



Cascades Steps



Peer Counselor Documenting in Cascades

This Cascades Steps shows how a peer counselor documents all contacts in Cascades. We demonstrate the steps to document in two places in Cascades—in the Breastfeeding Peer Counseling Care Plan and the Family Care Plan within the Nutrition Assessment.

Peer counselors must document all participant contacts and attempted contacts. When peer counselors provide breast/chestfeeding support, they must, at a minimum, meet the same requirements for documenting a Breastfeeding Review. See “Breastfeeding Review” in [Chapter 15](#).

Steps	Cascades Screen
<p>Step 1: Breastfeeding Peer Counseling Family Alert:</p> <ol style="list-style-type: none">1. In Quick Links go to Family Alerts2. Select Add	<p>The screenshot shows the Cascades software interface for a family named 'Vil Family'. The left sidebar contains a 'Quick Links' menu with 'Family Alerts' highlighted. The main content area displays 'Alert Information' and an 'Alerts List' table. At the bottom right, there is a red circle around the 'Add' button.</p>



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Step 2: Document BFPC Alert **Maintain Alerts**

1. Select **Family Alert**.
2. Select **Active Status**.
3. Enter **Alert Title** to state participant is assigned to BFPC.
4. Enter **Start Date**(referred/active date) in the program
5. Document in the **Alert Text** to include at minimum, BFPC is actively contacting participant.
6. **Save**
7. The alert will now appear whenever the participant’s file is opened.

Step 3: Breastfeeding Peer Counseling (BFPC) Care Plan:

1. In the menu bar, select **Family Services**.
2. Select **Care Plan**.
3. Select **Breastfeeding Peer Counseling** to open the BFPC Care Plan screen.

Step 4: Peer Counseling Care Plan Screen:

1. Go to the **Breastfeeding Counselor Contact Information** container.

PEER COUNSELOR Family
 Family ID: F00100000311
 12234 STATE DR.
 OLYMPIA, WA 98501

BREASTFEEDING PEER COUNSELOR
 Participant ID: WA0010000510
 Age: 27 years and 5 months
 WIC Category: Breastfeeding Woman

Participant Breastfeeding and Birth Information

Mother Information

Participant Name	BREASTFEEDING PEER COUNSELOR	Participant ID	WA0010000510	Medications During Labor Indicator	No
Breast Pump Provided	No	Delivery Date	6/10/2019		

Infant Information

Participant Name	INFANT PEER COUNSELOR	Date of Birth	6/10/2019	Participant ID	WA0010000511	Type of Delivery	Vaginal birth
Birth Weight	7 lbs 11 oz	Birth Length	18 in	Hospital Discharge Weight	< 4 days	Hospital Discharge Date	
Gestation Weeks	40	Age of Infant when supplement was given	Yes	Age Infant Stopped Breastfeeding	5-7 times in 24 hours	Reason Breastfeeding Stopped	
Participant Currently Breastfeeding?	Yes	Participant Ever Breastfed?	Yes	Breastfeeding Frequency		Breastfeeding Data Collection Date	11/19/2019
Ounces of Formula Consumed Per Day	4						

Breastfeeding Counselor Contact Information

Date of Contact ★: 1/8/2020
 Location of Contact ★:
 Type of Contact ★:

Breastfeeding Topics Discussed
 Education Materials Provided

Link to referral program

Buttons: Breastfeeding Information, PC Care Plan, Print Instructions, Save, Cancel

Step 5: Document Contact Information:

Select each topic:

1. Date of Contact
 - o Defaults to today's date or the date from a previous contact.
2. Location of Contact
3. Type of Contact

Note: All contacts must be documented even attempted contacts. Documents attempted contact with "left voicemail message, sent text, etc.

Breastfeeding Counselor Contact Information

Date of Contact ★: 1/8/2020
 Location of Contact ★:
 Type of Contact ★:

Note: Stars are required field to complete for contact.

Step 6: Document all notes in the **Sticky Notes** and **Instructions Regarding Breastfeeding:**

Sticky Note:

- Reflect and affirm participant’s choice to breast/chestfeed.
- Assess breast/chestfeeding needs and offer support.
- Document the problem or concern.
- Include notes about what was discussed, type of help offered and what referrals were made.
- Document any changes in breast/chestfeeding in the **Breastfeeding Information Tab.**
 - Note: If breastfeeding Information was updated, you’ll need to refer to CPA to issue benefits.
- Include any other important information.

