

**Q - BREASTFEEDING PEER COUNSELOR CONTACTS.....2**  
Q.1 BREASTFEEDING PEER COUNSELOR CONTACTS .....2  
Q.2 ADD/EDIT BREASTFEEDING PEER COUNSELOR CONTACT .....6

## Q - Breastfeeding Peer Counselor Contacts

### Q.1 Breastfeeding Peer Counselor Contacts

The Breastfeeding Peer Counselor Contacts dialog allows the user to view previous breastfeeding peer counselor contacts with the participant. It is displayed when the user selects the Participant Activities > Breastfeeding > Peer Counselor Contacts menu item from the Participant Folder.

**Note:** A contact is defined as the peer counselor visiting with the participant (by phone, office visit, home visit, etc.). A peer counselor may discuss multiple topics at a contact, but it will only be counted as one contact. A peer counselor may make more than one contact to a participant in one day, but multiple contacts for the same day should be documented by creating separate entries on the participant record using the Add Breastfeeding Peer Counselor Contact dialog defined in this document.

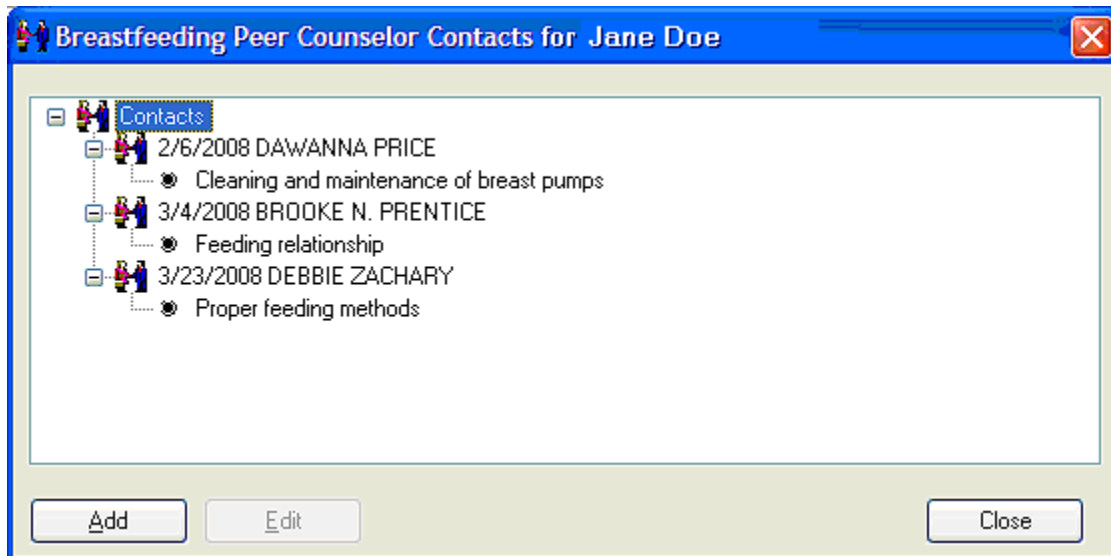


Figure 1 – Breastfeeding Peer Counselor Contacts Dialog

#### Q.1.1 Controls

This section describes the behavior of the controls on the Breastfeeding Peer Counselor Contacts dialog.

##### Q.1.1.1 Contacts List

This control displays the list of peer contacts with the participant. The list will be enabled when the dialog is active. It will consist of the following hierarchical structure:

- Contacts Root
  - |
  - |\_Breastfeeding Peer Counselor Contact

```
| |
| |__ Discussion Topic
| |__ Discussion Topic
|
|_Breastfeeding Peer Counselor Contact
|
|__ Discussion Topic
|__ Discussion Topic
```

The data values displayed in the list are read-only. The contacts will be displayed in chronological order by contact date with the most recent contact appearing at the top of the list.

The list of Contacts and topics is retrieved from the BfCounselorContact and BfCounselorContactTopic tables.

