risk participants.

PURPOSE: To provide guidance for second nutrition education using self-paced lessons.

RELEVANT REGULATIONS: ASM 06-24—WIC Nutrition Education Guidance

OREGON WIC PPM REFERENCES:

- ◆661—Competent Professional Authority: Appropriate Counseling for Risk Levels
- ◆810 – Nutrition Education: Making Education Available
- ◆820—Nutrition Education: Participant Contacts
- ◆830—Nutrition Education: Documentation

DEFINITIONS: *Self-paced lessons* Materials designed to be completed individually at the participant's own speed.

PROCEDURE:

Participant Eligibility Standards

- 1.0 Self-paced lessons may be offered to low and medium risk participants to meet the needs of participants while still providing an effective nutrition education contact.
 - 1.1 A designated WIC staff will determine if the participant is eligible for self-paced lessons and whether it is the best option for that participant or family.
 - 1.2 The WIC staff will explain the process for completing the self-paced lesson.
 - 1.3 Designated WIC staff will review with the participant what they learned or plan to do differently after completing the self-paced lesson and document lesson completion in the participant's record.
- 2.0 Participants shall have access to self-paced lessons at the clinic. Self-paced lessons can be used in situations such as the following:
 - When a participant is late or misses a 2nd nutrition education contact. The participant may choose to complete a self-paced lesson rather than be rescheduled for another appointment.
 - When a participant's schedule conflicts with the group sessions the agency offers.
- 2.1 The following participants are eligible for self-paced lessons as their second nutrition education contact:
 - 2.1.1 Parents, foster parents, or caregivers of low or medium risk

NUTRITION EDUCATION: SECOND NUTRITION EDUCATION USING SELF PACED LESSONS,
cont.

infants and children.

2.1.2 Low or medium risk pregnant women.

- Document in participant's record*** 3.0 Each completed self-paced lesson must be documented in the participant's record including which specific lesson the participant completed. See ♦830—Nutrition Education: Documentation.
- Required local procedure and approval process*** 4.0 Local WIC programs must have a written procedure in place for using self-paced lessons. This written procedure must be submitted to the state WIC office for review and approval ***prior to*** implementation and must be made available during the biennial WIC review. This procedure should include:
- Plan for staff to review content of each self-paced lesson that the agency will be using with participants,
 - How staff will determine if the participant is eligible for self-paced lessons,
 - Where the participants will complete the lesson,
 - How the appointment will be identified in the participant's record,
 - Which local agency staff will assist the participant with proof of lesson completion and reviewing content or answering participant's questions about the lesson,
 - Where documentation will be made in the participant's TWIST record of the lesson topic, and participant next steps if appropriate, and
 - How vouchers will be issued to the participant.
- 4.1 Local WIC programs that develop their own self-paced lessons must submit them to their nutrition consultant for approval prior to using.
- Accessing the self-paced lessons*** 5.0 The self-paced lessons can be downloaded from the Publications page of the Oregon WIC website, located at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/publications.aspx>★

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