Documenting Low-risk Nutrition Education

You will have many appointments when participants come in for food benefit issuance AND a low-risk nutrition education contact. Support staff may provide the nutrition education such as a mini-lesson or document completion of a wichealth.org lesson. It will be up to each agency to determine how it wants to track when a nutrition education contact is required. Regardless of how you track the need for nutrition education contacts, you will need to document the contact in Crossroads. This will happen on the Nutrition Education Topic Status screen.

1. Go to Family Services → Family Search.
   a. Search for the family.
2. Go to Care Plan → Nutrition Education.
3. Scroll to the bottom of the screen open the Topic Status grid by clicking on the arrow.
4. Note:
   a. Topic
   b. Individual Name
   c. Method
   d. Status
   e. Scheduled Date
   f. Completion Date

Note: In this example, there are completed and scheduled topics for both the mother and infant. The scheduled topics need to be updated.
5. When the participant returns to pick up benefits, the support staff may provide a mini-lesson on age-appropriate portions or the participant may have completed a wichealth.org lesson. This contact needs to be documented.

6. Click the Edit button (-pencil) associated with the topic that needs to be documented.

7. The Topic Status Update box opens.

8. Enter the date the low-risk nutrition education contact was made.

9. From the drop-down box, select Completed.

10. Click Update to be taken back to the Topic Status grid.

11. Repeat the process for any additional topics that need to be updated.

12. Proceed with issuing benefits.

Note: use the same process to document completion any nutrition education contact.