#### *Q.1.1.2 Breastfeeding Peer Counselor Contact*

This node allows the user to view the date when the breastfeeding peer counselor contact occurred and the breastfeeding peer counselor. The node will consist of an appropriate icon and text in the format of “{contact date (MM/DD/CCYY)} {breastfeeding peer counselor name}”. The text “[Referral]” will be added after the breastfeeding peer counselor name if the participant was referred to another staff member for additional counseling. The first node in the tree view will default to expanded.

#### *Q.1.1.3 Discussion Topic*

This node allows the user to view the topic(s) discussed during the contact with the participant. The node will consist of an appropriate icon and text in the format of {contact type}.

#### *Q.1.1.4 Add Button*

Pressing this button allows the user to add a breastfeeding peer counselor contact for the participant. (See Adding a Contact below.) The Add button will be enabled when the dialog is active. The button has a mnemonic of “A”.

#### *Q.1.1.5 Edit Button*

Pressing this button allows the user to edit a breastfeeding peer counselor contact for the participant. (See Editing a Contact below.) Contact information can only be changed on the same day that it was originally entered into the system; therefore, the Edit button will only be enabled when the contact date of the selected list item matches the system date. The button has a mnemonic of “E”.

#### *Q.1.1.6 Close Button*

This control allows the user to dismiss the dialog. The Close button will be enabled when the dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

### **Q.1.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Breastfeeding Peer Counselor Contacts dialog.

#### *Q.1.2.1 Initializing the Interface*

Upon initial display of the Breastfeeding Peer Counselor Contacts dialog:

- The title bar text will be set to “Breastfeeding Peer Counselor Contacts for [Name]” where [Name] is the first and last name of the participant.
- The list will display all breastfeeding peer counselor contacts for the participant.
- The first contact in the list will be expanded.
- No item in the list will be selected.
- The Edit button will be disabled.

#### *Q.1.2.2 Adding a Contact*

Prior to adding a contact the system will verify that the user has the appropriate permissions (Breastfeeding Contacts.Add or FullControl) to add a breastfeeding peer counselor contact. If so, the Add Breastfeeding Peer Counselor Contact dialog will be displayed. Upon returning from the aforementioned dialog, the list will be refreshed to include the added item.

If the user does not have the appropriate permissions to add an item the system will display a standard error message with the text “You do not have the necessary permissions to add breastfeeding peer counselor contact information for the participant. Please see the supervisor.”

#### *Q.1.2.3 Editing a Contact*

Prior to editing a contact the system will verify that the user has the appropriate permissions (Breastfeeding Contacts.FullControl) to update a breastfeeding peer counselor contact. If so, the Edit Breastfeeding Peer Counselor Contact dialog will be displayed. Upon returning from the aforementioned dialog, the list will be refreshed to include the updated information.

If the user does not have the appropriate permissions to update an item the system will display a standard error message with the text “You do not have the necessary permissions to update breastfeeding peer counselor contact information for the participant. Please see the supervisor.”

#### *Q.1.2.4 Close*

Upon selection of the Close button the system will dismiss the dialog and return to the calling window.

## Q.2 Add/Edit Breastfeeding Peer Counselor Contact

Adding and Editing a Breastfeeding Peer Counselor Contact is accomplished via the Breastfeeding Peer Counselor Contact dialog. This dialog operates in two modes; add and edit. While in edit mode the contact date cannot be changed. This dialog is displayed in add mode when the Add button on the Breastfeeding Peer Counselor Contacts dialog is pressed. This dialog is displayed in edit mode when the Edit button on the Breastfeeding Peer Counselor Contacts dialog is pressed.

**Note:** A contact is defined as the peer counselor visiting with the participant (by phone, office visit, home visit, etc.). A peer counselor may discuss multiple topics at a contact, but it will only be counted as one contact. A peer counselor may make more than one contact to a participant in one day, but multiple contacts for the same day should be documented by creating separate entries on the participant record using the Add Breastfeeding Peer Counselor Contact screen defined in this section.

