



Oregon WIC Program — Breastfeeding Peer Counseling Program Review Tool – Compliance Findings

Agency & Clinic
Locations Visited: _____

Reviewer: _____

Contact: _____

Date: _____

Note: All items are compliance issues unless “QA only” is noted to signify the item is a quality assurance issue.

Program Area		Yes / No	Citations	Resources (TWIST Screen or Report)
BREASTFEEDING PEER COUNSELING (BFPC) PROGRAM				
A.	Fiscal 1. Are quarterly BFPC expenditures reported correctly and in a timely manner? 2. Is BFPC staff time excluded from the quarterly time study? 3. Is BFPC expenditures excluded from expenditures counted toward Breastfeeding Promotion and Nutrition Education?	Y / N Y / N Y / N	<ul style="list-style-type: none"> • Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07 • ASM 04-27—Breastfeeding Peer Counseling Grants/Training, April 8, 2004 • State Policy 716—BFPC State and Local Program Responsibilities 	
B.	Staffing 1. Is there a qualified BFPC coordinator on staff? 2. Are there qualified peer counselors hired? 3. Have all peer counselors who provide BFPC services completed all required training? 4. Is there an up-to-date BFPC training log to document that peer counselors participate in a monthly meeting with the BFPC coordinator?	Y / N Y / N Y / N Y / N	<ul style="list-style-type: none"> • Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07 • ASM 04-27—Breastfeeding Peer Counseling Grants/Training, April 8, 2004 • State Policy 716—BFPC State and Local Program Responsibilities • State Policy 717—BFPC Personnel Guidelines 	
C.	Caseload 1. BFPC caseload must be maintained at an average of 100% or more and not less than 98% of assignment over the last 12 months. Caseload compliance is reviewed quarterly by the state WIC program.	N/A	<ul style="list-style-type: none"> • Approved by CHLO MCH Committee 7-07 and CLHO Executive Committee 9-07 	Client Processes: <ul style="list-style-type: none"> • BFPC Caseload Report (scheduled for 1/2008 release)



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D.	Services 1. Are the required minimum peer counseling contacts made and are they within the appropriate time frames during the prenatal and postpartum period? 2. Are peer counselors available by phone during non-clinic hours? 3. Do peer counselors stay within their scope of practice and make appropriate referrals? 4. Does the local program have a referral protocol for peer counselors and a list of lactation referral resources, specific to their agency and community?	Y / N Y / N Y / N Y / N	<ul style="list-style-type: none"> • Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07 • ASM 04-27—Breastfeeding Peer Counseling Grants/Training, April 8, 2004 • State Policy 718—BFPC Job Parameters, Protocol and Scope of Practice • State Policy 716—BFPC State and Local Program Responsibilities 	Client Processes:
E.	Documentation of Services 1. Are WIC participant assignments to peer counselors documented in TWIST? 2. Are peer counseling contacts documented appropriately? 3. Does the local program protect the confidentiality of WIC clients enrolled in the BFPC program including? a. Maintains confidentiality of participant records? b. Protects client information from unauthorized disclosure? c. Assures privacy of client information when counseling clients?	Y / N Y / N Y / N	<ul style="list-style-type: none"> • Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07 • ASM 04-27—Breastfeeding Peer Counseling Grants/Training, April 8, 2004 • State Policy 718—BFPC Job Parameters, Protocol and Scope of Practice • State Policy 450—Confidentiality 	Client Processes: <ul style="list-style-type: none"> • BFPC Participation Report

Summary of Review: