Step 1: Establish and routinely communicate to all clinic staff a written infant feeding policy that promotes, supports and protects breastfeeding and human milk as the normative standards for infant feeding and nutrition.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
1A: Develop a written infant feeding	1. A written infant feeding policy	Establish a clinic breastfeeding task	Sample Clinic Breastfeeding Policy -
policy that addresses:	that addresses breastfeeding and	force.	Wisconsin Department of Health and
1. Breastfeeding and human milk as	human milk as the normative	Recruit multidisciplinary	Family Services
the normative standards for	standards for infant feeding and	members, including	
infant feeding and nutrition. The	nutrition, adheres to the	management, billing, IT, primary	Clinic Breastfeeding Task Force Form
American Academy of Pediatrics	International Code of Marketing	care, obstetrics, pediatrics,	- CDPH COIN Collaborative
(AAP), the American Academy of	of Breast-milk Substitutes, and	human resources and employee	Township for Astion Dian. CDDU
Family Physicians (AAFP) and the	includes evidence-based	<ul><li>wellness</li><li>Identify a breastfeeding</li></ul>	<b>Template for Action Plan</b> - CDPH COIN Collaborative
International Code of Marketing	practices and protocols that support these Guidelines will be	<ul> <li>Identify a breastfeeding champion, ideally a physician or</li> </ul>	CON Conaborative
Breast-milk Substitutes	available for review.	medical provider	
communicate the philosophy that	2. All departments of the clinic that	<ul> <li>Consider championing an issue</li> </ul>	
' ' '	potentially interact with	such as obesity prevention,	
the majority of mothers are	childbearing women and babies	health outcomes, QI, or social	
capable of breastfeeding their	will have language in their	determinants of health	
infants and should be protected	policies about the promotion,	Set a regular meeting schedule	
from the promotion of breastmilk	protection and support of	<ul> <li>Have goals and objectives and</li> </ul>	
substitutes and other efforts that	breastfeeding and will not	employ strategies such as Plan,	
undermine an informed decision.	interfere with the infant feeding	Do, Study, Act (PDSA)	
2. Support for the non-	policy and implementation of	Consider how this effort could	
breastfeeding mother and baby	these Guidelines.	support other clinic goals such as	
will include: a) pediatric	3. All clinical protocols, standards,	improved patient experience of	
counseling of choice in formula;	and educational materials related to infant feeding and	care, health care cost savings, and improved health outcomes	
b) patient education on safe	nutrition will comply with the	Consider if this effort can	
preparation of formula;	infant feeding policy and these	contribute to certifications, such	
c) safe bottle feeding guidelines	Guidelines.	as Patient Centered Medical	
to prevent overfeeding or	4. Clinic management will identify	Homes or Accountable Care	
	the staff responsible for assuring	Organization	
underfeeding.	implementation and	-	
3. Evidence-based practices and	maintenance of the infant		





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GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
protocols that support breastfeeding in the outpatient setting, including implementation of Steps 2-9 of these Guidelines.	feeding policy.		
<b>1B:</b> Communicate the infant feeding policy at new employee orientation and annually thereafter to all clinic staff and ensure its availability as a reference.	<ol> <li>Clinic management will locate the infant feeding policy and describe how all clinic staff members, including new employees, are made aware of the content.</li> <li>At least 80% of randomly-selected clinic staff will be able to locate the infant feeding policy, describe its contents and confirm that they received an orientation to the policy.</li> </ol>	Use opportunities to solicit staff feedback before the policy is finalized.  Use annual policy trainings, inservices, and regularly scheduled meetings to updates staff on the new policy during its development and rollout.	
1C: Prominently display a summary of the breastfeeding policy in areas that serve mothers, babies and young children, with information for how to access the full policy. Ensure that this information is verbally explained to persons unable to read and rendered in a culturally and linguistically competent manner and in the primary languages of the clients served.	<ol> <li>A summary of the infant feeding policy and a statement which communicates the institution's policy restricting the promotion of breastmilk substitutes will be prominently displayed in areas that serve mothers, babies and young children.</li> <li>This information will be rendered</li> </ol>	<ul> <li>kept as a hard copy in work station, where it would be available upon request</li> <li>posted on an employee intranet site</li> <li>Information about how to request to view the breastfeeding policy can be posted on the public website.</li> </ul>	



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GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
	in the primary languages of the		
	clients served in accordance wi	h	
	current State and Federal Healt	h	
	and Safety Codes.		
<b>1D:</b> Create and implement evidence-	1. The clinic will have written		Breast Pump Authorization Criteria
based protocols that support	clinical protocols that support		and Lactation Support - Contra
breastfeeding and human milk as the	implementation of Steps 2-9. A	<i>II</i>	Costa Health Plan
standards for infant feeding and	departments of the clinic that		
nutrition, incorporating current recommendations from the American	potentially interact with		
Academy of Pediatrics (AAP) and	childbearing women and infant	s	
other major professional	will have language in their		
organizations.	protocols about the promotion		
	protection and support of		
	breastfeeding. Review of all		
	clinical protocols, standards, a	nd	
	educational materials related t	0	
	infant feeding and nutrition wi	1	
	comply with these Guidelines.		
	2. The clinic manager,		
	prenatal/maternity services		
	director, and pediatric services		
	director will all be able to		
	identify the clinical staff memb	er	
	responsible for assuring the		
	implementation and		
	maintenance of these clinical		
	protocols.		