The screenshot shows a dialog box titled "Add Breastfeeding Peer Counselor Contact". It features a "Contact Date" dropdown menu currently set to "(none)", an "Is Referral" checkbox, a radio button for "WIC Staff" with a dropdown menu, and a radio button for "Other" with a dropdown menu and a button with three dots. Below these is a "Discussion Topics" list box containing: "Cleaning and maintenance of breast pumps", "Feeding relationship", "Proper feeding methods", "Weaning/cup feeding", "Baby's bowel movements", "Baby fussy/colicky", and "Baby sick". At the bottom are "OK" and "Cancel" buttons.

Figure 2 – Add Breastfeeding Peer Counselor Contact Dialog (Is Referral Check Box)

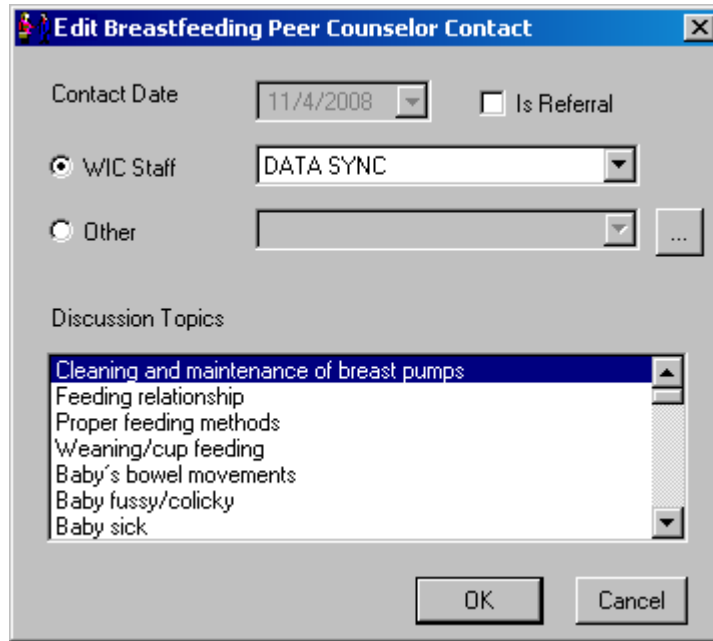


Figure 3 – Edit Breastfeeding Peer Counselor Contact Dialog (Is Referral Check Box)

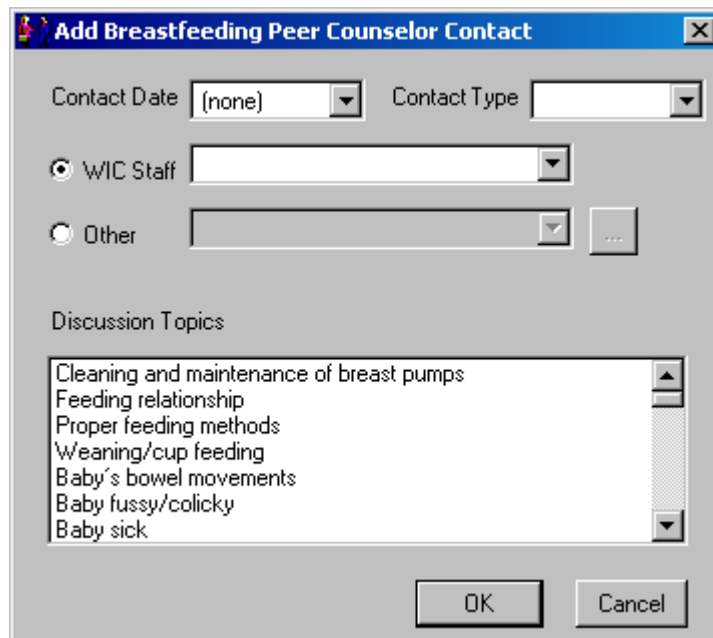


Figure 4 – Add Breastfeeding Peer Counselor Contact Dialog (Contact Type Drop-Down List)

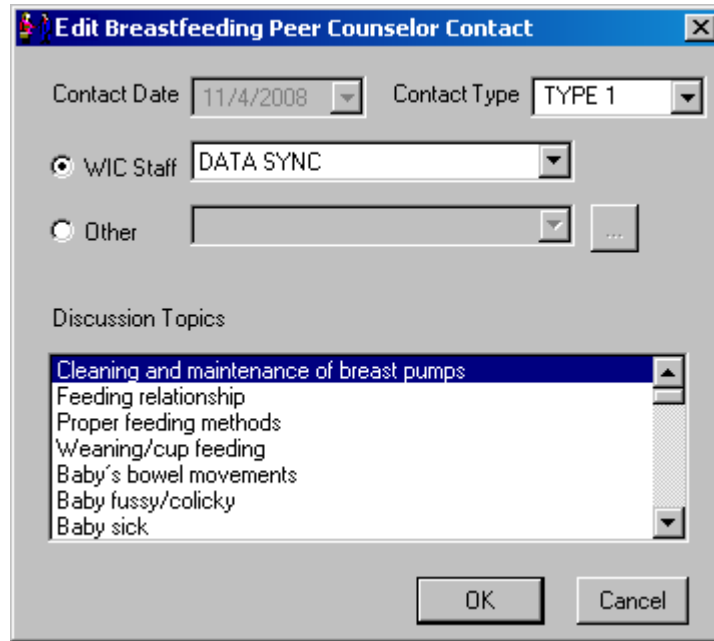


Figure 5 – Edit Breastfeeding Peer Counselor Contact Dialog (Contact Type Drop-Down List)

### Q.2.1 Controls

This section describes the behavior of the controls on the Breastfeeding Peer Counselor Contact dialog.

#### Q.2.1.1 Contact Date Calendar Date Control

This control allows the user to specify the date on which the breastfeeding peer counselor contact took place. The control is only enabled when the dialog is displayed in add mode. The control allows entry of only numeric digits and has a format of XX/XX/XXXX to allow entry of a four-digit year.

#### Q.2.1.2 Is Referral Check Box

This control allows the user to indicate that the participant was referred to another staff member for additional counseling. The control is visible and enabled in both add and edit mode if the `DspContactTypeOnUpdateBFPeerCounselorContact` business rule is set to "N".

#### Q.2.1.3 Contact Type Dropdown

This control allows the user to specify the type of breastfeeding peer counselor contact. The control is visible and enabled in both add and edit mode if the `DspContactTypeOnUpdateBFPeerCounselorContact` business rule is set to "Y".

#### *Q.2.1.4 WIC Staff*

The WIC Staff controls consist of a radio button and a drop down list. Selecting the radio button enables the WIC Staff drop down list. When the radio button is not selected the list is disabled and the selection is cleared. The drop down will contain a list of all staff members affiliated with the current clinic location. The items in the list will be listed in alphabetical order by first name. The WIC Staff radio button is enabled in both add and edit mode.

The list contains all users associated with the current clinic.

#### *Q.2.1.5 Other*

The Other controls consist of a radio button, drop down list, and add button. (The add button's caption text is "..."). Selecting the radio button enables the Other drop down list and the add button. When the radio button is not selected the list and the button are disabled and the list selection is cleared. The drop down will contain a list of other individuals that has been previously designated as Breastfeeding Counselors. The items in the list will be listed in alphabetical order by first name. Pressing the add button will display the Add Breastfeeding Counselor dialog defined in [Common Interface Panels Chapter P – Breastpumps, Breastfeeding Kits and Supplies](#). (See Adding a Counselor below.) The WIC Staff radio button is enabled in both add and edit mode.

The list of other individuals is located in the BfCounselor table and includes only records that do not have a specific user ID assigned.

#### *Q.2.1.6 Discussion Topics List Box*

This control allows the user to select one or more topics that were discussed during the contact. The list box is enabled in both add and edit mode.

The list of topics can be found in the BFContactTopic table.

#### *Q.2.1.7 OK Button*

Pressing this button saves the contact information and dismisses the dialog. (See Saving the Data below.) The button will be enabled in both add and edit mode. Characteristics for the OK button are defined in [Consistencies](#).

#### *Q.2.1.8 Cancel Button*

Pressing this button cancels the dialog without saving the contact information. The button is enabled in both add and edit mode. Characteristics for the Cancel button are defined in [Consistencies](#).

### **Q.2.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Breastfeeding Peer Counselor Contact dialog.

### Q.2.2.1 *Initializing the Interface*

Upon initial display of the dialog in add mode:

- The title bar text will be set to “Add Breastfeeding Peer Counselor Contact”.
- The Contact date will default to the system date.
- The WIC Staff radio button will be selected.
- No selection will be made in the WIC Staff drop down list.
- No selection will be made in the Discussion Topics list.
- If the DspContactTypeOnUpdateBFPeerCounselorContact business rule is set to “Y”, the Contact Type dropdown is visible and enabled and the Is Referral check box is not visible.
- If the DspContactTypeOnUpdateBFPeerCounselorContact business rule is set to “N”, the Is Referral check box is visible and enabled and the Contact Type dropdown is not visible.

Upon initial display of the dialog edit mode:

- The title bar text will be set to “Edit Breastfeeding Peer Counselor Contact”.
- The controls will display previously saved values as defined in the Data Map for this dialog.
- The Contact Date control will be disabled.
- If the DspContactTypeOnUpdateBFPeerCounselorContact business rule is set to “Y”, the Contact Type dropdown is visible and enabled and the Is Referral check box is not visible.
- If the DspContactTypeOnUpdateBFPeerCounselorContact business rule is set to “N”, the Is Referral check box is visible and enabled and the Contact Type dropdown is not visible.

### Q.2.2.2 *Adding a Counselor*

If the user has the appropriate permissions (Staffing Assignments.Add or FullControl) to add a counselor the system will display the Add Breastfeeding Counselor dialog defined in [Common Interface Panels Chapter P – Breastpumps, Breastfeeding Kits and Supplies](#). Upon returning from adding a new counselor the counselor will be added to the “Other” list and will be automatically selected. If the user does not have the appropriate permissions the system will invoke a standard error message with the text “You do not have the necessary permissions to add a counselor. Please see the supervisor.”

### Q.2.2.3 *Edits*

Upon selection of the OK button, the system will verify the following:

- A contact date has been provided. If a valid contact date is not specified the system will display a standard error message with the text “An entry is required in the contact date”.

- If the WIC Staff radio button is selected but no selection has been made in the corresponding dropdown, the system will display a standard error message with the text “A selection is required for WIC Staff.”
- If the Other radio button is selected but no selection has been made in the corresponding dropdown, the system will display a standard error message with the text “A selection is required for Other.”
- If at least one item from the discussion topic list is not selected the, system will display a standard error message with the text “A selection is required for Discussion Topics.”
- If the DspContactTypeOnUpdateBFPeerCounselorContact business rule is set to “Y” but no selection has been made in the Contact Type dropdown, the system will display a standard error message with the text “A selection is required for WIC Staff.”

#### *Q.2.2.4 Saving the Data*

Upon successfully passing the edits listed above the system will save the contact information using the data map listed below and dismiss the dialog. If the dialog in add mode a new contact will be added to the system. If the dialog is in edit mode the selected contact will be updated.

#### *Q.2.2.5 Cancel*

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Breastfeeding Peer Counselor Contacts dialog.

#### *Q.2.2.6 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Contact Date	BfCounselorContact	ContactDate	
Contact Type	BfCounselorContact	ContactType	DspContactTypeOnUpdateBFPeerCounselorContact
Is Referral	BfCounselorContact	IsReferral	
WIC Staff	BfCounselorContact	BfCounselorId	
Other	BfCounselorContact	BfCounselorId	
Discussion Topics	BfCounselorContactT	BfContactTopicId	One record for each

	opic		selected list item
--	------	--	--------------------