

Chapter 3: Client Processes

Section 4: First Nutrition Education Contact

Lesson: Nutrition Education Provided

Objectives:

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

- select Nutrition Education (NE) topics and materials;
- describe the NE topics and material, their meaning, and how they are organized.

Oregon Policies:

- ◆ Policy 425 Ordering State Produced Materials
- ◆ Policy 800 Nutrition Education: Introduction and Overview
- ◆ Policy 830 Nutrition Education: Documentation
- ◆ Policy 840 Nutrition Education Materials: Evaluation Criteria

Overview:

Accounting for all the nutrition education materials you share with your clients can be overwhelming. TWIST simplifies tracking this information. The “**NE Provided**” screens allow you to document the dates and topics discussed and any materials provided. This, as well as previous certification information, can be reviewed at any time. The client will no longer say, “You gave that handout to me already. Do you have anything different?”

Instruction:

Documenting NE Provided and Materials Provided

The starting point for this section is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Nutrition Education Plan

- 1. Click on the “NE Provided” tab at the bottom of the window.**

Figure 1: “NE Plan – NE Provided” Screen

2. Retrieve the client for whom you want to document education provided.
3. Click on the “Date Provided” field in the “NE Provided” section.

The “**Date Provided**” field defaults to the current date, but may be modified.

4. Tab to the “Topic” field and select the topic for your client from the drop down list.

Click the “**Insert**” icon to add a new row.

5. Click on the “Date Provided” field in the “Materials Provided” section.

This field defaults to the current date, but may be modified.

6. Tab to the “Title” field and select a material title.

The “**Form No.**” field will auto fill with the appropriate form number.

7. Click the “Search By Topic” button to search for a material by a general topic.
8. Select a “Topic”, “Sub-Topic”, and “Form Title”.
9. Click “OK” or “Cancel” to close the pop-up.
10. Save.
11. Exit.

♪ NOTE: Click on the “Insert” button to add a new row.

↪ **Practice Activities:**

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

The starting point for this activity is:

Client Processes ⇒ Certification ⇒ Woman ⇒ Nutrition Education Plan
⇒ NE Provided

1. Retrieve the client for whom you wish to document education provided.
2. Click in the “Date Provided” field and verify the date.
3. Tab to “Topic.”
4. Select the appropriate topic.
5. Click the “Date Provided” field in the “Materials Provided” section.
6. Verify the date.
7. Tab to the “Title” field.
8. Select the appropriate handout.
9. Click the “Insert” button to add a new row.
10. Click on the “Search By Topic” button.
11. Select a “Topic”, “Sub-Topic” and “Form Title” from the drop down lists.
12. Click “OK” to exit the pop-up.
13. Click the “Remove” button to remove the second row.
14. Save.
15. Exit.

✓ **Skill Check:**

For this exercise you will document additional Nutrition Education provided to a client.

Today you see a new prenatal client. Based on her nutrition risks, document two nutrition education topics of her choice with the appropriate materials provided.

Do a screen print of the “NE Provided” screen. Write your name on the screen print before turning it in to the instructor.

 **Notes:**