

Monitoring and Evaluation and Nutrition Education and Evaluation Plan

I. Evaluating Nutrition Education Classes.

- a. Each class that is new to the WIC clinic must be formally evaluated one of the first times it is taught. This policy applies to classes available through the State office as well.
- b. The purpose is to determine if the class is relevant and understandable by the WIC population in that clinic area. If the class is not appropriate for the WIC participants, the nutrition class preceptor should select another class and note this in the class file.
- c. The evaluation must include:
 - i. Evaluation of the class by a WIC health professional (instructor).
 - ii. Evaluation of the class by a participant.
 - iii. Class evaluations must be kept in the class file and will be reviewed at the management evaluation visit. State forms are available for use.

II. Nutrition Education Materials.

- a. Education materials are available through the State office for all categories of participants.
- b. These can be accessed through SharePoint under the Nutrition Tab.
- c. A list of current nutrition education handouts can be accessed through SharePoint under the Nutrition tab.
- d. A list of nutrition education handouts to recycle can be accessed through SharePoint under the Nutrition tab.
- e. These include lesson plans, brochures (handouts), self-paced modules, and bulletin boards.
- f. Most pamphlets are available in Spanish and English.
- g. Most materials from the State office are produced at a low literacy level and are therefore appropriate for participants with limited reading skills.
- h. Nutrition education materials older than five years are not approved for use in WIC. Agencies have the option of replacing outdated materials with newer materials or revising the materials to reflect current research-based recommendations. Local agencies can request assistance from the State

office in revising outdated materials. Nutrition education materials developed or revised locally should include the date (month/year) and author (agency/clinic).

- i. Order forms for printed materials may be obtained through SharePoint for clinic forms, pamphlets, and books.
- j. Nutrition education materials may also be obtained through the WIC Works resource system, FNIC and USDA.

III. Evaluating Nutrition Education Materials.

- a. All materials developed locally and used for participant education must be evaluated according to criteria outlined in the CDC “Simply Put” guide posted on SharePoint in the Nutrition Education tab under Nutrition Education.
- b. Other related resources can also be found in SharePoint under the Nutrition tab in the Developing and Evaluation Nutrition Education Materials folder.
- c. In addition, all nutrition education materials obtained from other community health agencies (e.g. American Heart Association, American Cancer Society, American Diabetes Association) must be evaluated using the same criteria, by the local agency Nutrition Preceptor. (Exception: Nutrition education materials distributed by the State office do not need to be evaluated by local clinics.)
- d. Evaluation results for materials should be recorded on the Written Nutrition Education Materials Review Form. This form is available on SharePoint under the WIC Forms tab.
- e. Completed forms and copies of the evaluated materials should be kept on file at the local WIC clinics. These will be evaluated during Management Evaluation visits.

IV. Local Management Evaluation Review.

- a. Local Management Evaluation Review of Nutrition and Breastfeeding areas will be conducted annually by local agency staff to ensure that services provided are safe, effective and in compliance with WIC Federal regulations.
- b. State staff will support local staff in developing their management evaluation system.

- c. Results of these reviews will be submitted annually to the state office to be included with the Nutrition Education and Evaluation Plan (NEP).

V. Nutrition Education and Evaluation Plan (NEP).

- a. The required components of the NEP include all of the following:
 - i. Needs Assessment worksheets,
 - ii. Evaluation of the three goals that the agency/clinic set during the prior fiscal year,
 - iii. Three (3) measurable nutrition goals based on the results of the Needs Assessment, and
 - iv. At least one goal must focus on breastfeeding promotion and support.
 - v. The goals should be realistic and measurable.
 - vi. Any other questions included in the NEP worksheets as determined by the State agency; the questions may vary from year to year.
 - vii. Evaluation of breastfeeding program goals, including budget for Peer Counselor Program and Annual Evaluation.
- b. The RD should coordinate the preparation of the NEP, in conjunction with the WIC Administrator and Breastfeeding Coordinator.
 - i. Please indicate who prepared the document.
 - ii. The document should cover information from January 1st – December 31st.
 - iii. Send the document to the State WIC Nutrition Coordinator.
- c. Upon receipt of the NEP:
 - i. The State Nutrition Coordinator and State Registered Dietitian team will review.
 - ii. The State Nutrition Coordinator will provide the local agency/clinic with a letter of approval or a request for more information within two months. If more information is requested, the local agency/clinic must then provide a response no later than two weeks from the date of request.
 - iii. Once all clarifications have been made, an official approval letter will be sent to the Local WIC Director.

VI. Teaching Nutrition Education

Teachers include qualified CPAs and CAs, who have met the following guidelines.

CPAs may teach when:

- a. The Nutrition Preceptor, the local clinic Registered Dietitian or a State agency Registered Dietitian evaluates them once a year.

- b. Documentation of this evaluation is completed on the “Teacher Evaluation” form and must be kept on file.

- c. CAs may teach when:
They have completed all appropriate modules:
 - a. Laboratory
 - b. Basic Nutrition

- i. Training for a new class has been completed by the RD. The classes for which the CA is approved are documented in the employee file.

- ii. They have been observed and evaluated by an RD the first time each new class is taught, with documentation completed on the “Teacher’s Evaluation” form, which is kept on file.

- iii. The Nutrition Preceptor, the local clinic Registered Dietitian or a State Agency Registered Dietitian evaluates them at least once each year.