



**POLICY:** The state WIC program shall monitor the nutrition education provided in local WIC programs by observing a sample of staff as they provide the education, and by a review of participant records as part of the on-site review. See ♦215—Local Program Monitoring and Review.

**PURPOSE:** To monitor local program activities to ensure compliance with federal regulations.

**RELEVANT REGULATIONS:** 7 CFR §246.11 ¶(c)(5)—Monitor local agency activities  
7 CFR §246.11 ¶(d)—Local agency responsibilities  
7 CFR §246.11 ¶(e)—Participant contacts

**OREGON WIC PPM REFERENCES:** ♦215—Local Program Monitoring and Review  
♦660—Competent Professional Authority: Requirements  
♦661—Competent Professional Authority: High Risk Counseling  
♦810—Nutrition Education: Making Education Available  
♦820—Nutrition Education: Participant Contacts  
♦823—Nutrition Education: Second Nutrition Ed Using Online Classes  
♦830—Nutrition Education: Documentation

**PROCEDURE:**  
*Observation*

- 1.0 A state nutrition consultant shall observe staff providing nutrition education in the local program and evaluate the following factors:
- 1.1 Accuracy and appropriateness of nutrition information.
  - 1.2 Assessment of no-show rate for nutrition education.
  - 1.3 Assessment of the educational environment such as noise, distractions, privacy, and space.
  - 1.4 Participant readiness for the educational process and involvement in setting next steps.
  - 1.5 Appropriate use of teaching aids.
  - 1.6 Appropriate referrals for health, social, or educational services.
  - 1.7 Appropriate use of participant centered services.

*Record review*

- 2.0 A state nutrition consultant will review participant records to ensure compliance with policies for nutrition education and documentation by evaluating the following factors:
- 2.1 Adherence to state standards for qualifications and on-going training of staff providing nutrition education (see ♦660—Competent Professional Authority: Requirements and ♦661—Competent Professional Authority: High Risk Counseling).
  - 2.2 Effectiveness of system for rescheduling missed nutrition education appointments.

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- (Record review:)
- 2.3 Planning for and provision of appropriate follow-up services (e.g., recheck hemoglobin and recheck anthropometrics).
  - 2.4 Adherence to state program documentation requirements (see ♦830—Nutrition Education: Documentation).
  - 2.5 Adherence to state program nutrition education participant contact policies (see ♦810—Nutrition Education: Making Education Available and ♦820—Nutrition Education: Participant Contacts).

- On-site review** 3.0 Local programs will be monitored by a state nutrition consultant once every two years as part of the regular on-site review. See ♦215—Local Program Monitoring and Review

- Guidelines** 4.0 Refer to the “*Oregon WIC Program, Participant Centered Education e-Modules*” and the “*Oregon WIC Training: Introduction to Group Nutrition Education Module*” for more information. ★

- REFERENCES:**
- 1. *WIC Nutrition Services Standards*, National Association of WIC Directors and the Food and Nutrition Service, 2001.
  - 2. Oregon WIC Program, Participant Centered Education e-Modules, 2010.
  - 3. *Oregon WIC Nutrition Education Guidance*, Fall 2010.

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