

Notes Guidance Tool

This Notes Guidance Tool is intended to give you tips for writing **thorough** yet **concise** Notes that will be helpful for you and other staff to better serve clients. Notes should include subjective information that you have collected as part of the Nutrition Assessment Process. Unless your supervisor has guidelines for local consistency, **you are granted flexibility when writing Notes** and you are not expected to write exactly the same as everyone else. You have your own style that you should embrace!

Purpose of Notes

The intent of Notes is to be helpful to you or the next person who sees the client to be able to quickly learn more about the client. By using Notes for this purpose, the client will not need to explain everything again, hopefully feeling “heard the first time”. By not collecting repetitive data, you can spend your time moving forward.

What should Notes include?

Notes should include any information that is **valuable about your client that is not included anywhere else in KWIC**. Notes should include information your client tells you that appears important to the client, may be of concern to you, or specific topics you would like to follow up with at next visit. Be sure to expand on anything unique (e.g. if young and PG or homeless). You may also want include an update regarding successes or challenges related to past goals.

If there are details you wish to draw attention to that are elsewhere in KWIC, that’s okay, too!

Example: “Foster child with Hgb 8.0.”

Example: “15 yo has not seen Dr. yet.”

These are all details that can be found in KWIC but are so important it might be worth setting the stage for your Note.

Where to write notes?

There are two main fields in KWIC where you will document your notes regarding any concerns discovered while completing your Nutrition Assessment: **Notes** and **Risk Factor Notes** fields. Some notes could go in either location.

Example: BF Client with Diabetes

You might write something about the treatment or status of blood sugar control in either Notes or Risk Factor Notes—it’s up to you. The only requirement is that you mark the “Based on MD Diagnosis” box for 343-Diabetes Mellitus.

With some risk factors, it might make more sense to write the justification for the risk factor in the Risk Factor Notes.

Example: Child with risk factor 425b-Feeding Sugar-Containing Fluids

You might want to write in the Risk Factor Note, “Gatorade and lemonade daily”. If you didn’t want to write this in the Risk Factor Note, it must be included in the Notes. It just has to be documented in one of those two places to justify why you assigned the risk factor.

What should Notes not include?

Notes should **not** include information that can easily be found elsewhere in KWIC, like ht/wt, what services you referred to, goals, information provided, etc. Remember Notes should be **valuable**, so do not include generic statements. You do not need to justify why you did **not** assign a risk factor, so no need to write “heats hot dogs, chops veggies finely, etc.”

These are some “weak” examples – they are not “bad”! They’re just not valuable and the info can be found elsewhere in KWIC. You can see how the Note is improved in the “better” examples.

Weak example: “Cert complete, healthy child, mom has no concerns, discussed preschool diet”

Better: “Accepting new foods better. Mom said Dr pleased with growth at recent apt. Likes to play with toys/play outside. Good appetite. Eats home-cooked meals at table w/family. Has 3 meals and 3-4 snacks per day. Drinks juice 1x/day, milk 24-32oz/day, and water. Drinks from sippy and cup with straw. Mom has no concerns with child’s eating. No bloodwork at doctor’s yet. Recommended about 16-24 oz milk per day.”

Weak example: “3 yo healthy boy, 80%ile ht, 70%ile wt, normal hgb, watches 1 hour TV/day”

Better: “Attends Head Start, Mom says he’s trying more new foods now. Still doesn’t like meat but will eat peanut butter. Lives in apartment so hard to play outside; mom tries to take him to the park when it’s nice out.”

Weak example: “healthy baby, BF going well”

Better: “BF going well-8 wet diapers/4 dirty diapers/day. Mom said she would like to BF until 1 year. Mom not planning to go back to work for now.”

Be careful how much sensitive information you put into your Note. This is the client's record and they have the right to ask for a copy at any time; it could even be called into court. In sensitive situations it's best to write "Mom said..." or "Foster Mom said..."

Bad example: "Mom used drugs during pregnancy and can be found at the bar every weekend. Smells like cigarettes. Always yelling at her kids."

Better: "Foster Mom said she thinks Mom used drugs, alcohol and tobacco during pregnancy." (Leave out any extras about how she said she goes to the bars, etc. Stick to info that may be pertinent to baby's current condition.)

Notes Examples

PG

Note

4th pregnancy , 2 living children, 8weeks with twins, currently in hospital , was diagnosed with hyperemesis gravidum. She was told at hospital today that her HCG levels are very high. Today she has been able to hold down graham crackers, hopes to go home tonite or tomorrow. Discussed having saltines at bedside and getting up slowly and then having bland foods. She is going to try bland foods tonite at hospital and does ok will go home. Will schedule with RD for next appointment and enc to keep us updated.

PP/BF

Note

Here with 3 month old baby girl, has some concerns bc she has lot 22 lbs since delivery, cont to eat meals/snacks and discussed ways to boost calories . She has appt for eval for rheumatoid arthritis coming up, also concerns about her teeth states back teeth are just falling apart since this last preg but states she brushes daily, discussed imp of dental health for overall health, also she is not big milk drinker and discussed calcium rich foods and enc. to discussed with rd calcium and vit d.

Infant

Note

Healthy 11 day old infant. Receives 3 oz Similac Sensitive fussy/gas every 3 hours. In foster care, family is hoping to adopt child. Foster mom reports that biological mom used drugs throughout entire pregnancy and infant tested positive for several drugs after birth. They are seeing signs of NAS, being followed by MD.

Note

Cg states he started baby foods at 6 months and he is liking so far, reviewed that formula will continue to be main nutrition source until 12 months old. Eating baby foods 2x/day and drinking about 36 oz of formula per day currently.

Note

cg EXCL BF, nursing every 1-2 hours, hear swallowing and seeing chin move down, cg reports good wet/dirty diaper, doctor says Nova is doing great and will have F/U appt in 1 month

Note

cg states he is a good eater, and currently drinking 24-30 oz of formula per day. enc to keep offering more and more table foods and how to safely offer f/v and meat cut up. Disc change to whole milk in August when he turns one. Already drinking from a sippy cup and disc offering up to 16 oz of whole milk per day.

Child

Note

rc, drinks 8 oz whole milk 2-3x/day - agrees to switch to 1%. No daily juice. Water throughout the day. Using open cup "most of the time....occ she'll want her sippy but not much." Eating 3 meals/3 snacks. Usual snacks fruit/crackers/granola bars. Eats warmed hot dogs, chopped. Eats at the table...."she's doing well, eats anything we put in front of her." Praised for achieving goal re: not picky.

Note

Spoke with mom, Elliot has drs appt on Monday for well visit and ear check she will send measurements from that also. Discussed transitioning to whole milk and getting rid of bottle, mom still has a month of benefits of formula and encouraged to cont to use until gone. Discussed once he transitions to whole milk amt should decrease to 16 oz per day so he has appetite for foods and limit juice to 4 oz. Mom states she dilutes juice with water so he doesnt get as much and explained sucking long period on sugary water can cause baby bottle tooth decay and enc. to use cup with juice and then be done. Discussed choking hazards. Discussed dental care.

Risk Factor Notes Examples

<p>411c-Inapprop. Introduction Complementary Foods</p> <p>Note</p> <p>5.5 months</p>	<p>427e-Consuming Foods that Could be Contaminated</p> <p>Note</p> <p>unheated lunch meats</p>
<p>425c-Inapprop. Use of Bottles, Cups or Pacifiers</p> <p>Note</p> <p>Using bottle for juice per mom.</p>	<p>425h-Inadequate Vitamin/Mineral Supplementation</p> <p>Note</p> <p>vit d, fluoride</p>