Step 2: Provide initial and ongoing competency-based education and training for all clinic staff on topics necessary to establish and maintain the infant feeding policy and protocols that support delivery of comprehensive breastfeeding education and clinical services.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
2A: Assess staff learning needs and resources to implement the infant feeding policy. During employee orientation, introduce the infant feeding policy, including worksite lactation accommodation. Within three months of hire, or within the clinic's scheduled evaluations, conduct a competency-based evaluation on infant feeding and breastfeeding support for each clinic employee, based on her/his area of practice.	<ol> <li>New employee handbook or manual will show that infant feeding policy, including worksite lactation accommodation, is part of the orientation process.</li> <li>Of randomly-selected employee charts, 80% will show that a competency-based evaluation on infant feeding and breastfeeding support was performed within 3 months of hire.</li> </ol>	Review with new employees their lactation training, including documentation of professional units.  Employees may view lactation training as a welcome professional development opportunity. The field of lactation includes several levels of expertise, and opportunities for all staff. Medical assistants have a role to play in breastfeeding support and should be offered lactation education. Health educators, nutritionists, social workers and allied health professionals can use lactation expertise in their practice, or at least have enough training to recognize a need address lactation in patient care, and in appropriate cases arrange for a referral to lactation staff.	Core Competencies in Breastfeeding Care and Services for All Health Professionals - US Breastfeeding Committee  Breastfeeding Promotion and Support - California WIC Program Manual (Policy/Procedure)  Job Descriptions: IBCLC Job Description - Communicare Health Centers Certified Lactation Consultant - Contra Costa County Outpatient Lactation Program Coordinator - Contra Costa County Sample Job Descriptions - International Lactation Consultant Association IBCLC Duty Statement - Solano County WIC Contract IBCLC Scope of Work - Solano County Breastfeeding Peer Counselor Supervisor IBCLC - Solano County WIC
<b>2B:</b> Develop appropriate individual and departmental training plans. Maintain a written plan for assessing, planning, implementing, evaluating, and updating the education and	1. Clinic manager/director or human resource staff will provide access to the written training plan for assessing,	Survey staff for lactation training background, include topics, record of professional units, certificates of completion and dates.	Lactation Support Education for Nurses - Miller Children's/Long Beach Memorial Hospital

**STEP 2: STAFF EDUCATION** 





Step 2: Provide initial and ongoing competency-based education and training for all clinic staff on topics necessary to establish and maintain the infant feeding policy and protocols that support delivery of comprehensive breastfeeding education and clinical services.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
training curriculum. Use or adapt standardized curriculum based on training materials available from American Academy of Pediatrics (AAP), International Lactation Consultant Association (ILCA) or the Centers for Disease Control and Prevention (CDC). A qualified clinic staff member will maintain and coordinate education and training curriculum records. A staff or consultant IBCLC (see Guideline 2E), or physician with breastfeeding medicine expertise, will evaluate the infant feeding education and training curriculum.	planning, implementing, evaluating, and updating the infant feeding education and training curriculum.  2. The clinic staff member in charge of maintaining and coordinating the education and training curriculum records will provide access to such records, which will show they have been kept current.  3. A copy of the curricula or course outlines for competency-based training in breastfeeding will be available for review.  4. A review of the curricula for breastfeeding education will clearly identify the staff or consultant IBCLC or physician with breastfeeding medicine expertise who has evaluated and signed off on the training curricula.		Information for Professionals (resources for training) - CDPH Children & Families  Breastfeeding Curriculum - AltaMed:





Step 2: Provide initial and ongoing competency-based education and training for all clinic staff on topics necessary to establish and maintain the infant feeding policy and protocols that support delivery of comprehensive breastfeeding education and clinical services.



Step 2: Provide initial and ongoing competency-based education and training for all clinic staff on topics necessary to establish and maintain the infant feeding policy and protocols that support delivery of comprehensive breastfeeding education and clinical services.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
breast shells, nipple shields,	aids as identified.		
breast pads and hydrogels, and	5. At least 80% of randomly-		
any other accepted tools and	selected clinic staff members		
aids).	serving women and infants will		
	confirm that they have		
	completed the described training		
	and competency verification or,		
	if they have been hired within six		
	months, have at least been		
	oriented.		
	6. At least 80% of randomly-		
	selected clinic staff members		
	serving women and infants will		
	be able to answer questions on		
	breastfeeding management		
	correctly.		
	7. At least 80% of randomly-		
	selected clinic staff members		
	serving women and infants will		
	be able to identify two		
	appropriate topics to discuss		
	with women who are considering		
	feeding their babies something		
	other than human milk.		
<b>2D:</b> Evaluate the clinical-based skills	Training records will clearly		
elated to infant feeding and preastfeeding support of all	show that clinic staff is given a		



Step 2: Provide initial and ongoing competency-based education and training for all clinic staff on topics necessary to establish and maintain the infant feeding policy and protocols that support delivery of comprehensive breastfeeding education and clinical services.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
employees who deliver clinical care upon completion of training, within six months of hire and every three years thereafter. Ensure that evaluations are appropriate to each employee's area of practice, per a clinical skills matrix.	skills evaluation on infant feeding and breastfeeding support within six months of hire and every three years thereafter.  2. A review of the evaluations to be given to different clinic staff will show that they are appropriate to each employee's area of practice per the clinical skills matrix.		
<b>2E:</b> Employ, contract with, or develop a memorandum of understanding (MOU) with one or more IBCLC, or providers with expertise in breastfeeding medicine, to oversee the education and training of providers and staff delivering clinical care.	1. Clinic records will show that one or more IBCLCs, or provider with expertise in breastfeeding medicine, are employed, contracted with, or have an MOU with the organization, and that said individual(s) oversee the education and training of clinic staff delivering clinical care.	Consider collaborating with other community organizations to:	Article about pay ranges for IBCLCs - Journal of Human Lactation
<b>Suggestion:</b> Consider hosting clinical students and residents for training rotations in lactation.		This could include students, interns or residents of various disciplines: medical, dental, nursing, nutrition & dietetics, social work, health education, and medical assistance.	



