

Chapter 3: Client Processes
Section 3: Assessment
Lesson: Diet Assessment

Objectives:

Upon completion of this lesson the user will be able to:

- correctly utilize the “diet assessment” function;
- complete the Questionnaire sub-tab;

Oregon Policies:

- ◆ 625 Nutrition Risk Assessment

Overview:

Helping clients improve their eating habits is an important part of WIC services. TWIST assists this process by providing the Diet Assessment Questionnaire to help you assess and identify dietary risks and goals for the client.

This lesson teaches you how to complete the diet assessment questionnaire that will help you provide appropriate nutrition education to participants.

Instruction:

Completing the Questionnaire

The starting point for this section is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Diet Assessment

1. **Retrieve the client for whom you want to enter diet assessment information.**

Client Processes - [CP3115 - Woman Certification State ID:3078228 Name: Test, Pregnant DOB:04/01/1988]

File Edit Window Help

Selection

WIC ID: 00946116-01 Name: Test, Pregnant DOB: 04/01/1988 WIC Cat.: WOMAN, PREGNANT Tr.Type: N

Medical Data Health History **Diet Assessment** NE Plan Progress Notes BF Tracking Food Pkg. Assignment

CPA Verification

Questionnaire: Prenatal Diet Assessment

Visit Date: 02/28/2008 Entered By: Vernita Reyna Show: All

Questionnaire

No.	Question	Answer	Notes
D1.1	Tell me about how you are eating.		
D1.2	What do you like about the way you eat?		
D1.3	What concerns do you have about the way you eat?		
D2	Do you have any discomforts with eating during this pregnancy?		
D2F	Other		
D3.1	What concerns, if any, do you have about weight gain with pregnancy?		
D4.1	What foods, if any do you avoid for health or other reasons?		
D5.1	Are you on a low calorie or special diet?		
D6.1	Do you eat anything that is not food?		
D7.1	Are you taking a vitamin with iron or iron supplement?		

Questionnaire Risk Factors

Immunizations Due Change Transaction Type Determine Eligibility

Ready February 28, 2008 11:44 AM Vernita Reyna Baker CHD famnet_test2 / famnet

Figure 1: "Diet Assessment" Screen

2. **From the "Questionnaire" field, select the appropriate questionnaire from the drop-down list.**
3. **"Visit Date" field.**
 - This field defaults to today's date but may be modified.
 - The **"Entered By"** field defaults to the user's login ID.
4. **"Show" field.**
 - From this drop-down menu, you may select **"All"** questions or **"Mandatory"** questions from the drop-down list.
 - The questions will be displayed in the **"Questionnaire"** section of the screen.
5. **Enter the appropriate answer for each question that applies to the participant.**
 - Click in the question field and scroll over to view the entire question.
 - Risks may be generated based on answers entered.

- Certain answers may generate additional questions or pop-ups.

There are three types of answer possibilities:

- multiple choice; the answer is selected from the drop down list of answers.
- masked; the answer is entered in a specific format, such as a date.
- free-form text; the answer is typed in the answer box.

A blue checkmark on the Diet Assessment tab will be generated when the mandatory question is answered and the questionnaire is saved.

6. **Double-click in the “Diet Assessment Notes” field.**

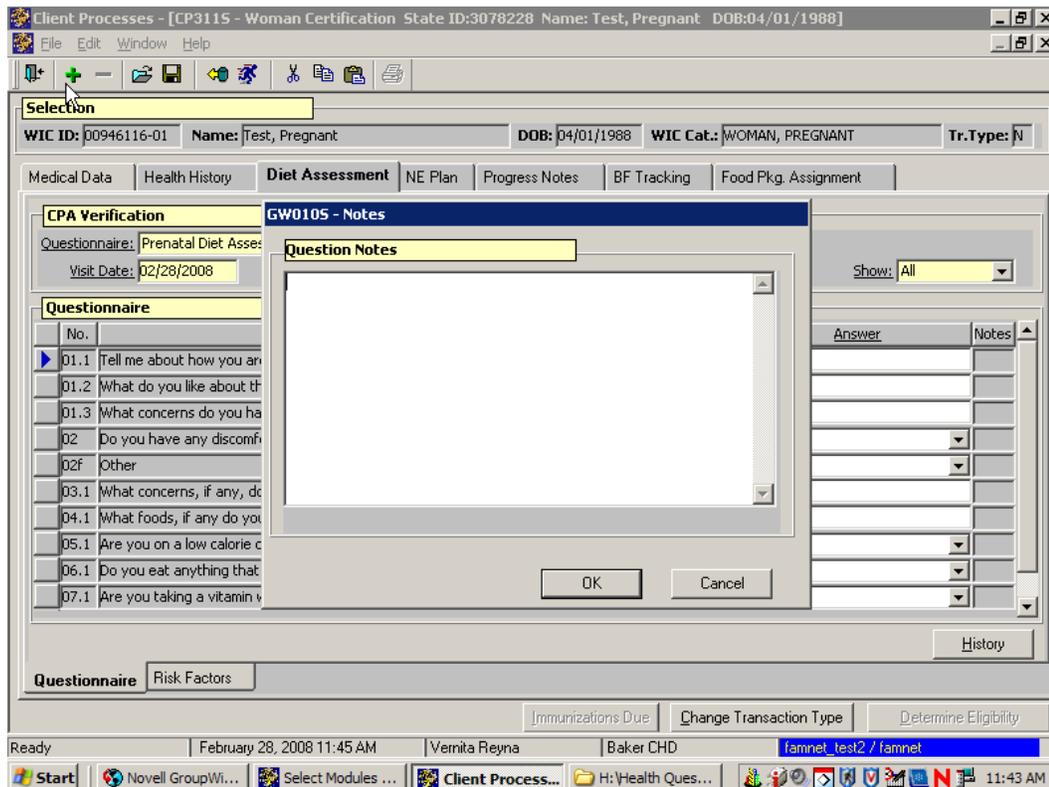


Figure 2: “Diet Assessment Notes” Pop-Up

- This opens the “Notes” pop-up and allows you to enter free form notes as needed.
- A note may be entered for each answer.

