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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.** | Staffing  1. 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 Services  1. 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) |  |