Step 3: Provide accurate and evidence-based information about breastfeeding and human milk to all pregnant women, mothers and/or caregivers that is based on current nationally recognized guidelines.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
<b>3A:</b> Provide accurate and evidence-	1. Written information will be	Include written information for home	Patient Education Breastfeeding
based information about	available to clinic staff and	use. Local WIC agencies may be able	Checklist - Alameda County
breastfeeding and human milk to all	pregnant patients and will cover	to provide written breastfeeding	
women throughout prenatal care,	the topics outlined in Guideline	education materials.	<b>Prenatal Chart Audit Tool</b> - Alameda
including:	<i>3A.</i>		County
1. Education about the differences	2. At least 80% of randomly-	Review the written materials with	
between breastfeeding, human	selected women receiving	patients to support what was	New Guidance for Antenatal and
milk and artificial feeding	prenatal services at the clinic in	discussed and confirm the	Postnatal Conversations - UNICEF
(formula), providing education	the third trimester will:	information is useful.	
materials that highlight the many	a) Confirm that a staff member		Your Baby's Feeding Plan IBCLC-to-
ways in which breastfeeding is	has given them information on	Provide information in the languages	IBCLC Communication Tool - Sonoma
superior to artificial feeding	the topics outlined in Guideline	of patients and consider materials	County Breastfeeding Coalition
(formula).	3A.	appropriate to the literacy levels of	
2. Education about the health and	b) Describe the information that	patients.	
developmental benefits of	was discussed in two of the		
breastfeeding and human milk	topics outlined in Guideline 3A.	The staff IBCLC should review the	
for both infant and mother.	3. At least 80% of randomly-	materials to ensure they are accurate	
3. Education about the benefits of	selected medical records of	and evidence-based.	
early skin-to-skin contact,	pregnant women who received		
benefits of rooming-in and the	prenatal services in the third	Include a visit summary in the EHR	
risks of formula supplementation	trimester at the clinic will provide	notes. This helps ensure that	
while breastfeeding in the first six	documentation of educational	appropriate topics are being	
months.	encounters addressing the topics	addressed, reduces repetition of	
4. Assessment and assistance with	outlined in Guideline 3A.	topics, and identifies key issues of	
the planning and management of		concern for the patient.	
successful breastfeeding,			
anticipating individual needs in a		If a clinic also has a WIC program,	
patient-centered manner.		exchange information regarding	
5. Documentation in the medical		patient education to reduce	
record of educational encounters		repetition of information and also	
and materials given out in		enhance team care and collaboration.	

**STEP 3: PATIENT EDUCATION** 





Step 3: Provide accurate and evidence-based information about breastfeeding and human milk to all pregnant women, mothers and/or caregivers that is based on current nationally recognized guidelines.

regards to the topics above.	
<ul> <li>3B: Provide accurate and evidence-based information about breastfeeding and human milk to all women and caregivers during postpartum care and pediatric care, including:</li> <li>1. Encouragement to exclusively breastfeed and/or feed infants only human milk, avoiding supplementation with formula, glucose water or water unless medically indicated, and addressing cultural practices that may interfere with exclusive breastfeeding.</li> <li>2. Encouragement to continue breastfeeding and/or providing human milk, adding complementary foods at the appropriate time, as reflected by current, nationally-recognized recommendations.</li> <li>3. Education regarding the benefits of exclusive breastfeeding and/or provision of human milk and the risks of artificial feeding (formula) or supplementation while breastfeeding in the first six months.</li> <li>4. Education regarding hand expression of breastmilk, skin-to-</li> </ul>	1. Written information will be available to clinic staff and postpartum/pediatric patients and will cover the topics outlined in Guideline 3B.  2. At least 80% of randomly-selected women receiving postpartum services at the clinic will:  a) Confirm that a staff member has given them information on the topics outlined in Guideline 3B.  b) Describe the information that was discussed in two of the topics outlined in Guideline 3B.  3. At least 80% of randomly-selected medical records of postpartum/pediatric patients will provide documentation of educational encounters addressing the topics outlined in Guideline 3B.
expression of breastring, skill to	

**STEP 3: PATIENT EDUCATION** 





skin contact and feeding cues for successful breastfeeding.

5. Education regarding adequate infant intake of vitamin D and iron supplementation, the appropriate timing for the introduction of solid foods, the appropriate slow increase of complementary feeding and the consequent gradual reduction of breastmilk.

6. Review of normal infant behaviors such as sleep, crying

Step 3: Provide accurate and evidence-based information about breastfeeding and human milk to all pregnant women, mothers and/or





and infant feeding cues.

