

# Instructions for Completing VENA Documentation

The electronic VENA documentation form can be accessed from the Family Page or Participant Page. All completed VENA on Participant Pages will be displayed on each applicable Participant Page and the Family Page. If VENA is only completed on the Family Page, it will be displayed only on the Family Page.

- A completed VENA documentation is required for each certification, recertification, mid-certification assessment and when parent/guardian has concerns during a mid-point review.
- Staff are encouraged to document other counseling sessions such as high-risk counseling, formula issues, etc. to enhance communication among staff and provide continuity of care for participant/parent/guardian.
- If more than one family member is being certified on the same day, only one completed VENA document is required.

## Explanation of Fields

### General section

- **Family:** System auto-populates family's name.
- **Participant:** System auto-populates participant's name when VENA document is completed on the Participant page.
- **Parent/Guardian's Primary Concern:** Required only if participant/parent/guardian has concerns or interest in a specific topic. Document the primary concern(s) and/or interest(s).
- **Staff's Primary Concern:** Required only if staff have identified concerns. Document the primary concern(s) (regarding anthropometrics, biochemical, clinical, dietary, environmental, and/or family information).
- **Goal (General Goal or Goal/Commitments):** Required to complete. Document the participant/parent/guardian's individual or family goal. Guide and assist the participant/parent/guardian in setting a goal of their choosing. Never choose/set a goal for the participant/parent/guardian. If participant/parent/guardian does not want to set a goal, enter a statement such as "no goal set."

General	
Family	* TXDLMatero
Participant	Jade TXDLMatero
Parent/Guardian Primary Concern	---
Staff Primary Concern	---
General Goal	* ---

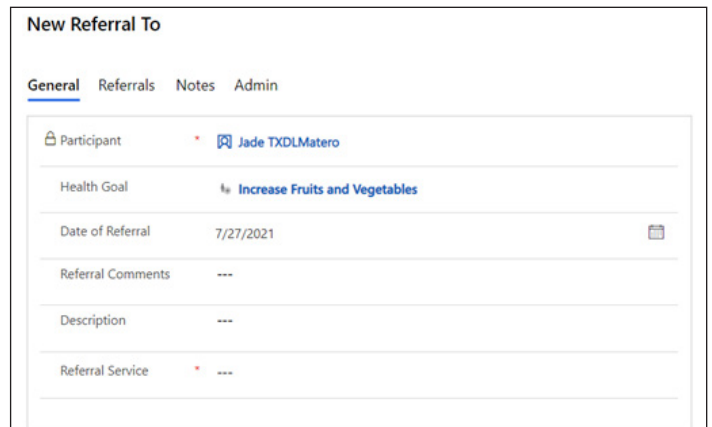
### Status section

- **Goal Progress:** Required only if a previous goal was set. Follow-up with the participant/parent/guardian about their previous individual/family goal and document the status, if applicable. If the session does not allow for follow-up due to other more meaningful discussion, document "follow-up not applicable" or "other topics discussed." Field may be left blank for initial visit.
- **Success Level:** Optional to complete. If completing, select the best representation of the success level from drop the down list.
- **Completion Date:** Optional to complete. If completing, enter the date the goal was met, if applicable. This is not the date this field was completed.

Status	
Goal Progress	---
Success Level	---
Completion Date	--- 

## Referral section

- **Referrals:** Required to complete only if a referral was provided during the counseling session. Complete the Referral in the same way as on the Participant page.



**New Referral To**

General Referrals Notes Admin

Participant Jade TXDLMatero

Health Goal Increase Fruits and Vegetables

Date of Referral 7/27/2021

Referral Comments ---

Description ---

Referral Service ---

## Notes section

- **Notes:** Required to complete if there was a counseling session. Document the topics discussed to provide a snapshot of the session. Documentation shall reflect that the participant/parent/guardian's primary concern(s) and/or interest(s) was addressed. Documentation should be concise and include approximately one to three sentences.



