

## **Online Nutrition Education Procedures – Local Agency**

### **Policy**

Online modules may be used to provide second nutrition education for low risk participants per Idaho WIC Policy 5-B-6-7: Online Nutrition Education.

### **Procedure**

#### **Staff Training:**

Training of WIC staff members will be done by the training lead or designated trainer. Training can be done in a group or self-study. Training materials are located in the Idaho WIC website under Training Links and Quick Reference Cards (QRCs). Training will be verified by the trainer and documented on the staff training log.

Training will include the following:

- Knowledge of Idaho WIC Policy per the Idaho WIC Policy Manual Chapter 5 – Nutrition Education.
- Knowledge of local agency nutrition education options including online nutrition education.
- Review of the content of each online nutrition module available for participants.
- Understand how to determine if a participant is eligible for online nutrition education.
- Understand how to handle participant questions or requests for information.
- Offering on-line nutrition education is part of all new employee training.
- Updates provided to all WIC staff members on new or updated modules as needed.

#### **Online Nutrition Education:**

Online nutrition education is a low risk contact for any participant or any responsible adult/second authorized adult for a participant who:

- does not require high risk nutrition education by a registered dietitian,  
or
- has been determined following a registered dietitian appointment/review to be eligible for a low risk contact  
or
- refuses all other nutrition education options.

#### **Participant Eligibility:**

Participants shall have an interest in online nutrition education, access to an appropriate device (with adequate data or internet available) for completing online nutrition education classes and the ability to read and comprehend English or Spanish to be considered eligible for online nutrition.

#### **Scheduling and Documentation:**

A WIC staff member will assess and recommend appropriate modules to eligible participants. If an eligible participant chooses online nutrition education, a WIC staff member will:

- Review how to access and complete online nutrition education modules and review how benefits will be provided.
- At minimum, verbally recommend appropriate module(s).
- Provide guidance about how to contact their local agency for help if they have questions or problems.

- Verbally review and document a completion date for online nutrition education (on whatever is given to the participant to remind them).
- Enter into WISPr the plan for the next nutrition education contact to be online. This plan can be in current care plan, family staff notes or participant staff notes.

A WICSmart Module note is completed for all participants after completion of online nutrition education. The WICSmart Module note at a minimum contains the following information:

- Title of module and date completed (which was verified by staff using online access).
- Next appointment type or plan.