Step 4: Provide clinical services that promote and support breastfeeding for the mother-baby dyad as the norm for infant feeding and nutrition.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
<b>4A:</b> Perform a prenatal breastfeeding history and clinical breast exam to identify concerns and barriers to breastfeeding, and provide appropriate counseling and/or referral if risk for breastfeeding problems is determined.	1. At least 80% of randomly- selected medical records of prenatal/postpartum patients will provide documentation of a breastfeeding history, clinical breast exam and appropriate lactation referrals using current national recommendations.		
<b>4B:</b> Conduct an infant feeding assessment for all breastfeeding infants within 48 hours of hospital discharge, coordinating with birthing hospitals to be notified of births so appointments can be made prior to discharge. Address breastfeeding concerns at all postpartum and pediatric visits, informing mothers that they can return to clinic for additional breastfeeding support, ensuring that they receive care from appropriate breastfeeding health professionals, and referring patients to an IBCLC or providers with breastfeeding medicine expertise for unresolved breastfeeding issues. Clinic will use accurate scales (+/- 2 g) to measure pre-feeding and post-feeding weights.	<ol> <li>At least 80% of randomly-selected medical records will describe arrangements made with birthing hospitals to be notified of births.</li> <li>At least 80% of randomly-selected medical records of breastfed infants will document that an infant feeding assessment was done no more than 5 days after birth.</li> <li>At least 80% of randomly-selected postpartum women will report that they received breastfeeding support through their obstetric, pediatric or family practice provider that enabled them to address their breastfeeding problems and/or to achieve their infant feeding</li> </ol>	Coordinate patient scheduling between OB, Peds and Family Practice, to ensure appointments for mother and infant are coordinated.  Breastfeeding checks can be provided for both patients: mother and infant.  Some clinics have arranged for mom and infant to stay in one exam room while staff rotates through the room for ease of logistics, space considerations and patient experience, especially if the infant is breastfeeding.  Ensure the EHR has fields to record infant feeding information and notes.  Confirm that the fields are hard stops	Feeding Assessment Protocol- North County Health Services  Clinical Protocols - Academy of BF Medicine  California WIC Program provides a variety of breast pumps meeting designated equipment specifications that are shown to be more effective and appropriate for mothers' breastfeeding needs.  Use Staff Training Plan developed in Step 2
	goals.  4. All pediatric and lactation staff responsible for conducting infant	and all staff who might provide breastfeeding support have authorization to access.	

**STEP 4: CLINICAL SERVICES** 





Step 4: Provide clinical services that promote and support breastfeeding for the mother-baby dyad as the norm for infant feeding and nutrition.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
	feeding assessments will demonstrate ability to accurately measure and document pre- feeding and post-feeding infant weight. Staff with clinical lactation training and experience in infant feeding plan development shall use these measurements to provide counseling and/or referral for appropriate infant feeding plans.		
4C: Establish a triage system for breastfeeding-related concerns, including follow-up visits, walk-in visits during regular hours, and response to patient needs when the clinic is closed, incorporating current technology (such as texting) or warmline services when available.	<ol> <li>Written triage protocols will show that every effort will be made to meet breastfeeding patients' needs during clinic visits, by phone, and when the clinic is closed.</li> <li>At least 80% of randomly-selected clinic staff will be able to locate the clinic's breastfeeding triage protocols and describe their own role in implementation of the triage system.</li> <li>At least 80% of randomly-selected medical records will provide documentation consistent with the breastfeeding triage protocols, including review of phone communications by an appropriate health care professional, if relevant.</li> </ol>		Sample triage protocols: University of North Carolina     Assorted medical management     For pain (phone)     For mastitis (phone)     Outpatient scheduling  Newborn Follow-Up Charting Form- Alameda County  Sample job descriptions/duty statements (see Step 2, Guideline 2A)





Step 4: Provide clinical services that promote and support breastfeeding for the mother-baby dyad as the norm for infant feeding and nutrition.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
<b>4D:</b> Employ, contract with, or otherwise provide access to lactation consultants, or physicians with breastfeeding medicine expertise, in a manner that provides accessible, affordable, and appropriate care.	<ol> <li>Documentation will confirm employment and/or referral agreement with a Certified Lactation Counselor (CLC) or Certified Lactation Educator (CLE) with 25 hours of breastfeeding training for routine breastfeeding issues such as positioning, latching on, and breast pump use.</li> <li>Documentation will confirm employment and/or referral agreement with an IBCLC, or physician with breastfeeding medicine expertise, for high-risk breastfeeding issues.</li> </ol>		
<b>4E:</b> Ensure adequate time and space for breastfeeding management in a private and comfortable setting.	1. Observation will show that the clinic has a private and comfortable space for patients to receive breastfeeding assessment and counseling/education from an IBCLC, CLC, CLE, and/or provider with breastfeeding medicine expertise.	Engage in capital improvement projects to ensure that new construction incorporates appropriate space for breastfeeding assessment & counseling.	Supporting Nursing Moms at Work: Employer Solutions Includes photos of clinics and other employer solutions for lactation spaces that could accommodate patients and staff — Office of Women's Health, USDHHS
<b>4F:</b> Follow the CDC guidance on using growth charts that reflect normal growth standards including charts for breastfed babies, currently the World Health Organization (WHO) growth	A review of randomly-selected medical records of infants and children will show that the appropriate growth charts are being utilized, per CDC guidance.	Ensure the EHR has the appropriate growth charts for infants and children and including breastfeeding babies.  IT staff may be helpful or needed in	CDC Growth Charts-Background WHO Growth Charts CDC Growth Charts



