



Memorandum

#09-173

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 28, 2009

SUBJECT: Follow-Up Memo for Monitoring and Assessing VENA

This memo is to follow up and clarify WIC Memo #09-096, *Monitoring and Assessing Value Enhanced Nutrition Assessment (VENA)*. VENA will be part of the monitoring review process beginning January 1, 2010. Starting on this date, monitoring staff will observe local agency staff perform the basic concepts of VENA. However, monitoring of the completion of the VENA Family Documentation Tool will not begin until July 1, 2010.

Guidance on completing the VENA Family Documentation Tool has been provided in many training settings (Regional VENA trainings, Nutrition Breastfeeding Conference 2008, Interactive Distance Learning (IDL) trainings titled *Tips on Completing the VENA Family Documentation Tool* and *Assessing VENA*). **However, this memo provides the official *Instructions for Completing the VENA Family Documentation Tool* – see attachment.** Please refer to these instructions for clarification and share with appropriate staff. The instructions will be added to the Texas WIC website at http://www.dshs.state.tx.us/wichd/nut/pdf/Instructions_Forms_0106.pdf and the *Texas WIC Clinic Assessment Manual* in the future.

Please refer to Memo #09-096 for additional information on VENA resources and training materials. *Assessing VENA* will continue to be provided on IDL on a regular basis.

If you have questions or require additional information, please contact Anita Ramos, Training Specialist, at (512) 341-4581 or Anita.Ramos@dshs.state.tx.us, Erica Harris, Nutrition Education Consultant, at (512) 341-4588 or Erica.Harris@dshs.state.tx.us, Jessica Coll, Nutrition Education Consultant, at (512) 341-4512 or Jessica.Coll@dshs.state.tx.us, or Lauren Christian, Nutrition Education Consultant, at (512) 341-4590 or Lauren.Christian@dshs.state.tx.us.

Attachment

Instructions for Completing the VENA Family Documentation Tool

Staff shall complete the VENA Family Documentation Tool at each certification. Staff members are encouraged to use the tool at other counseling sessions (high risk counseling, formula issues, etc.) to enhance communication among staff and continuity of care for clients.

- One documentation tool shall be completed per family per certification.
- Documentation shall be concise, providing a snapshot of the session.
- Documentation is required in all fields, including shaded areas. If a field is not applicable, counselor shall document this (i.e. “no concern”, “client not ready to set a goal”, “none”, etc).

Explanation of Fields

Parent/Guardian: Document first and last name of parent/guardian.

PAN#/DOB: Document family’s primary account number (PAN) or parent/guardian’s date of birth (DOB).

Date: Document date of counseling session.

Staff Initials: Counselor shall document his/her initials or full name.

Parent’s Primary Concern/Interest: Counselor shall document the parent/guardian’s primary concern or interest.

Staff’s Primary Concern: Counselor shall document the counselor’s primary concern (regarding Anthropometrics, Biochemical, Clinical, Environmental, and Family information).

Topics Discussed and Referrals: Counselor shall document topic(s) discussed and referral(s) provided. Documentation shall reflect that the parent/guardian’s primary concern was addressed.

Family Goal(s): Counselor shall document parent/guardian’s family goal. Counselor may assist parent/guardian in setting a specific and realistic goal, but shall not set the goal for the client.

Confidence Scale: Optional

Progress: At next counseling session, counselor shall ask parent/guardian about family goal and document status, if applicable.

Date: Date of next counseling session, if applicable. This date shall be the same as the next documented counseling session.