

Breastfeeding Peer Counselor Program Monitoring Form

Agency/Clinics:		Date of On-Site Monitoring Visit:		Reviewer:	
BFPC Supervisor: BFPC(s):			Annual Report Comments:		
Chart Review Area (Y= In Compliance/N= Out of Compliance/D= Discussion)					
HHID/WIC ID/Initials					
Infant DOB					
Cert. Start/End Dates					
Min. Contacts Made	Y / N / D	Y / N / D	Y / N / D	Y / N / D	Y / N / D
Documentation	Y / N / D	Y / N / D	Y / N / D	Y / N / D	Y / N / D
Scope of Practice	Y / N / D	Y / N / D	Y / N / D	Y / N / D	Y / N / D
Program Management (On-site Evaluation)					
BFPC program manager qualifications:			Completed mandatory training?		
BFPC qualifications:			Completed mandatory training?		
Describe system of referral from clinic to BFPC:					
Describe system of referral from BFP to lactation professional:					
Other Program Comments:					

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Pre-Monitoring Activities

- Notification of monitoring in conjunction with general program review
- Pull random charts for review (mother's only)
 - 5 for small agencies
 - 10 for medium agencies
 - 15 for large agencies
- Chart Review Areas
 - Contacts Reviewed
 - During pregnancy when possible
 - Every 2-3 days in the first 7-10 days post-partum
 - Weekly for the remainder of the 1st month
 - Monthly after the first month of infant's life
 - Within 24 hours if problem is reported
 - Different frequency (mom's request) or declination of contacts will be documented
 - Documentation
 - MIS Managed Notes ('Breastfeeding'), and
 - Peer Counselor Contacts
 - Documentation within 5 business days by BFPC
- Scope of Practice
 - If applicable, referred to breastfeeding expert when necessary
 - Practiced in the scope of 'normal' breastfeeding support
- Pump Issuance (if applicable)
 - Review any documentation related to assessment and follow up

Reference Nutrition Services Standards:

<https://wicworks.fns.usda.gov/wicworks/Topics/WICnutStand.pdf>

On-Site Review

- Discuss program management questions with relevant staff
- Observe BFPC contacts, referral process and workspace if possible
- Discuss general monitoring topics during the Exit Interview

Post-Monitoring Activities

- Complete all documentation
- Send comments, discussion topics and findings in report in conjunction with general program review
- Corrective Action due within 30 days of report
- Breastfeeding Coordinator to approve/respond with follow-up