A. After typing your notes, Copy and then Paste the note to in the Quick Links **Care Plan Summary – Family Care Plan** in the Nutrition Assessment.

B. When you minimize the **Sticky Note**, “AB” shows there is a typed note.

C. When saving your Sticky Notes, they are stored in the Comments section of the **BFPC History Records.**

A. Breastfeeding Counselor Contact Information Comments

1/8/2020 3:09 PM

mom came to the clinic stating that her breast was getting engorged all the time. Shared some tips with mom.

The following tips will help you prevent engorgement:

- Breastfeed as soon as possible after birth.
- Breastfeed at least 8 to 12 times in each 24-hour period. Don't skip nighttime feedings.
- Breastfeed as long as your baby wishes on the first breast before offering the second breast.
- Offer both breasts at every feeding, but don't be concerned if your baby is satisfied after only one breast. If necessary, hand express or pump to relieve fullness in the second breast.
- Begin each feeding on the breast offered last during the previous feeding.

B. AB

C.

DIAMOND Family
Family ID: #0210000062
1111 HENRY LANE
OLYMPIA, WA, 98512

INARUFF DIAMOND
Participant ID: #30210000218
Age: 36 years and 9 months
WIC Category: Breastfeeding Woman

Participant Breastfeeding and Birth Information

Participant Name: INARUFF DIAMOND Participant ID: #30210000218 Medications During Labor Indicator: No
Breast Pump Provided: No Delivery Date: 12/14/2018

Telant Information

Participant Name: CLEANT DIAMOND Date of Birth: 11/11/2018 Participant ID: #30210000219 Type of Delivery: Natural
Birth Weight: 8 LB 9 OZ Birth Length: 20.87 IN Hospital Discharge Weight: Hospital Discharge Date:
Cesarean W/Anesthesia: Age of Infant when Supplement was given: Age Infant Stopped Breastfeeding: Reason Breastfeeding Stopped:
Participant Currently Breastfeeding? Yes Participant Ever Breastfed? No Breastfeeding Frequency: 5-10 x per 24 hours Breastfeeding Data Collection Date: 12/14/2018
Options of Formula Consumed Per Day:

Breastfeeding Counselor Contact Information

Date of Contact: 12/15/2018 Location of Contact: Type of Contact:
Breastfeeding Topic Documented: Education Materials Provided: Link to referral program:
Instructions Regarding Breastfeeding:

Breastfeeding Peer Counseling History Records

Contact Date	Contact Location	Contact Type	Document Topics	Instructions, Verbal	Provided Materials	Breastfeeding Instructions
12/15/2018	CLIC	CLIC-101	Prior feeding method	Infant		Section on the breast pump that contained the standard text about continuing to offer breast for 6 weeks postpartum. If you have a baby who is...
12/15/2018	CLIC	CLIC-101	Breastfeeding topics	Infant		

Comments

You can write sticky notes in the BFPC Contact Information section. They're stored in the Comments section of the BFPC History Records.

Step 7: Select BF Topics Discussed or Education Materials Provided to include in your contact.

Note: If no topics or materials are listed, then document in the **Sticky Notes**.

Step 8: Add Instructions Regarding Breastfeeding:

- A. Document in **Instructions Regarding Breastfeeding** container when you are providing instructions or referrals.
- B. To provide specific instructions or a referral with contact information, select **Print Instructions** prior to selecting **Save**.
- C. Select **Save**.

A.

B.

C.

Step 9: Update Breastfeeding Information:

- Update breast/chestfeeding information if the baby feeding status has changed.
 - To view any previous breast/chestfeeding History, select the **Breastfeeding History** bar.
- Refer to CPA to review the breast/chestfeeding notes or Breastfeeding Review notes. Then the CPA prescribes a new or updates the infant food package.

Step 10: View Breastfeeding Peer Counseling History Records:

Previous notes are in this section:

- Instruction Regarding breast/chestfeeding in the Instruction section
- Sticky Notes are captured in the Comments section

Note: You can copy the **Sticky Notes** or the **Instructions Regarding Breastfeeding** notes and then paste the notes in the Quick Links **Family Care Plan** in **Nutrition Assessment**.

