Chapter 3: Client Processes
Section 9: Second Nutrition Education Contact
Lesson: Health Bites: Online Nutrition Education

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

- access the “Health Bites Session Lookup” website to confirm which nutrition education sessions a participant has completed; and
- document completion of a Health Bites online nutrition education session in the participant’s record.

Oregon Policies:

- 823 Nutrition Education: Second Nutrition Education Using Online Sessions

Overview:
Participants may fulfill their second nutrition education contact by completing an online session at the Health Bites website. When a participant or caregiver returns to your clinic to report the completion of their session and receive their next food benefits, you will document completion of nutrition education in TWIST and issue benefits from the “Family Summary Screen” as normal. If they do not have a session completion certificate, you can find out which session they finished by going to the “Health Bites Session Lookup” website.

Instruction:

View a Participant on the Health Bites Website

♫NOTE: The Health Bites website is NOT connected to TWIST.

1. Open an internet browser (e.g. Internet Explorer).
Figure 1: “Health Bites Session Lookup” Login Screen

3. Enter your clinic’s “User Name” and “Password.”

♫ NOTE: All staff in your clinic will use the same User Name and Password to view Health Bites. Ask your supervisor for this information.

4. Click the “Log In” button.
5. To search for the participant, enter their 8-digit Family WIC ID number (leave off the 2-digit participant ID at the end).
   - Leave the entries of “All Sessions” and “All Languages.”
   - Do not check “Include Detailed Scores in Export.” This button is for state use only.

6. Click the “Search” button.

   ![Figure 2: “Health Bites Session Lookup” Search Screen](image)

   - On this screen, you can view all Health Bites sessions attempted and completed by the participant.
     - WIC ID indicates the family WIC ID number
     - Sessions indicates the name of the Health Bites session
     - Session ID is the behind the scenes code for tracking
     - Language in which the session was taken
     - Passed indicates if the participant scored more than 80% on the posttest
     - Test score shows the score on the posttest and indicates the participant completed the session
     - Date indicates the date the session was attempted
7. Document the specific nutrition education session according to your agency’s policy.

<table>
<thead>
<tr>
<th>IF:</th>
<th>THEN:</th>
</tr>
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<tbody>
<tr>
<td>Your agency uses specific TWIST groups for each online session topic,</td>
<td>Mark the participant as “show” when they have completed the session.</td>
</tr>
<tr>
<td>Your agency uses a generic TWIST group for all online sessions,</td>
<td>Mark the participant as “show” when they have completed the session.</td>
</tr>
<tr>
<td></td>
<td>And, document the specific session they completed on the “NE Provided” tab.</td>
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</tbody>
</table>

♫ NOTE: For more information see the Guidelines for Using Online Nutrition Education at:

http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/ne-resources.aspx

8. To search for another participant, click “Search Again” on the upper left of the blue screen.

9. When finished, click “Log Off” on the top right of the screen.

→ Practice Activities:

1. Check with your supervisor for your local agency’s procedures for documenting online nutrition education sessions.

☞ Notes: