

# 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.

5. 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.
6. Click the **Edit** button (✎) associated with the topic that needs to be documented.

The screenshot shows the 'New Hampshire Family' profile in the Nutrition Education software. The 'Topic Status' section contains a table 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	

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

The screenshot shows the 'Topic Status Update' dialog box open over the 'Topic Status' grid. The dialog box contains the following information:

- Date:** 3/31/2014
- Status:** Completed
- Comments:** crossroads1

The 'Update' button is highlighted with a red box, indicating the next step in the process.

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