



# Oregon WIC Program — Breastfeeding Peer Counseling Program

## Review Tool – Compliance Findings

**Agency & Clinic**  
**Locations Visited:**

**Contact:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: All items are compliance issues unless “OA only” is noted to signify the item is a quality assurance issue.*

Program Area		Yes / No	Citations	Resources (TWIST Screen or Report)
<b>BREASTFEEDING PEER COUNSELING (BFPC) PROGRAM</b>				
<b>A.</b>	<b>Fiscal</b>		<ul style="list-style-type: none"> <li>• Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07</li> <li>• ASM 04-27 Breastfeeding Peer Counseling Grants/Training, April 8, 2004</li> <li>• State Policy 71 6 BFPC State and Local Program Responsibilities</li> </ul>	
	1. Are quarterly BFPC expenditures reported correctly and in a timely manner?	Y / N		
	2. Is BFPC staff time excluded from the quarterly time study?	Y / N		
	3. Is BFPC expenditures excluded from expenditures counted toward Breastfeeding Promotion and Nutrition Education?	Y / N		
<b>B.</b>	<b>Staffing</b>		<ul style="list-style-type: none"> <li>• Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07</li> <li>• ASM 04-27 Breastfeeding Peer Counseling Grants/Training, April 8, 2004</li> <li>• State Policy 716 BFPC State and Local Program Responsibilities</li> <li>• State Policy 71 7 BFPC Personnel Guidelines</li> </ul>	
	1. Is there a qualified BFPC coordinator on staff?	Y / N		
	2. Are there qualified peer counselors hired?	Y / N		
	3. Have all peer counselors who provide BFPC services completed all required training?	Y / N		
	4. Is there an up-to-date BFPC training log to document that peer counselors participate in a monthly meeting with the BFPC coordinator?	Y / N		
<b>C.</b>	<b>Caseload</b>		<ul style="list-style-type: none"> <li>• Approved by CHLO MCH Committee 7-07 and CLHO Executive Committee 9-07</li> </ul>	Client Processes: <ul style="list-style-type: none"> <li>• BFPC Caseload Report (scheduled for 1/2008 release)</li> </ul>
	1 BFPC caseload must be maintained at an average of 100% or more and not less than 98% of assignment over the last 12 months. Caseload compliance is reviewed quarterly by the state WIC program.	N/A		



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Program Area		Yes / No	Citations	Resources (TWIST Screen or Report)
<b>D. Services</b>	1. Are the required minimum peer counseling contacts made and are they within the appropriate time frames during the prenatal and postpartum period?	Y / N	<ul style="list-style-type: none"> <li>• Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07</li> <li>• ASM 04-27 Breastfeeding Peer Counseling Grants/Training, April 8, 2004</li> <li>• State Policy 71 8 BFPC Job Parameters, Protocol and Scope of Practice</li> <li>• State Policy 71 6 BFPC State and Local Program Responsibilities</li> </ul>	Client Processes:
	2. Are peer counselors available by phone during non-clinic hours?	Y / N		
	3. Do peer counselors stay within their scope of practice and make appropriate referrals?	Y / N		
	4. Does the local program have a referral protocol for peer counselors and a list of lactation referral resources, specific to their agency and community?	Y / N		
<b>E. Documentation of Services</b>	1. Are WIC participant assignments to peer counselors documented in TWIST?	Y / N	<ul style="list-style-type: none"> <li>• Approved by CLHO MCH Committee 7-07 and CLHO Executive Committee 9-07</li> <li>• ASM 04-27 Breastfeeding Peer Counseling Grants/Training, April 8, 2004</li> <li>• State Policy 71 8 BFPC Job Parameters, Protocol and Scope of Practice</li> <li>• State Policy 450 Confidentiality</li> </ul>	Client Processes: <ul style="list-style-type: none"> <li>• BFPC Participation Report</li> </ul>
	2. Are peer counseling contacts documented appropriately?	Y / N		
	3. Does the local program protect the confidentiality of WIC clients enrolled in the BFPC program including?	Y / N		
	a. Maintains confidentiality of participant records? b. Protects client information from unauthorized disclosure? c. Assures privacy of client information when counseling clients?			

**Summary of Review:**