

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2015-03

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: December 18, 2014

RE: State Agency Vacancies
Food Package – Food – Infant Food Package Changes
Program Integrity – Certification/Eligibility Policy Tips
BFPC Spring 2015 Gathering and Training
BFPC Conference Call Calendar FFY 2015
Nutrition Education brochures transitioning from Help Me Be Healthy to Eat Grow Live Healthy
Baby Behavior Ne+ Lesson #1 materials
National WIC Association Dues
Nutrition and WIC Update newsletter changes
WIC Advisory Committee: Call for Agenda Items for 1/21/2015 Meeting
KWIC Focus – Flow Sheet – question from Local Agency
Training: Educational Opportunities

State Agency Vacancies

There are currently 4 vacancies at the state agency. Anyone interested in coming to work at the state WIC office may contact Dave Thomason, WIC Director. The positions are as follows:

- Nutrition Services Coordinator. This is a supervisory position, supervising 4 staff. Applicants must be a registered dietitian, licensed in the state of Kansas and have three years of responsible experience as a nutritionist.
- Public Service Executive I – This is a supervisory position supervising 4 staff. The position administers the annual State Plan of Operations and other administrative functions of the program.
- Program Consultant II – this position performs LA management evaluations and is responsible for program integrity, civil rights compliance and outreach.
- Program Consultant II – this position performs management evaluations and is responsible for the food operations functions of the program; monitoring vendors and ensuring the integrity of the retail food distribution system.

KDHE is an equal opportunity employer.

ACTION REQUIRED: Inform all staff of these employment opportunities. Contact Dave Thomason if you are interested in more information and would like to submit an application. Dave's contact information is:

dthomason@kdheks.gov 1-785-296-1324.

Food Package – Food – Infant Food Package Changes

Infant food packages will have a new feature effective March 27, 2015. The WIC Vendor Newsletter with this information will be sent to vendors the week of December 22 and can be found at:

http://www.kansaswic.org/newsletters/2014/Vendor_December_2014.pdf

- Infants 6 months up to 12 months of age may receive 1 banana for one 4-ounce container of infant baby food fruit up to a maximum of 4 bananas for 4 containers of infant baby food fruit. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client’s chart before issuing this product. A handout for education is found at: <http://www.kansaswic.org/download/nutritionedumaterials/Homemade%20baby%20food%2010-14.pdf>
- Infants 9 months up to 12 months may receive a fruit and vegetable check (FVC) to purchase **fresh** only (no canned or frozen) fruits and vegetables as a replacement for one-half of their infant food fruit and vegetables. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client’s chart before issuing this product. Use the flyer listed above as an education handout.

See Table below for FVC amounts.

| Food Package Change | Details | Implementation Date |
|--|---|---------------------|
| Fresh Bananas for Infants 6 up to 12 months of age. | Infants 6-12 months of age may receive one banana as a replacement for one 4-oz. container of baby food fruit up to a total of 4 bananas replacing 4 containers (4-oz.) of baby food fruit. Available as a tailored food package only with documentation of caregiver training on safe baby food preparation, storage and feeding practices. | March 27, 2015 |
| Fruit and Vegetable Check for Infants 9 up to 12 months of age | Infants 9-11 months may have a portion of their jarred baby foods replaced with a Fruit and Vegetable Check. For Exclusively breastfeeding infants \$8 FVC substituted for 32 containers of baby food fruits and vegetables. For all other infants \$4 FVC substituted for 16 containers of baby food fruits and vegetables. Available as a tailored food package only with documentation of caregiver training on safe baby food preparation, storage and feeding practices. | March 27, 2015 |

ACTION REQUIRED: Inform all staff of upcoming changes. Watch for revised food package policies and KWIC release notes in future communications.

Program Integrity – Certification/Eligibility Policy Tips

Certification/Eligibility is a major focus of current USDA/FNS WIC program integrity strategies. To support this effort, the Mountain Plains Regional Office is providing a series of technical assistance policy tips. We are passing these tips along to help strengthen the certification process and preserve program integrity in Kansas.

Question: What are the mandatory participant sanctions that a State agency must impose?

Answer: The State agency's policy on participant sanctions must include the following mandatory sanctions:

The State agency must disqualify the participant for one year if the State agency:

- Assesses a claim for \$100 or more;
- Assesses a claim for dual participation; OR
- Assesses a second or subsequent claim of any amount.

This particular information is included in the Kansas policy [PRI 02.00.00 Program Abuse and Sanctions](#) along with other sanctions.

Please see the policy for the exceptions to the mandatory disqualification. Note that when imposing sanctions the participant should be afforded the right to a fair hearing. Don't hesitate to call State Agency staff with questions related to specific cases.

ACTION REQUIRED: Review indicated policy.

Breastfeeding Peer Counselor Spring 2015 Gathering and Training

During 2015, the continuing education requirement for Breastfeeding Peer Counselors will consist of two back-to-back events held in Newton, KS. The first event is a Breastfeeding Peer Counselor Spring Gathering to be held on Thursday evening, March 5, 2015 from 5:00 - 7:00 p.m. in the Fireside Room at Grace Community Church. The church is located at 1600 South Anderson, Newton, KS 67114. The gathering is designed for peer counselors to network with one another, become more comfortable in their roles, and share ideas. There will be a brief training, a discussion with a panel of peer counselors and time for learning more about each other, all while enjoying some appetizers. Participants should plan ahead and make their own dinner arrangements to follow the meeting.

The second event is the La Leche League of Kansas' Breastfeeding Continuing Education Program to be held on Friday, March 6, 2015 at the Meridian Event Center located at 1420 E Broadway Ct, Newton, KS 67114. Registration available after January 1, 2015 at www.KansasLLL.org
This year, seating is limited, so please register early!

While only BFPCs will attend the gathering on Thursday evening, both BFPCs and their supervisors will attend the LLL meeting on Friday.

Internationally recognized expert in breastfeeding, Cathy Carothers, BLA, IBCLC, FILCA, is the featured speaker and trainer. She will address many of the issues lactation professionals and counselors face every day. NOTE: Cathy will join the Peer Counselor Gathering for a few minutes on Thursday night. Cathy was once a WIC breastfeeding peer counselor herself!

Remember, these two trainings (Thursday evening and all day Friday) will serve as the breastfeeding peer counselors' continuing education requirement for 2015. The LLL event on Friday is also appropriate to fulfill training requirements for other WIC staff who are not BFPCs.

ACTION REQUIRED: Share information with BFPC and supervisors and other staff as desired. Mark calendars and schedule staff for attending the training. *For more details, contact Karen Meek, RN* 785-296-0949 kmeek@kdheks.gov

BFPC Conference Call and Webinar

Join us for a Webinar on February 10 to review BFPC screens and reports.

*Between now and February 10, please **keep a list of questions on specific BFPC screens and reports** (i.e. Which screen you had open for the client/what happened when you were there). You may email kmeek@kdheks.gov questions in advance of the call. Or you may have your list at hand on the day of the call.

Continue to call the KWIC help desk with your software related questions, **866-516-3606**, as usual.

REGISTER NOW

Space is limited.

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/578355937>

Review BFPC screens and reports.

Title: *BFPC Conference Call*

Date: Tuesday, February 10, 2015

Time: 9:00 AM - 10:00 AM CST

After registering, you will receive a confirmation email containing information about joining the Webinar.

Upcoming FFY 2015 BFPC Conference Calls

Tuesday, February 10, 2015 - WEBINAR 9:00 a.m. (Must be at your computer)!

Wednesday, April 8, 2015 9:00 a.m.

Monday, June 15, 2015 9:00 a.m.

Tuesday, August 4, 2015 1:00 p.m.

ACTION REQUIRED: Share information with BFPC's, BFPC supervisors and other WIC staff as desired. Mark calendars and schedule staff for attending the training. *For more details, contact Karen Meek, RN 785-296-0949 kmeek@kdheks.gov*

Nutrition Education brochures transitioning from Help Me Be Healthy to Eat Grow Live Healthy

Kansas WIC has used a series of nutrition education brochures entitled Help Me Be Healthy. Continue to use any of these brochures that you have on hand. Once you have used your Help Me Be Healthy brochures, you

may begin ordering the new Eat Grow Live Healthy brochures. These are available for ordering from the Brush Art website, using the same process you currently use for ordering WIC program booklets and Baby Behavior materials. (See the March 2014 I Memo.)

The age group brochures from 0 – 6 months through 4 ½ - 5 years are now available. The brochures for Pregnant Moms and New Moms will be available soon.

Continue to document in KWIC when a client is given any of the brochures. Both groups of brochures will continue to be listed on the KWIC Nutrition Education Handout screen. Direct questions to: Julie Ornelas, jornelas@kdheks.gov or 785-296-0094.

ACTION REQUIRED: When your Help Me Be Healthy brochures are almost depleted, begin ordering the Eat Grow Live Healthy brochures from the Brush Art website. Continue to document in KWIC issuance of brochures to clients.

Baby Behavior Ne+ Lesson #1 materials

These materials were discussed in the November I Memo. Your clinic should have received the first Kansas Baby Behavior, secondary low risk nutrition education (Ne+) lesson, titled *What Is My Baby Saying?* These were mailed to clinics on 11/14/14. This lesson and the three to come are a part of the two year implementation of the Kansas Baby Behavior Campaign.

It is expected that all clinics will use these lessons for secondary low risk nutrition education, unless the agency plans to use only individual one-on-one nutrition education (Nei) with clients.

The *What Is My Baby Saying?* lesson should be used during January, February, March or before the three lessons yet to come, as this is the introductory lesson. All four lessons have been added to the KWIC Topics screen, for documentation of client lesson completion.

These lessons may be used with pregnant, breastfeeding, postpartum and infant (less than six months) clients. Client interaction with staff must be included. It is not acceptable to send handouts or materials home with clients to have them complete a quiz and return it at their next appointment. Clients should review materials at the clinic, interact with staff and be given an opportunity to ask questions. These are USDA mandated requirements.

There are two client handouts included with this lesson. The SA will provide these two handouts, if requested by clinics. An order form is included with the packets mailed to clinics. The order form was also attached to the November I Memo. Clinics can continue to order these handouts or if it is more convenient for your clinic to print these handouts, you may request the electronic files. For agencies that have ordered these handouts from the SA, we estimate they will begin shipping 12/19/14.

ACTION REQUIRED: Check that your clinic received the Baby Behavior lesson packet mailed on 11/14/14. Use the lesson plan and materials in your clinic. Order handouts or electronic files as desired. If you would like additional sets of these materials or if your clinic has not received these materials, contact Julie Ornelas, jornelas@kdheks.gov , 785-296-0094.

National WIC Association Dues

The State Agency will once again pay the annual National WIC Association dues for all Kansas WIC agencies/clinics. Paying NWA dues will be the ongoing policy of the SA. One of the benefits to membership is

to receive updates from the NWA headquarters office in Washington, DC. In the past there have been some issues with local agencies not receiving e-mails from the NWA. If you do not now receive NWA e-mails such as the Monday Morning Report and Washington Update, please contact Dave Thomason.

ACTION REQUIRED: If you have any questions, please contact Dave Thomason at 785-296-1324 or dthomason@kdheks.gov.

Nutrition and WIC Update newsletter changes

The Nutrition and WIC Update newsletter has undergone some changes. It has a new look, including our new logo. The content is similar, but has been shortened to four pages and the Local Agency News section has been discontinued. The newsletter continues to be published every other month and posted on the WIC website. The next issue will be the January 2015 issue.

ACTION REQUIRED: Staff are encouraged to read the *Nutrition and WIC Update* newsletter, which is published every other month and posted on the WIC website. Comments and input about these changes are welcomed and may be shared with Julie Ornelas, jornelas@kdheks.gov, 785-296-0094.

