

## Breastfeeding Peer Counselor Program Monitoring Form

<b>Agency/Clinics:</b>		<b>Date of On-Site Monitoring Visit:</b>			<b>Reviewer:</b>	
<b>BFPC Supervisor: BFPC(s):</b>				<b>Annual Report Comments:</b>		
<b>Chart Review Area (Y= In Compliance/N= Out of Compliance/D= Discussion)</b>						
HHID/Participant ID						
Initials/DOB						
Cert. Start/End Dates						
Min. Contacts Made	Y / N / D	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	Y / N / D
Scope of Practice	Y / N / D	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:			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:						

## **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
    - MSPIRIT Managed Notes ('Breastfeeding'), and
    - Breastfeeding 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