Timeline

Search timeline

Create a note

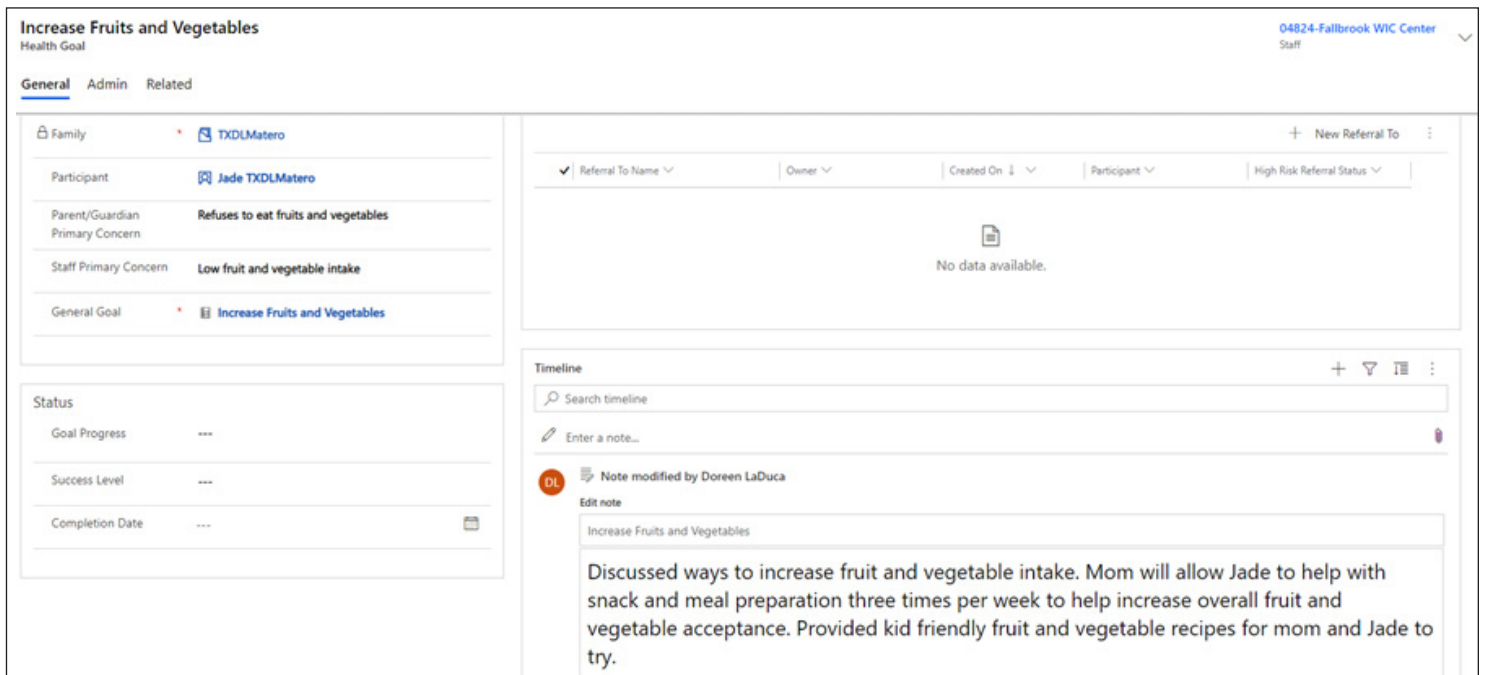
Title

Enter text...

Font Size B I U A [background color] [text color] [bulleted list] [numbered list] [indent] [outdent] [link] [unlink] [image] [video] [table] [quote] [code] [undo] [redo] [print] [save] [refresh] [zoom in] [zoom out] [full screen] [help]

Add note Cancel

## Example of a Completed VENA Documentation



**Increase Fruits and Vegetables**  
Health Goal

04824-Fallbrook WIC Center Staff

General Admin Related

Family TXDLMatero

Participant Jade TXDLMatero

Parent/Guardian Primary Concern Refuses to eat fruits and vegetables

Staff Primary Concern Low fruit and vegetable intake

General Goal Increase Fruits and Vegetables

Status

Goal Progress ---

Success Level ---

Completion Date ---

Referral To Name Owner Created On Participant High Risk Referral Status

No data available.

Timeline

Search timeline

Enter a note...

Note modified by Doreen LaDuca

Edit note

Increase Fruits and Vegetables

Discussed ways to increase fruit and vegetable intake. Mom will allow Jade to help with snack and meal preparation three times per week to help increase overall fruit and vegetable acceptance. Provided kid friendly fruit and vegetable recipes for mom and Jade to try.