

**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.