

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2014-04

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 24, 2014

RE: Kansas Baby Behavior Campaign Regional Training
KWIC – Referrals Tab update
Mileage Reimbursement
Earned Income Tax Credit (EIC)
Resources: Nutrition Education – New Vitamin D Handout Available
KWIC Focus – Passwords; Duplicate Records
Training: Educational Opportunities

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

Kansas Baby Behavior Campaign Regional Training

It's time to plan staff members' attendance at one of the many Kansas Baby Behavior Campaign regional trainings. All WIC staff should attend, including Breastfeeding Peer Counselors. Exceptions are given for staff members that strictly do bookkeeping-type tasks.

- Locations and dates. (Site details will be in Kansas TRAIN and the [Kansas WIC website](#).)
 - April 2 (Wednesday) Topeka
 - April 23 (Wednesday) El Dorado
 - May 7 (Wednesday) Washington
 - May 13 (Tuesday) Hays
 - June 12 (Thursday) Lawrence
 - July 2 (Wednesday) Chanute
 - July 8 (Tuesday) Liberal
 - July 9 (Wednesday) Lincoln
 - July 24 (Thursday) Manhattan
 - July 29 (Tuesday) Greenburg
 - August 5 (Tuesday) Olathe
 - August 7 (Thursday) Hoxie
 - August 13 (Wednesday) Hutchinson



- August 28 (Thursday) Dighton
 - September 4 (Thursday) Emporia
 - Note: Due to their size and other logistics, Sedgwick staff will be conducting their own training in Wichita which is closed to other WIC staff.
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- Times: Registration begins at 8:45 AM. Sessions begin at 9:00 AM and end at 4:30 PM.
 - Food: Lunch and light afternoon snack will be provided. We also plan to provide morning coffee, water and granola bars. Feel free to bring other beverages and snacks, if desired.
 - Registration will be available starting about January 29 through Kansas TRAIN at <http://ks.train.org>. When registration is open, a statewide WIC email will be sent that includes the course number. This is the first time we've had a statewide training since we started using KS TRAIN extensively. The "[Using KS TRAIN for WIC Training](#)" document used for new employee training contains information about setting up a TRAIN account and navigation tools. (Disregard the details about training modules.)
Remind staff: **If you already have a KS-TRAIN account, use the same account for WIC. Do not create another account!!!**
 - Fee: \$20. A payment form can be printed from KS TRAIN during the registration process or from the [Kansas WIC Training page](#) of the Kansas WIC website after January 29. This form is designed to help you process your payment for training and should not be sent as a registration form. Note: multiple staff members can be listed on one payment form.
 - The SA will apply for continuing education credits.
 - Those needing overnight lodging will need to make their own arrangements. **Overnight lodging will only be reimbursed for staff whose normal workplace is more than 30 miles from the training site.**
 - To allow for adequate seating, training materials and lunch counts it will be important that staff register and attend at the site for which they are registered.
 - Cancellation / change of registration: Please contact Patrice Thomsen with any changes as soon as possible so meal counts can be revised. Because attendance is mandatory, determine which of the remaining sites is desired, withdraw in TRAIN and register for the new site. (If a person registered for the last site is ill or otherwise cannot attend, alternative training arrangements will be needed.) Fees can be transferred to other staff if advance notice was given so lunch count can be changed. A refund will be made if a staff member no longer works with WIC unless there will be a new employee so the fee can be transferred.
 - Deadlines:
 - Advance registration deadline for trainings in April - June is March 17.
 - Advance registration deadline for trainings in July - September is June 18.
 - Later registration is possible if seats are available. Registration for each site will close 1 week prior and late registration will only be available with permission. In late April we'll be announcing this opportunity to non-WIC staff so WIC staff members are encouraged to register early.
 - Special Requests: We will make every effort to accommodate participant requests. If you require any adaptations for disabilities, restrictive diet, other considerations, or have

other questions about the meeting, please contact Patrice Thomsen at (785) 296-1189 or pthomsen@kdheks.gov.

- Thank you to all of you who provided suggestions for training sites. Particular thanks to those helping with arrangements.

ACTION REQUIRED: Make plans for staff to attend one of the KBBC trainings. Watch for email notification that registration is open and register at <http://ks.train.org>.

KWIC – Referrals Tab update

On February 3, three of the four mandatory referrals in KWIC will be updated to reflect the proper name of the programs. Food Stamps will become Food Assistance Program, Medicaid will become KanCare, and TAF will be TANF. In addition, Health Wave will be removed from the Referral To list.

ACTION REQUIRED: Notify appropriate staff of program change.

Mileage Reimbursement

Effective January 1, 2014, the maximum allowed reimbursement for privately owned automobile mileage changed for business miles driven. The maximum allowed WIC reimbursement for Calendar Year 2014 will be **\$0.56** per mile. Each Local Agency should change their affidavit spreadsheet to reflect what their agency allows up to the new maximum.

If you have questions, contact Rachelle Hazelton at (785) 291-3134 or by email at rhazelton@kdheks.gov.

ACTION REQUIRED: Notify all WIC staff as well as other Health Department or County staff who are involved with providing affidavits to the WIC Program.

Earned Income Tax Credit (EIC)

An Earned Income Credit (EIC) flyer titled “Your Money You Earned It. Now Claim It” and “Why Pay When You Can Get Your Taxes Done for Free” is available on the additional links with this memo. The flyer is written in English and Spanish. It is important to remind clients about free help that is available to them when filing their tax forms. Many families that apply for the EIC pay someone to complete their tax forms and the average charge for tax preparation can cost \$100 or more.

Paying for tax preparation takes away from the value of the EIC. The Volunteer Income Tax Assistance (VITA) sites are located in community action agencies, churches, libraries, public assistance offices and other public places that provide free assistance to help low-income workers fill out their tax forms. If you wish to find the VITA site in your county you can call 1-800-906-9887.

ACTION REQUIRED: Share the EIC flyer with clients. If you would like a full EIC packet, contact The Center on Budget and Policy Priorities outreach staff at (202) 408-1080, or you can email a request to eickit@cbpp.org. If you need other languages of the Your Money You Earned It Now Claim It flyer, you can go to the website <http://eitcoutreach.org/home/outreach-tools/materials/download-the-eic-flyer-in-21-languages/> and print other languages. The English and Spanish versions are available on the additional links with this memo.

Resources: Nutrition Education – New Vitamin D Handout Available

A new handout is now available to print and use with clients. *Vitamin D* has been placed on the WIC website on the Nutrition Education Window, under the Nutrition Education Materials tab, then choose General Nutrition. This item may be used in educating clients about the need for vitamin D, its function in the body and sources of vitamin D. It may be printed in color or black and white, and is available in English and Spanish. We thank Johnson County WIC Program's Elizabeth Anderson for developing this handout and sharing it with us.

ACTION REQUIRED: Share information about this new handout with appropriate staff and copy and use with clients.

KWIC Focus – Passwords; Duplicate Records

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



- La Leche League of Kansas presents **Breastfeeding 2014: Journey to Successful Breastfeeding** A Continuing Education Program for Health Care Professionals. Featuring Kathleen Marinelli, MD, FAAP, IBCLC, FABM **Friday, March 7, 2014** Newton, Kansas. Registration OPEN at <http://www.kansaslll.org/breastfeeding2014.htm>
- **Kansas Nutrition Council Annual Conference** – April 24, 2014, at Four Points by Sheraton, Manhattan, KS. Watch for more details.
- **Kansas Dietetics Association Annual Conference** – April 25, 2014, at Four Points by Sheraton, Manhattan, KS. Watch for more details.
- **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. Consider inviting other non-WIC staff such as Healthy Start Home Visitors.

- **Spring 2014 – Topeka (Date to be determined.)**
- **Fall 2014 – Wichita (Date to be determined)**
- **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>
- An Online Breastfeeding Continuing Education Tutorial: **Expanding Pediatricians' Roles in Breastfeeding Support: Continuing Medical Education (CME) Online Tutorial** There is no charge for this tutorial. To access the program, click on or cut and paste this link into your browser: <http://www.northeastern.edu/breastfeedingcme/index.html>
- Telephone trainings are available on the Office on Women's Health online information system –Quick Health Data Online. The system contains data on demographics, mortality, reproductive and maternal health, disease incidence, and access to care at the county level for all states and territories; additionally, data are included on prevention, violence, and mental health at the state level. To the extent possible, data are provided by race, ethnicity and gender, and where applicable/available, by age. Also, the system incorporates graphing and mapping features so that the data of interest can be used directly as tables, graphs/chart and maps. The training will last one hour, and you can be sitting at your desk using your computer. There are two trainings per month. The first one will provide an overview of the system and the second will emphasize mapping techniques. The dates and times available for the sessions are as follows:
 - Thursday, January 23, 1–2pm ET - focus on mapping
 - Monday, February 24, 2-3pm ET - Basic
 - Wednesday, February 26, 3-4 ET— focus on mapping
 - Tuesday, March 18, 3-4pm ET - Basic
 - Thursday, March 20, 1-2pm ET - focus on mapping

Prior to the start of the session, please (1) be sitting in front of your computer, (2) open Internet Explorer on your computer, (3) go to the following web address:

www.womenshealth.gov/quickhealthdata (4) call Toll Free Number: 1-877-925-6129
Passcode: 410171

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.



Thank you to Olivia Haynes, CQuest Help Desk staff member, for sending this information.

Password Pointers: Have you ever noticed that when you change your password:

- 1.) The new password doesn't work?
- 2.) You are able to login into the Dashboard with your new password, but are prompted to login again when accessing Client Services or your other respective applications?

These are common concerns, so here are some pointers to remember:

It can take anywhere from 15 to 30 minutes for changes to come across the system. You may notice the following occurrences during this time:

- a. Your new password doesn't work. For now, use your old password to login.
- b. You can login to the Dashboard with your new password, but are prompted to login again for your respective applications. At this point, the changes are coming across the system. When prompted to login for the second time use your old password.
- c. The next time you log on, after about 30 minutes, you should be prompted to logon only once on the dashboard and should be good to go from there.

Duplicate Do's and Don'ts

Oftentimes, we receive questions concerning duplicate files. Common questions are:

Q: What are the common ways duplicate files are created?

A: When processing a new client STOP! and ask them questions such as:

- "Have you or any members of your household ever been on WIC before?"
- "If so, what name was used?"
- "Has your name changed since then?"

Then proceed to use Find Client to locate them.

Q: A client left our clinic and the new clinic (incorrectly) created a new record for the client. Now the client is back in our clinic. Can the two records be merged together?

A: No. There are two separate records: The original record and the newly created one. Since the new record in the other clinics is most recent, transfer that record into your clinic. Then the original file (in the original clinic) should have a note added referring to the new record with the new client ID. (See why it is important to avoid creating creating duplicate records?).

Q: What fields trigger the Dual Participation Test?

A: Client Name, Date of Birth, and Caregiver.

Q: I am not working with a dual client. How can I correct the Dual Participation error?

A: If the file you are working with triggers a dual participation error, and you have confirmed by Client Name, Date of Birth, and Caregiver that they are not a dual, go to Client/View History/Dual Participation and mark this client as "not a dual." You should be able to then add a note and save.

