

Montana WIC

Nutrition Program for Women, Infants and Children

Montana WIC Program
 1400 Broadway, Cogswell Building C305
 PO Box 202951
 Helena MT 59620-2951
 1-800-433-4298



WIC – Building Healthy & Strong Families

NUTRITION SERVICES CLINIC OPERATIONS OBSERVATION FORM

Local Agency		Reviewer	
Clinic Location		Date	

	Yes	No	N/A	Comments
Infrastructure/Operations				
Is the space adequate and appropriate for WIC Activities?				
Is there privacy for counseling & screening?				
Is the clinic clean, safe, and well maintained?				
Are high risk no-shows contacted for follow-up?				
Division of Duties				
Who is responsible for determination of?				
Nutritional Risk?				
Nutritional Assessment?				
Required NE Topics?				
Food Package Tailoring?				
Follow-up Counseling?				
Developing individual care plans?				
Developing HR individual care plans?				
Nutrition Education Plan				
Is there a current Nutrition Education Plan on file?				
What is the focus area?				
Breastfeeding Education Plan				
Is there a current Breastfeeding Education Plan on file?				
What is the focus area?				
Decor				
Infant formula cans and materials out-of-sight?				
Bulletin boards? Display nutrition information? Accurate?				
Other materials posted with nutrition information messages?				
Area inviting, colorful?				
Height/Weight/Blood				
Have scales been calibrated recently? Date?				
Is stature measuring board accurate and correctly mounted?				
Is length measuring board accurate and safely mounted?				
Is Hemocue clean? Date it was last calibrated?				