

NUTRITION REFERRAL PROCEDURE

1. When a parent/guardian requests a nutrition referral for their child, staff will complete the Nutrition Referral Request Form with the parent/guardian.
2. Staff will enter the referral into the database.
3. The original request form goes in the Health Section of the child's file. The second copy goes to the Supervisor for review. The Supervisor submits the referral to the Health Program Manager.
4. The Family Services Program Manager will contact the Nutrition Consultant.
5. Family Services Program Manager will connect Nutrition Consultant and staff making referral to ensure communication and collaboration.
6. The Nutrition Consultant will make contact with the parent/caregiver requesting the nutrition referral.
7. Within one month of receiving the referral the Nutrition Consultant will provide a report with contact dates, general nature of contacts and follow-up to the Health Program Manager
8. The Family Services Program Manager will email staff when the nutrition referral report has been completed and placed in their mailbox for follow-up.
9. Health staff/Family Advocates ensure nutrition referrals are followed up on and documented in the database.
10. Family Services Program Manager Tracks Nutrition referrals and enters follow-up in the database.