Step 4: Provide clinical services that promote and support breastfeeding for the mother-baby dyad as the norm for infant feeding and nutrition.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
standards for infants and children		ensuring the charts are available and	
ages 0 to 2 years of age and the CDC		functional in the EHR.	
growth charts for children age 2 years			
and older.		IT staff are also key partners for	
		determining how the data can be	
		queried to report on breastfeeding	
		rates.	
		Staff should chart infants growth data	
		and share that information with	
		parents in the context of infant	
		feeding.	
<b>4G:</b> Promote participation in	1. 80% of randomly-selected	WIC agencies have had good success	Resources for Patient Referral at
breastfeeding peer support	breastfeeding women receiving	with breastfeeding peer support	Discharge- CA Dept of Public Health
programs, especially in the first	services at the clinic postpartum	groups and may be a source of	
weeks postpartum, for all	will report that they were	information or collaboration for this	
breastfeeding women.	encouraged to participate in and	effort.	
	received information about		
	available peer support	Peer support groups can also be	
	programs.	opportunities for patient education	
	, 3	and individual care, if they are	
		scheduled and staffed adequately to	
		allow individual mothers to be seen	
		for a few minutes, by a provider	
		during the time slot of the support	
		group.	





Step 5: Establish, provide, and maintain a breastfeeding-friendly clinic environment.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
<b>5A:</b> Establish written procedures and a	1. A written quality assurance plan	Hospitals that become	Breastfeeding-Friendly Physician's Office
quality assurance plan that ensures a	will clearly define: the criteria	designated Baby Friendly, or	<b>Protocol</b> - Academy of Breastfeeding
breastfeeding-friendly clinic	and procedures for a	adopt comprehensive	Medicine
environment, defined as follows:	breastfeeding-friendly	breastfeeding policies and	
1. Clearly define storage location for	environment; staff roles and	practices, have increased	Breastfeeding Friendly Physician Offices -
formula supplies, keeping them	responsibilities for implementing	breastfeeding rates and	Riverside County WIC
out of view of patients and their	the procedures; elements of the	decreased need for formula.	
families.	routine quality checks; and the	When the cost of purchasing	How to Determine Fair Market Value for
2. Distribute any medically-necessary	employee responsible for	formula is calculated at 'fair	Purchasing Formula - National Institute for
formula supplies in a private exam	reporting on the routine	market value', the costs are	Children's Health Quality
room, following privacy	environmental audits, results	not prohibitive.	
procedures appropriate for the	and corrective actions taken.	Caveat: determining the fair	Compliance with the WHO International
administration of medication and	2. Clinic self-assessment and	market value is usually	Code of Marketing of Breastmilk
other treatments.	observation show 100%	obtained by means other than	Substitutes,- Northeastern University
3. Neither accept nor distribute free	compliance with all elements of	through the manufacturers.	Includes a guide for calculating Fair Market
gifts and materials (e.g., writing	Guideline 5A.	Collaborating with local	Price (FMP) for formula and feeding
pads, gift bags, storage bags,	3. At least 80% of randomly-	hospital staff on this process is	accessories to accompany the FMP tool
diaper bags, pens, calendars, etc.)	selected breastfeeding mothers	likely the most effective way to	
or personal samples from	will report that they are always	obtain the cost factors.	Supporting Nursing Moms at Work:
companies manufacturing infant	allowed to continue feeding		<b>Employer Solutions</b> - Office of Women's
formula.	uninterrupted in the waiting	Specifically target educational	Health, USDHHS
4. Use and display noncommercial,	room or other area.	materials to populations served	Includes photos of clinics and other
evidence-based materials that		by your clinic that tend to have	employer solutions for lactation space.
promote breastfeeding in the		low breastfeeding rates.	
clinic(s) and waiting areas, such as:			Non-commercial breastfeeding promotion,
posters, pamphlets, educational		In some cases mothers will be	early feeding, baby behavior and
materials, signs welcoming		more comfortable with a	development materials such as posters
breastfeeding, pictures and		private area to breastfeed. Be	and magazines – ask your local WIC
photographs of breastfeeding		sure to provide this for	agencies or the National WIC Association
mothers. Include materials		patients. It need not be a space	
specifically for populations with		dedicated solely to lactation;	
low breastfeeding rates served in		consider a flexible work space.	





Step 5: Establish, provide, and maintain a breastfeeding-friendly clinic environment.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
the clinic.  5. Prohibit use of any printed material (e.g., magazines, handouts, and posters) and visual material (e.g., videos) that market breastmilk substitutes, bottles, nipples, pacifiers, or other formula supplies or coupons for any of the above items.  6. Set up clinic design and furniture to support a comfortable environment for breastfeeding mothers.  7. Support and allow breastfeeding uninterrupted in the waiting room or other area, per clinic rooming policies.		For mothers who may need to pump while at a clinic appointment, be prepared with a private place for her to sit, a surface for her to set her pump and access to electricity.	
<ul> <li>5B: Communicate the breastfeeding-friendly environment quality assurance plan at new employee orientation and annually thereafter to all clinic staff, and ensure its availability as a reference. Include the following elements:</li> <li>Define and assign staff roles and responsibilities for tasks related to the implementation of the breastfeeding-friendly environment, incorporating staff duties into job descriptions and daily activity logs. Tasks should</li> </ul>	<ol> <li>Office management will be able to describe how all clinic staff, including new employees, are made aware of the breastfeeding-friendly environment quality assurance plan and their roles and responsibilities.</li> <li>All clinic staff job descriptions (especially those of front clinic staff), daily activity logs, and job performance documentation will</li> </ol>	Ensure that employees are supported to breastfeed or pump their milk at work. See Step 7.  Some clinics find that the Human Resources Dept. can provide the expertise and support needed for the lactation spaces for employees as well as patients.	