7. **Click “OK” to save the note and close the pop-up.**

To close the pop-up without saving, click “Cancel.”

8. **Save.**

↳ **Practice Activity #1:**

Use the client from your ◀ Activity Sheet for this practice.

The starting point for this activity is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Diet Assessment ⇒
Questionnaire

1. Click the “Open” icon to access “Client Search” and select the client for whom you want to enter diet assessment information.
2. Click the “Return with Client” button.
3. Select the pregnant woman questionnaire.
4. Leave “Visit Date” as today’s date.
5. Tab to the “Show” Field and select All.
6. Enter the answers on the attached questionnaire.
7. Save your work.

Accessing Questionnaire History

Previous diet assessment questionnaires can be viewed at any time by using the “History” button.

The starting point for this section is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Diet Assessment ⇒
Questionnaire

1. **Retrieve the client for whom you want to view diet assessment information.**
2. **On the “Questionnaire” screen, click the “History” button.**

The “**Questionnaire History**” pop-up is displayed.

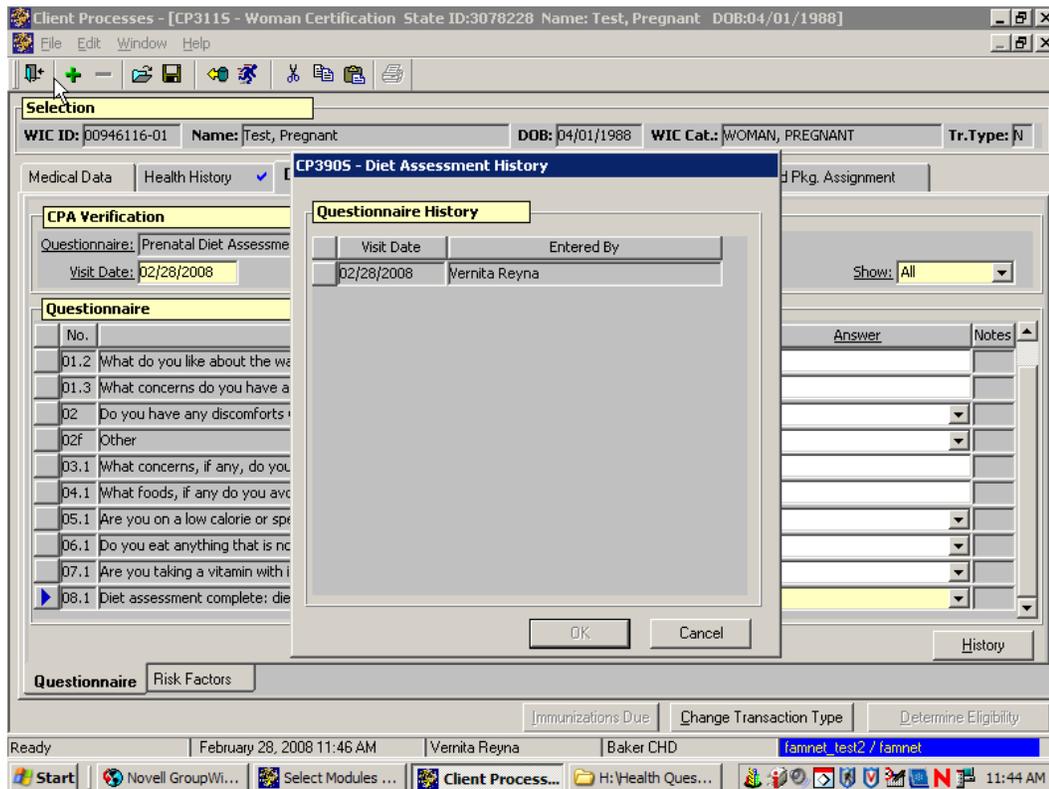


Figure 3: “Diet Assessment - History” Pop-Up

3. **Select the questionnaire you want to view and click “OK.”**
 - The questionnaire is displayed.
 - The questionnaire is view only and cannot be modified on this screen unless it was created today.
 - To close the pop-up without selecting a questionnaire, click **“Cancel.”**
 - To view another questionnaire, click the **“History”** button and repeat the process.
4. **Exit.**

↪ **Practice Activity #2:**

Use the client from your ☛ Activity Sheet for this practice.

The starting point for this activity is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Diet Assessment ⇒
Questionnaire

1. Click the “Open” icon to access “Client Search” and select the client for whom you want to view diet assessment history.
2. Click the “Return with Client” button
3. Click the “History” button.
4. Select the oldest “Visit Date” and click “OK.”
5. Return to the “Questionnaire” screen.

Tips and Shortcuts:

- After the questionnaire has been completed and saved, you may view the diet risks by clicking on the “Risk Factors” tab. The process for changing these risks is the same as in the Risk Criteria and Level lesson.
- Ask only the optional questions appropriate for the individual participant.
- Questions can be asked in any order.

Skill Check:

Now that you have learned how to use the “Diet Assessment” screens, let’s take a few minutes to practice these functions again. Pair up with another person and take turns being the client.

1. Complete the “Diet Assessment Questionnaire” for your client.
2. *Print the screen after they are complete.*

Notes: