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| **Oregon Women, Infants and Children (WIC) Program Breastfeeding Peer Counseling (BFPC) Program Review Tool — Compliance Findings** |
| Agency and clinic locations visited: |       |  Reviewer: |       |
| Contact: |       |  Date: |       |

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

| Program area | Compliant? | Citations | Findings/comments |
| --- | --- | --- | --- |
| Yes | No | N/A |
| **A.** | **Caseload**BFPC caseload must be maintained at an average of 100% or more and not less than 97% of assignment over the last 12 months. *Caseload compliance is reviewed quarterly by the state WIC program.* | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 3(c)
 |       |
| **B.** | Staffing1. Is there a BFPC coordinator who meets the qualifications and requirements according to policy?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): 2.0 and Appendix A
 |       |
| 1. Are there peer counselors who meet the qualifications and requirements according to policy?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): 3.0 and Appendix B
 |       |
| 1. Is there documentation that the peer counselors have participated in monthly meetings with the BFPC coordinator?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): 4.0
 |       |
| **C.** | **Services**1. Are the required minimum peer counseling contacts made?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): 1.0, 7.0
 |       |
| 1. Was the participant’s status in TWIST changed to inactive if no longer breastfeeding, no longer wanting contact, or there has been no peer counseling contact for two (2) consecutive months?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶7.2
 |       |
| 1. Are peer counseling services available during non-clinic hours? **(*QA only*)**
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶1.6
 |       |
| 1. Does the local program have a referral protocol for peer counselors?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶3.6
 |       |
| 1. Does the local program have a list of lactation referral resources, specific to their agency and community?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶10.0
 |       |
| 1. Do peer counselors stay within their scope of practice?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶3.5
 |       |
| 1. Did the peer counselor provide accurate and evidence-based education?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶3.5, 4.0
 |       |
| 1. Do peer counselors make appropriate referrals?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶3.6
 |       |
| **D.** | Documentation of Services1. Are WIC participant assignments to peer counselors documented in TWIST?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶ 7.0
 |       |
| 1. Are peer counseling contacts documented appropriately?
 | [ ]  | [ ]  | [ ]  | * [716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶1.0, 7.0
 |       |
| **E.** | **Fiscal**1. Are quarterly BFPC expenditures reported correctly? *Reviewed by OHA Office of Financial Services.*
 | [ ]  | [ ]  | [ ]  | ♦[716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶8.0* Program Element #40: WIC Services, 3(c)
 |       |
| 1. Are quarterly BFPC expenditures reported on time?
 | [ ]  | [ ]  | [ ]  | ♦[716](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/716.pdf): ¶8.0* Program Element #40: WIC Services, 3(c)
 |       |
| 1. Is BFPC staff time excluded from the quarterly time study?
 | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 3(c)
 |       |
| 1. Are BFPC expenditures excluded from expenditures counted toward Breastfeeding Promotion and Nutrition Education? *Reviewed by OHA Office of Financial Services.*
 | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 3(c)
 |       |
| 1. Does BFPC Coordinator keep a daily time sheet if time is not 100% BFPC?
 | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 3(c)
 |       |
| **F.** | **BFPC Reports**Are reports completed correctly and on time? | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 3(c)
 |       |