**STEP 5: CLINIC ENVIRONMENT** 





Step 5: Establish, provide, and maintain a breastfeeding-friendly clinic environment.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
include removal of inappropriate materials that promote formula supplies and routine ordering/copying and distribution of breastfeeding-friendly materials in waiting areas and exam rooms.  2. Train and designate clinic staff to preview and evaluate educational materials for the clinic environment.  3. Train all staff to recognize and avoid formula marketing techniques, to refuse materials that contain formula branding, and to avoid distribution of free gifts and materials as described in Guideline 5A.  4. Train all staff in strategies to support and allow breastfeeding mothers to continue feeding uninterrupted in the waiting room or other area, per clinic rooming policies.	include elements relating to roles, responsibilities and compliance with the breastfeeding-friendly environment quality assurance plan.  3. At least 80% of randomly-selected clinic staff will confirm that they received training on all elements of a breastfeeding-friendly environment, as outlined in Guideline 5B, and can identify the designated staff member responsible for previewing and evaluating educational materials.  4. Staff training records will show that all employees, within one year of employment, are trained on all elements of a breastfeeding-friendly environment, as outlined in Guideline 5B.		



Step 6: Collaborate with local agencies and health professionals to ensure continuity of care and breastfeeding support in the community.

## **GUIDELINE DESIRED OUTCOMES ADVICE FROM THE FIELD TOOLS & RESOURCES 6A:** Identify and collaborate with 1. Clinic documents will include a In addition to using current referral **Early Notification Referral Form** list of local agencies and health lists, effective breastfeeding support local agencies and professionals to Sacramento County WIC/Sutter improve breastfeeding support, as involves establishing relationships professionals that support Medical Center follows: breastfeeding and that is with community organizations. reviewed and updated annually 1. Designate an employee to Communities that have succeeded Hospital-Clinic-WIC-DME Referral develop, maintain, and update a by the designated staff member. with this have used simple strategies Form - California WIC Association 2. Clinic documents will indicate the such as including community partners list of local agencies, health professionals and other resources in regularly-scheduled meetings and WIC Referral Form for development and Pregnant/Postpartum/Breastfeeding that support breastfeeding. *implementation of* arranging for staff to visit and Women - California State WIC 2. Establish collaborative communication protocols and observe services across programs. Program/CDPH collaboration agreements with Over time, a continuum of care is agreements and a referral system established that provides an effective with written communication local agencies and health **Establishing a Community** protocols and tools in order to professionals, as described in safety net for breastfeeding support. **Breastfeeding Support Consortium** interact with local agencies and Guideline 6A. - CDPH COIN Collaborative Health care reform should provide health care professionals, such as the following: perinatal clinics, new opportunities for the provision **Breastfeeding Peer Counselor** of breastfeeding support, as part of birthing hospitals, pediatric **Program Community Assessment** clinics, WIC programs, ACA requirements. In many cases, with External Partners - California **Comprehensive Perinatal Services** health plan benefit details are not WIC Program (CDPH) Program (CPSP) in California, the defined regarding lactation support, local health department, including breast pumps and supplies. Which WIC? Meeting Flyer, Tour telephone help lines, home Clinics can use their business Schedule, and Agency List - San health services, durable medical relationship with health plans to play Joaquin County equipment (DME) providers, La a critical role in negotiating for Leche League and other effective breastfeeding support. **Community Breastfeeding Support** These efforts can also support other community support groups that Contact List - CDPH COIN promote breastfeeding. initiatives that relate to the Triple **Collaborative** 3. Collaborate with Medi-Cal Aim or certifications such as Patient (Medicaid outside of California), Centered Medical Homes efforts for First Steps: Breastfeeding quality of care. **Continuum of Care**-California WIC health insurance plans and other payers of breastfeeding benefits **Association** to clarify reimbursable

9 Steps to Breastfeeding Friendly Clinics: TOOLKIT

STEP 6: COMMUNITY RESOURCES





Step 6: Collaborate with local agencies and health professionals to ensure continuity of care and breastfeeding support in the community.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
breastfeeding services and equipment.			Sample WIC Health Plan MOU
6B: Communicate the established collaboration agreements and communication protocols at new employee orientation and annually thereafter to all appropriate clinic staff.	<ol> <li>At least 80% of randomly-selected appropriate clinic staff will be able to locate the list of local breastfeeding resources, communication protocols and collaboration agreements.</li> <li>At least 80% of randomly-selected medical records show that breastfeeding mothers were appropriately referred and received specialized breastfeeding support services.</li> <li>At least 80% of randomly-selected mothers who reported having difficulty breastfeeding will indicate that they received services from a trained lactation professional at the facility or were given a referral to see a lactation specialist at another agency.</li> </ol>		
6C: Communicate with local agencies, professionals and birthing hospitals regarding the content of breastfeeding education materials and counseling to ensure consistent, accurate and evidence-based information about breastfeeding and human milk across all venues in the	1. Written collaboration agreements and communication protocols will address provision of consistent, accurate and evidence-based information about breastfeeding and human milk across all venues of the community.	Hospitals across California and the nation, in an effort to improve breastfeeding policies and practices, have established local hospital breastfeeding consortia, where hospital staff meet to share their practices, challenges and successes in improving breastfeeding support.	Best Fed Beginnings - National Institute for Children's Health Quality  Sample Meeting Schedule and Resources Regional Hospital Consortium of Los Angeles

STEP 6: COMMUNITY RESOURCES





## Step 6: Collaborate with local agencies and health professionals to ensure continuity of care and breastfeeding support in the community.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
community.		Community health centers could	
		participate in their local consortium	
		and/or collaborate between	
		community health centers.	





