

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

The screenshot displays the 'Nutrition Education Topic Status' screen for a family. The top section shows family details for 'New Hampshire Family' (Family ID: F18600012111) and a participant 'Nan S. New Hampshire' (Participant ID: 9540110420). Below this is a grid of nutrition education topics with checkboxes for completion. The 'Topic Status' section is expanded, showing a table of topics with the following data:

Topic	Individual Name	Method	Status	Scheduled Date	Completion Date	Missed Date
Age-appropriate Portions	Nan S. New Hampshire	Individual	Scheduled	1/31/2014		
Immunizations	Nan S. New Hampshire	Individual	Completed		1/31/2014	
Age-appropriate Portions	Concord S. New Hampshire	Individual	Scheduled	1/31/2014		
Immunizations	Concord S. New Hampshire	Individual	Completed		1/31/2014	

Note: In this example, there are completed and scheduled topics for both the mother and infant. The scheduled topics need to be updated.

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

Topic	Individual Name	Method	Status	Scheduled Date	Completion Date	Missed Date
Age-appropriate Portions	Nan S. New Hampshire	Individual	Scheduled	1/31/2014		
Immunizations	Nan S. New Hampshire	Individual	Completed		1/31/2014	
Age-appropriate Portions	Concord S. New Hampshire	Individual	Scheduled	1/31/2014		
Immunizations	Concord S. New Hampshire	Individual	Completed		1/31/2014	

- The **Topic Status Update** box opens.
- Enter the date the low-risk nutrition education contact was made.
- From the drop-down box, select **Completed**.
- Click **Update** to be taken back to the **Topic Status** grid.
- Repeat the process for any additional topics that need to be updated.
- Proceed with issuing benefits.

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