Contact Date	Contact Location	Contact Type	Discussed Topics	Provided Materials	Breastfeeding
3/19/2019	Clinic	In person-1:1 (office, home, hospital, off-site location)	Return to work or school, Baby Behavior	Understanding Babies Cues, Breastfeeding. Keep it simple	Mom
3/6/2019	Clinic	In person-1:1 (office, home, hospital, off-site location)	Breastfeeding Review	Understanding Babies Cues	Mom The c Mom

Contact Date	Contact Location	Contact Type	Discussed Topics	Provided Materials	Breastfeeding
3/19/2019	Clinic	In person-1:1 (office, home, hospital, off-site location)	Return to work or school, Baby Behavior	Understanding Babies Cues, Breastfeeding. Keep it simple	Mom came to the clinic for a Breastfeeding Review- PC 3
3/6/2019	Clinic	In person-1:1 (office, home, hospital, off-site location)	Breastfeeding Review	Understanding Babies Cues	The concern was that mom Mom concerned she is not p

Contact Date	3/19/2019	Contact Location	Clinic	Contact Type	In person-1:1 (office, home, hospital, off-site location)	Discussed Topics	return to work or school, Baby Behavior	Provided Materials	Understanding Babies Cues, Breastfeeding. Keep it simple (2nd edition)	Instructions	Mom came to the clinic for appt to talk about returning back to work and the importance of understanding baby with information to support her learning today. She appreciated the information about returning to work and with her employer. I encouraged mom to call if she needs any help from me. I will see mom next month to talk about issuing a pump. Baby is breastfeeding well.
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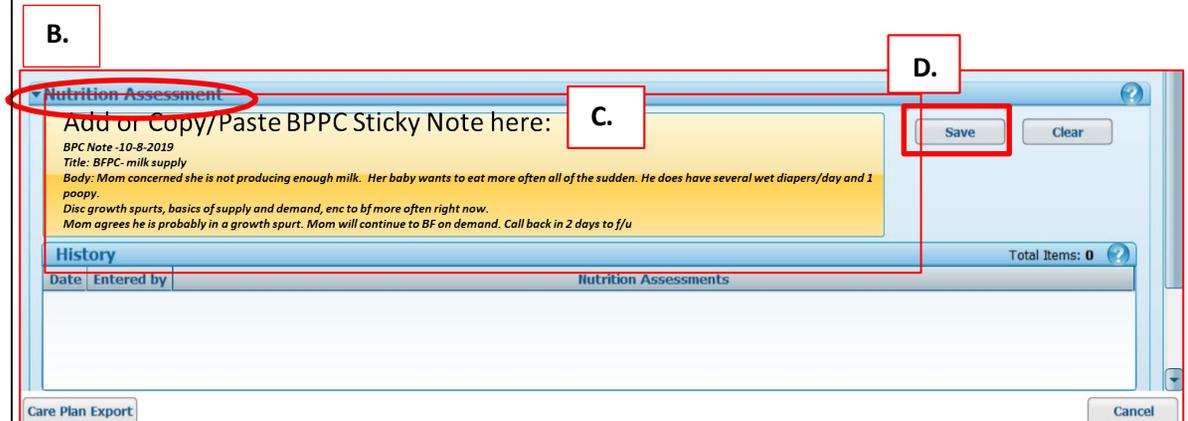
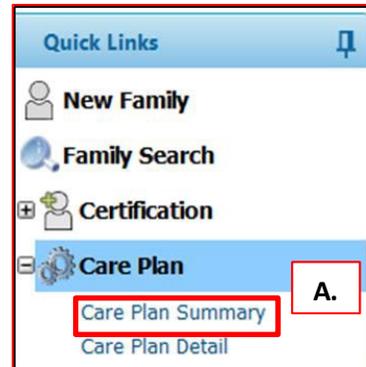
Comments	B.
jaarmstrong	
Mom will be going back to work within six weeks. She will need a pump at the next visit.	

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Step 11: Document in the Quick Links **Care Plan Summary**:

- A. In Quick Links, go to **Care Plan**, then **Care Plan Summary**.
- B. Go to the **Family Care Plan** section. Open the **Nutrition Assessment** container.
- C. Title the note: **BFPC Note**. Add a new note or copy and paste note from the Sticky Note in the **BFPC Care Plan** screen.
- D. Select **Save**.



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