Step 7: Provide and maintain effective lactation accommodation for all employees within the organization.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
<b>7A:</b> Develop an organizational policy that complies with state and federal law and outlines lactation support practices for employees and their	The organization's lactation accommodation policy will comply with all elements described in Guideline 7A.	Worksite lactation support for employees, including quality breast pumps and supplies, should be part of employee health plan benefits.	Supporting Nursing Moms at Work: Employer Solutions - USDHHS Office of Women's Health
supervisors, including the following components:		Community health centers have found flexible ways to accommodate	Business Case for Breastfeeding - HRSA Maternal & Child Health
Purpose/Policy: Start with an affirmative statement that demonstrates support for breastfeeding women in your		worksite lactation, including temporary or shared space, depending on employee needs.	Break Time for Nursing Mothers Requirement - US Dept. of Labor Breastfeeding & Healthy Living:
workplace.  2. Training: Specify how managers and supervisors will be trained to ensure implementation of the		When employers, especially health care providers, support patients and employees with breastfeeding, a	Going Back to Work or School - CDPH Children & Families
policy.  3. Communication: Communicate policies that describe employee		culture of support and acceptance can be established.	FAQs about Affordable Care Act Implementation (Part XXIX) and Mental Health Parity
rights prior to and upon returning from maternity leave and the			Implementation - US Department of Labor
process to request reasonable lactation accommodation.  4. Break time: Explain how lactation			State of Breastfeeding Coverage: Health Plan Violations of the Affordable Care Act - National
break time is scheduled and how additional lactation time will be			Women's Law Center
accommodated. 5. Reasonable Space/Location: Define the space options and			
designated locations for lactation that are private and free from intrusion.			
Equipment: Explain the process     to acquire a breast pump			

STEP 7: LACTATION ACCOMMODATION





Step 7: Provide and maintain effective lactation accommodation for all employees within the organization.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
<ul> <li>(company provided and/or reimbursed by health insurance) and to safely store breastmilk.</li> <li>7. Education: Describe how pregnant and postpartum women will be offered breastfeeding education, information and access to lactation consultants to be successful in their return to employment while breastfeeding. Include information about successful pumping tips, sample pumping schedule, breastmilk storage and talking with the childcare provider about breastmilk.</li> <li>8. Atmosphere of Support: Ensure that breastfeeding does not constitute a source of discrimination or harassment in employment or in access to employment and ensure that procedures for reporting such actions are provided.</li> </ul>			
<b>7B:</b> Train all employees on all aspects of the lactation accommodation policy developed under Guideline 7A.	1. At least 80% of employee training records will show that staff is trained upon hire and updated periodically on the lactation accommodation policy.	Training for supervisors and staff greatly reduces miscommunication and challenges for clinic staffing and operations.  Employees and their supervisor should discuss worksite lactation needs prior to maternity leave and	





Step 7: Provide and maintain effective lactation accommodation for all employees within the organization.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	<b>TOOLS &amp; RESOURCES</b>
		again before return to work.	
<b>7C:</b> Conduct an annual review of the	Documentation will show that the		
lactation accommodation policy, with special attention to changes in state and federal laws/regulations, as well as updates to lactation best practices and community lactation resources.	lactation accommodation policy is reviewed annually and updated as outlined in Guideline 7C.		





Step 8: Develop a financial plan that guides provision of breastfeeding services in a way that maximizes sustainability in the context of overall clinic health services and resources.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
8A: Develop a financial plan for	1. Review of the financial plan	Lactation staff can be added on a	Breastfeeding and Health Care
breastfeeding services that	shows that it complies with all	part-time basis, depending on the	Reform Opportunities - CWA Policy
establishes clinic policies and	elements of the agency's	clinic's birth rate.	Brief
protocols that support	ongoing financial analysis and		
implementation. Incorporate the	supports the activities suggested	Clinics have found several strategies	Medi-Cal Breastfeeding Toolkit -
financial plan into the clinic's	under Guideline 8A.	effective in building a stronger	CWA
standard billing and financial	2. At least 80% of randomly-	practice for lactation, contributing to	
evaluation procedures. Suggested	selected clinic invoices will show	the value of the lactation consultant	Pregnancy: Comprehensive
elements to include:	that billable services for both	as part of the health care team and	Perinatal Services Program
Staff capacity to provide billable services	women of childbearing age and pediatric patients were provided	increasing referrals for lactation.	<b>reimbursement guidelines</b> - Medi- Cal
2. Job description(s) to ensure that	by a clinician with the	Involving the lactation consultant in	
personnel hired have the	recommended qualifications.	providing staff lactation training on	CPSP Provider Overview/Steps to
minimum certification to provide	3. At least 80% of randomly-	an ongoing basis builds professional	Take Training (online or in-person) -
billable services	selected clinic invoices will show	rapport among staff and the value of	CDPH
3. Existing clinical services	that billing codes, payment	lactation care.	
4. Opportunities for community	sources, and expected		Article about pay ranges for IBCLCs -
collaboration and referrals	reimbursement were accurate	Health care professionals are more	Journal of Human Lactation
5. Billing codes and payment	for the services provided.	likely to make referrals once they	
services		view lactation consultants as valuable	
6. Expected time to payment for		team members. More referrals help	
each payment source		counterbalance no-show	
7. Expected expenditures,		appointments.	
investments, and revenue			
8. Process for identifying and		California's Coordinated Perinatal	
addressing unexpected		Services Program (CPSP) has a team	
discrepancies		approach to care that includes strong	
9. Rationale for breastfeeding		breastfeeding support, relying on	
services provided		varying levels of lactation expertise,	
10. Alignment with overall financial		including lactation educators and	
plan and mission of the clinic or		consultants.	

