

**Indiana WIC Program  
Indiana State Department of Health**

**Peer Counselor Documentation**

**Policy**

The Peer Counselor must document all client contacts.

**Procedure**

- I. Peer Counselor client contacts include:
  - A. text or telephone calls;
  - B. home visits;
  - C. hospital visits;
  - D. clinic visits;
  - E. classes; and
  - F. sharing sessions.
  
- II. Peer Counselor documentation must include the following information:
  - A. When contact is made, the contact box must be marked and a breastfeeding note entered, documenting:
    1. when and where/how the contact occurred;
    2. the client's stated concern(s);
    3. the advice or recommendations given;
    4. the follow-up plan; and
    5. referrals.
  
  - B. When contact is unsuccessful the failed attempt must be noted in contact line of INWIC.
  
- III. Peer Counselor client contacts must:
  - A. be documented in INWIC within 1 week of contact;
  - B. be documented on a Peer Counselor monthly record;
  - C. submit completed monthly records to the Breastfeeding Coordinator.