WIC Advisory Committee: Call for Agenda Items for 1/21/2015

As announced in the November I-Memo, the next WIC Advisory Committee conference call is January 21, 2015 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by December 31, 2014.** 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.

Current agenda items are:

- Food package change update
- Nutrition Services Plan discussion
- KWIC Update
- Update on the WIC Approved Food List revision process

ACTION REQUIRED: Submit agenda items to your WAC representative or Patrice Thomsen by December 31, 2014.

KWIC Focus – Flow Sheet – question from Local Agency

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

- Reminder (from October I-memo): There will be no Kansas WIC Conference in 2015. The next conference will be a statewide conference in the spring of 2016. Clinics are encouraged to consider using budgeted funds to send WIC staff to other appropriate training opportunities. Planning for the 2016 conference will begin late this fall.



- La Leche League Breastfeeding Continuing Education Program in Newton, KS on March 6, 2014. (See the information included at the beginning of this memo.)
- **The National WIC Association Annual Education and Networking Conference & Exhibits will be at the Westin Bonaventure Hotel in Los Angeles, CA, May 16 - May 20, 2015.** This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers, colleagues and exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces.

For the rest of the conference, you will have the opportunity to choose from over 30 general and concurrent sessions that is sure to expand your professional skills and knowledge base to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities. Registration is not available yet, but in the future, check here: <https://www.nwica.org/events/info/2015-annual-education-and-networking-conference-exhibits>

- Kansas WIC New Employee Breastfeeding Training -“Using Loving Support to Grow and Glow in WIC”. All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
 - Topeka – Wednesday, June 3, 2015. Watch for registration information in a future I-memo.
 - Wichita – November, 2015. (exact date to be determined)
- An online breastfeeding continuing education tutorial titled: “Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial” is available. 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>

ACTION REQUIRED: Share information with appropriate WIC staff about these continuing education opportunities. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#). This policy provides information on the possibility of obtaining financial support from the SA for additional training. Be aware that the policy specifies that staff time is not covered in these special funds. Appropriate staff time would be covered under regular WIC funds or other county funds as approved by supervisor. If additional regular WIC funds are needed for staff time, contact your SA lead for guidance.

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

Items: KWIC Focus



Question

Email received from a RD:

Are we supposed to be completing the flow sheet for those clients that come in without their proof of income, identity or residency?

With the recent changes on 30 Day Temporary Certifications, now the flow sheet does not auto-populate out to the typical end cert date, it only does the one-month worth. Should we be adding months, or does that need to be done later on, if/when, the proof is brought in?

Answer

The screen shot to the right is the Flowsheet tab in KWIC for a 30-Day Temp client. As you can see, the Flowsheet only auto populated for the month of January.

In order to get a full Flowsheet, staff should click the Add button to get the necessary months to complete the flow sheet for what would be a complete certification.

Some other things to know about the Flowsheet include:

- ✓ Staff may change the flowsheet from RD to NE+ or NEI if the high risk situation is resolved and id documented in a KWIC note!
- ✓ There is a new and improved Flowsheet training module on the Kansas WIC website. Click the link below and scroll down to the bottom of the page under Additional Training Resources.

http://www.kansaswic.org/local_agencies/training.html

Jane M Doe WIC Active C 30 Day Temp
 11492583 Gender Female Cert. Period 12/12/2014 to 01/11/2015
 DOB 11/02/2012, 2 Years 1 Months Priority 5

Flowsheet Notices @
 Jane M

| Month | Mary | Jane |
|-----------------|------|-------------------------|
| October, 2013 | | |
| November, 2013 | | Recertification |
| December, 2013 | | |
| January, 2014 | | |
| February, 2014 | | Nutrition Ed + |
| March, 2014 | | |
| April, 2014 | | |
| May, 2014 | | Recertification |
| June, 2014 | | |
| July, 2014 | | |
| August, 2014 | | Nutrition Ed Individual |
| September, 2014 | | |
| October, 2014 | | |
| November, 2014 | | Recertification |
| December, 2014 | | |
| January, 2015 | | |

Buttons: Add, Save, Cancel





KWIC FOCUS

April 2014