STEP 8: FINANCIAL SUSTAINABILITY





Step 8: Develop a financial plan that guides provision of breastfeeding services in a way that maximizes sustainability in the context of overall clinic health services and resources.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
larger organization.			
8B: Use clinical care and billing tools that support implementation of the financial plan by reminding providers and/or administrative staff of a patient's reimbursable benefits, supporting clinical care decisions, providing appropriate billing codes, and incorporating financial aspects of care into the medical record system.	1. A point-of-care clinical decision support system, when available, will remind providers when a patient needs breastfeeding support, identify the patient's insurance/payer, and outline their reimbursable benefits and appropriate billing code(s) for breastfeeding support services provided.	The lactation staff should have access to the EHR for documenting lactation care that is visible to other providers, including OB, Peds and Family Practice.  Lactation care involves 2 patients, mother and infant. Both patients should be billable.	Lactation Service Charge Form - Alameda County  CPSP Billing for Lactation Services conf call notes - Sonoma County  Billing for Lactation Services in CPSP - Sonoma County  Billing for Lactation Services in FQHC - Sonoma County  CPSP Billing Codes - North County Health Services  CPSP Lactation Manual - Santa Barbara County  CPSP Billing Presentation: Slideshow and Handout - Santa Barbara County  CPSP Billing Sheet: Page 1 and Page 2 - Santa Barbara County  CPSP-FQHC-Outpatient Billing



Step 9: Establish systems of data tracking, quality assurance, continuous quality improvement and impact evaluation.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
9A: Perform quality assurance and develop quality of care measures for patient education (Step 3), clinical services (Step 4) and community resources (Step 6), integrating these quality measures into continuous quality improvement systems.	<ol> <li>Quality assurance and quality improvement reports will address the quantity and content of patient education, as described in Step 3.</li> <li>Quality assurance and quality improvement reports will address the quantity and content of clinical services, as described in Step 4.</li> <li>Quality assurance and quality improvement reports will address referrals made and completed, as described in Step 6.</li> </ol>		Assessing Progress toward Breastfeeding Friendly Best Practices in Community Clinics & Health Centers - Sonoma County Indian Health Project  Assessing Progress toward Breastfeeding Peer Counseling Best Practices in WIC Programs - California WIC Program (CDPH)
<b>9B:</b> Develop a system to monitor breastfeeding data from patient visits and patient surveys, using data to identify quality improvement needs and effective breastfeeding support services.	1. Clinic medical records will be able to provide the following data:  a. Lactation outcomes, including breastfeeding initiation rates and exclusive breastfeeding duration rates  b. Infant feeding outcomes, including timing of introduction of formula and/or solid foods  c. Clinic-specific impact evaluation, correlating health outcomes (e.g.,	Hospitals collect breastfeeding data that reflects initiation and exclusivity, while WIC clinics collect data regarding initiation, duration and exclusivity.  The biggest gap in breastfeeding data is postpartum data. Community health centers and health plans have an opportunity using EHR to collect breastfeeding and infant feeding data.  Working with a task force of clinic staff, including IT staff, will ensure	EMR Data Development for Breastfeeding Surveillance and Program Evaluation - CHLA & AltaMed  Breastfeeding Query Logic - CHLA & AltaMed



Step 9: Establish systems of data tracking, quality assurance, continuous quality improvement and impact evaluation.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	RESOURCES
	infant growth measurements) to and infant feeding data  2. Clinic-specific lactation barriers and successes for specific time intervals, differentiating between medical indication and mother's choice to introduce formula and/or solid foods  3. A review of the BF data monitoring system will identify effective breastfeeding support services and quality improvement priorities to inform program improvement planning	the best process and outcomes for establishing data collection, tracking and QI.  Collection of breastfeeding data could be useful for aspects of patient care and health outcomes beyond infant feeding. For example, pediatric issues, such as ear or respiratory infections or weight gain, could be studied in relation to breastfeeding.	
<b>9C:</b> Partner with local agencies such as WIC, the local health department, breastfeeding coalitions and others to share breastfeeding outcomes data for community health assessments. Compare clinic breastfeeding rates with community/county, state and national rates.	<ol> <li>Clinic documents will show how clinic evaluation was shared with local agencies.</li> <li>Clinic evaluation will compare clinic breastfeeding rates with community/county, state and national rates.</li> </ol>		Breastfeeding Data - CDPH, Maternal, Child & Adolescent Health  Breastfeeding Data & Resources - Centers for Disease Control and Prevention (CDC)

