

## Breastfeeding Peer Counselor Program Monitoring Form

Agency/Clinics:	Date of On-Site Monitoring Visit:	Reviewer:			
BFPC Supervisor: BFPC(s):		Annual Report Comments:			
<b>Chart Review Area (Y= In Compliance/N= Out of Compliance/D= Discussion)</b>					
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
<b>Program Management (On-site Evaluation)</b>					
BFPC program manager qualifications: BFPC qualifications:		Completed mandatory training? Completed mandatory training?			
Describe system of referral from clinic to BFPC:					
Describe system of referral from BFP to lactation professional:					
Other Program Comments:					

# **Breastfeeding Peer Counselor Program Monitoring Form**

## **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 1<sup>st</sup> 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