

# STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES  
DIVISION OF PUBLIC ASSISTANCE

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FAMILY NUTRITION PROGRAMS  
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**Reply to: All Local Agencies Memorandum No-12-07**

**Date:** March 20, 2012  
**To:** X-LA Coordinators  
X- LA Satellites  
**FROM:** Kathleen Wayne, MS, RD, LD  
State WIC Manager  
**SUBJECT:** SOAP Notes Documentation

Information -  
Policy - X  
Action -X

In order to ensure that WIC nutrition education contacts are targeting the client's nutrition risk, LAs are required to consistently document all certification notes and nutrition education contacts for all clients (include high risk and non-high risk). Capturing this information is also a requirement in SPIRIT. Documentation must be in electronic form using the SOAP method. Currently, these notes should be in the Certification Notes section in the client's AKWICC system folder. If using the SOAP notes of a contract dietitian who does not have access to the AKWICC system, these notes must be either sent by email from the dietitian or copied and attached to the electronic client file.

A CD including Elaine Nisonger's Power Point presentation on SOAP notes was distributed by UAA staff during the Spring 2011 AKWICCA meeting. If you are unable to locate the CD, you can log onto UAA's website at:  
<http://www.wictraining.uaa.alaska.edu>

Compliance with this documentation requirement will be reviewed during the Management Evaluation (ME) visits and/or audits of client charts.