



KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2013-11

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: August 19, 2013

RE: PowerBuilder going away (old version of KWIC)
WIC Advisory Committee – Agenda for 8/29/2013 Conference Call
Training: New Employee Breastfeeding Training, Wichita, Nov. 21, 2013
CDC/FNS Webinar: "Learn the Signs. Act Early."
KWIC Focus – What's coming in the next release of Client Services?
Training: Educational Opportunities

PowerBuilder Going Away (old version of KWIC)

Effective September 15, 2013, the old version of KWIC, PowerBuilder, will no longer be available to clinic staff. At this point, all clinic staff should access Client Services through .NET.

Action Required: Notify all staff.

WIC Advisory Committee – Agenda for 8/29/2013 Conference Call

The next WIC Advisory Committee (WAC) conference call is August 29, 2013 at 10:00 AM. Agenda items are:

- Missed electronic signatures for check pick-up – Is it possible to have a pop up reminder or alert, to ensure electronic signatures for checks are obtained? (Barb Johannsen, Western Region)
- NWA Membership – the SA is considering paying the NWA Member dues for all Kansas Local Agencies and would like feedback from the Local Agencies. (Sandy Perkins, State Agency)
- NWA Report (Nancy Sanchez, KS LA Rep; Mountain Plains Region Rep)

- Current limited functioning of WIC Advisory Committee – Discussion about the structure, membership and purpose of WAC for the future. (Sandy Perkins, State Agency)

If you wish to comment on these agenda items, you can find your representative name and contact information on the [WIC Advisory Committee](#) page of the Kansas WIC website. As a reminder, questions about policy implementation should be directed to your agency's assigned state staff member.

ACTION REQUIRED: Comment to WAC representative as desired.

Training: New Employee Breastfeeding Training, Wichita, Nov. 21, 2013

Every local WIC staff person is an important part of a mother's breastfeeding support team. The next Kansas WIC New Employee Breastfeeding Training ("Using Loving Support to Grow and Glow in WIC") is set for Thursday, November 21, 2013 in Wichita.

Registration is through Kansas TRAIN. <http://ks.train.org>
New employees should already have set up a KS-TRAIN account, but if needed, see [Using KS-TRAIN for WIC Training](#) for basic instructions to set up a new KS-Train learner account.

- **Search for Course # 1032999.**
- **Registration deadline is November 18.**
- Cancellations received prior to Nov. 18 will be refunded.
- Cancellations received after Nov. 18 will not be refunded and will be billed if not paid.
- Payment is due by Nov. 21. Do not delay registering on KS-TRAIN to wait for your business office to prepare payment. Late payment can be arranged. Call for approval.

- Who should attend?
 - All WIC staff members are to complete the New Employee Breastfeeding training within one year of WIC employment. It is acceptable to wait for the next training as long as the person will have been employed in WIC for less than one year by the time they attend.) "All WIC staff" means all staff members who interact with WIC clients, including Breastfeeding Peer Counselors. The training is geared for new employees. However, any staff member who has missed earlier training should attend.
 - Space permitting, we will allow non-WIC staff such as Healthy Start Home Visitors to attend at a higher registration fee.

- **Registration fee is \$20 for WIC staff and \$45 for non-WIC staff.** Continental breakfast, lunch and snacks will be provided.
- Training will last one full day. Registration begins at 7:30 AM. Sessions begin at 8:00 AM and end at 4:30 PM.
- Location: Wichita State University, Hughes Metropolitan Complex, Sunderman Commons, 5015 E. 29th North (SE corner of Oliver & 29th), (316) 978-3258.
- We will apply for continuing education credit for nurses and licensed dietitians.
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is > 30 miles away. See ideas for some hotels on Wichita Convention & Visitors Bureau's website.
<http://www.gowichita.com/visitors/where-to-stay/>
- See more details in registration information on Kansas TRAIN.

The next New Employee Breastfeeding Training will be scheduled in late spring of 2014 (probably early June). It will be held in Topeka. Coordinators may choose to wait and send new employees to the Topeka training as long as the person will have been employed in WIC for less than one year by the time they attend.

ACTION REQUIRED: Inform appropriate staff. As appropriate, register for the 2013 New Employee Breastfeeding Training in Wichita by November 18. Contact Patrice Thomsen at pthomsen@kdheks.gov or 785-296-1189 with questions or the need to register late.

CDC/FNS Webinar: "Learn the Signs. Act Early."

On July 29th, the SA sent out information about the August 1st CDC/FNS webinar "Learn the Signs. Act Early." Webinar. A recording of the webinar should be posted to www.GroupSpaces.com/ActEarlyWIC in the near future. WIC Works will also post a link to the webinar within the next couple of weeks. Slides and final agenda from the webinar should also be available at www.GroupSpaces.com/ActEarlyWIC.

Some tips for getting started with "Learn the Signs. Act Early."

1. Visit www.cdc.gov/ActEarly to view all the immediately-available materials. From the homepage, click on "Free Materials" in the purple box on left, then click on "View and Print Materials"
2. Print a sample milestone checklist and milestones brochure (from: <http://www.cdc.gov/ncbddd/actearly/downloads.html>) to share with your supervisor and colleagues; talk with them about how to integrate the materials into your work.
3. Visit www.GroupSpaces.com/ActEarlyWIC to find all of the materials used in St. Louis clinics as well as customizable versions of checklists, brochures, and booklets.
 - Click on "Join Group" in the green box on the right of the Act Early WIC GroupSpace page.
 - Enter your primary email address and make up a password on the spot.

- Look for an email confirming your acceptance to the group.
 - Once you're in the site, look for the "Files" tab within the purple bar near the top; click into it to view all the file folders along the left side of the page to find the materials files you're looking for.
 - Visit often to access materials, get updates, and connect with other WIC staff working to implement "Learn the Signs. Act Early." across the country!
4. Email ActEarly@cdc.gov if you have any trouble accessing the GroupSpace site listed above or have any questions about "Learn the Signs. Act Early." at any time.
 5. Check this document to learn if your state has an Act Early Ambassador and connect with them! CDC's Act Early Ambassadors can provide additional local support as you work to help families "learn the signs" and "act early"

The Kansas Ambassador is Louann Rinner, MSED, OTR/L
LEND Training Director, Kansas Ambassador "Learn the Signs. Act Early." KUMC Center for Child Health and Development
3901 Rainbow Boulevard, MS 4003
Kansas City, KS 66160
913-588-5746

ACTION REQUIRED: Share information with appropriate WIC staff.

KWIC Focus – What's coming in the next release of Client Services?

This month's issue of *KWIC Focus* is included at the end of this memo and is also available on the web site at http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html.

ACTION REQUIRED: Have all staff read *KWIC Focus*.

Training: Educational Opportunities

- **KS WIC Glow and Grow Breastfeeding Training** Each new WIC employee is required by USDA to attend this training. For more information, see the [Training page](#) of the Kansas WIC website. Space permitting, we will allow attendance of non-WIC staff at a higher registration fee. Consider inviting other non-WIC staff such as Healthy Start Home Visitors.
 - **November 21, 2013 - Wichita**
 - **Spring 2014 – Topeka (Date to be determined.)**
- **Certified Breastfeeding Educator** trainings presented by Debi Bocar, PhD, RN, IBCLC. October 16-18 in Blue Springs, MO. Registration now open - \$350 (lunch on your own and CBE certification cost is \$35.) Registration after October 1 is \$400. Register at <http://bepconference.eventbrite.com/>. For more information email Meggin Finkeldei at loveforbirth@yahoo.com

- **WIC Breastfeeding Basics**, a one hour online course from the WIC Works Resource System is now approved for 1 credit for dietitians, nurses and lactation consultants. WIC Breastfeeding Basics is the first WIC Works course to offer CERPs. You'll need to create an account, etc. Check it out today at <http://wicworks.nal.usda.gov/wic-learning-online>

ACTION REQUIRED: Share information with appropriate WIC staff about these continuing education opportunities. Consider sending appropriate WIC staff according to your local agency training needs and as the local agency budget allows. If appropriate, refer to ADM 11.02.00 Financial Support for Local Agency On-Going Training for information on the possibility of obtaining financial support from the SA. Notice the policy specifies that staff time is not covered in these special funds.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: *KWIC Focus*



What's coming in the next release of Client Services?

The next release of Client Services is scheduled for late September and has many new features including appointment reminders, the ability to transfer in one year certifications for children, 30 day Temporary Certification, and Breastfeeding Peer Counselor screens and reports to name a few! We will touch on one new feature here but look for more in depth training in the very near future.

Texting or emailing Appointment Reminders

Changes to the Demographics screen include the addition of fields for Cell Phone number, Carrier, Email Address and Receive Appointment Reminders.

Caregiver Last Name	Chakaberia	First Name	Clara	MI	
Alternate Last Name	Dragicevic	First Name	Nyessha	MI	
Telephone	(785) 994-8727	Message Telephone	() - -	Telephone Notes	Howards Number
Cell Phone	() - -	Carrier			
Email Address		Receive Appointment Reminders:	<input type="checkbox"/> Email	<input type="checkbox"/> Text (Phone)	
Street Address	2455 Pecobery	Mailing Address	1002 E. 4th Apt 105		

When confirming demographic information with the Caregiver, staff can ask if text or email appointment reminders would be helpful. If the Caregiver is interested in texted reminders, clinic staff records the cell phone number and the caregiver's cell phone carrier (e.g. AT&T, Verizon). If the Caregiver's cell phone carrier is not listed in the drop down, clinic staff should call the Helpdesk to have the company added. Staff should record the email address if the client wants reminders via email. Staff will then record the Caregivers preference of receiving appointment reminders by marking either the checkbox for Email or Text or both.

The appointment reminders will be client specific and sent out 1 day before the appointment.

Here is a sample message:

Next WIC appointment is Mar 21, 2013 at 1:25 pm, for Nancy, Tim at Lyon County Clinic.

*Please bring:

Caregiver Identification

Diet History

Immunization Record"

* item(s) to bring depend on what is required and needed for the scheduled client.

