

## KEY: Circle Chart Staff Worksheet

**Directions:** Complete the following worksheet using the Circle Chart Self-Study Module (SSM) & Circle Charts for the following categories: Pregnant, Infant, Child.

1. What is a Circle Chart?
  - a. Calendar representing the date the client plans to achieve her goal
  - b. Chart offering a variety of solutions that the client circles
  - c. Desktop tool used to facilitate conversation and facilitate behavior change**
  - d. WIC risk factors represented by connecting circles
2. Pre-filled circle charts represent **common health related** topics and guidance page regarding each topic listed.
3. The circles may be prefilled with common topics or can be blank to be filled in by CPA with:
  - a. Participant concerns/interests mentioned during assessment
  - b. CPA determined topics; tailored to participant
  - c. Common topics per the participant's category that relate to participant (i.e. Portions for Toddlers, Drinks/Beverages for Kids, etc.)
  - d. All the above may be used when utilizing a blank circle chart**
4. Before asking the participant to select a topic for discussion; the CPA needs to:
  - a. Write a topic of the CPAs choice in the blank circle
  - b. Briefly review what the circles or topic represent**
  - c. Review all the assigned risk factors
  - d. Tell the participant what she is doing wrong
5. Once a participant chooses a circle/topic to discuss, actively listening is essential to move towards facilitating a behavior change. (check elements of active listening):  
 Making eye contact  
 Focusing on what you are going to say next rather than the participant speaking  
 Speaking in a pleasant, warm, or welcoming tone of voice  
 Offering a solution or solving the "problem" for the participant
6. The education tool/technique noted that allows the CPA to determine what the participant knows, feels, and ideas that she may be willing to try is known as:
  - a. Ask-Provide-Ask**
  - b. Ask-Let me Tell You-Let me Tell You More
  - c. You Know-I Know-Now We Both Know
  - d. Don't Know-Don't Ask-Don't Tell

7. Based upon the following participant example below and using the Ask-Provide-Ask education tool, write in an example question/statement for each of the following steps:

*Participant Example: Mother of a 2-year-old who is not yet weaned from the bottle.*

Ask:	<b>What have you tried to get him off of the bottle? How do you feel about him giving up the bottle?</b>
Provide:	<b>Some other moms have tried only water in the bottle. Extended use of a bottle may increase the chance of cavities.</b>
Ask:	<b>Tell me your thoughts/feelings about getting him off the bottle now? What do you think of these ideas?</b>

8. In tailoring the education to the participant, the pre-filled circle charts offer suggestions for sharing (in the “provide” step). In the following table write down one suggestion listed for the categorical topic listed:

<b>Circle Chart Category - Topic</b>	<b>Key Message to offer during Education <i>-refer to back of Circle Chart documents per category, examples provided below</i></b>
Pregnancy – <i>Eating During Pregnancy</i>	<b>Eat small frequent meals/snacks</b>
Infant – <i>Baby’s First Foods</i>	<b>If your baby can hold her head up, take cereal off the spoon and swallow it, she is ready to try her first foods</b>
Child – <i>Active Play</i>	<b>i.e. Have fun and play with your child, turn on the music and do some family dancing.</b>

9. **True** False A “T-chart” is a visual tool use when brainstorming possible ideas between the participant and the CPA.

10. At the end of the visit, the CPA can summarize important points, including any “how to” ideas she plans on trying.