

WIC Advisory Committee Minutes -

	Oct. 22, 2014 10:00 AM	Facilitator: Jody Hammerschmidt, NE Region Rep Minutes: Patrice Thomsen
1.	Welcome and Attendance (Jody)	

Region		Representative		Alternate
Western	X	Tiffani Krause	O	Elizabeth Irby
South Central	X	Bev Frizell (X- H. Peterson)	O	Pam Guldner (X-Mitzi Hesser)
North Central	X	Aarynne Struble	X	Rebecca Potvin
Southeast	X	Brenda Clugston	X	Nancy Anstey
Northeast	X	Jody Hammerschmidt	O	Argelia Woods
LA NWA Rep	O	Laura Drake		
State Staff	X	Patrice Thomsen	X	Rachelle Hazelton
State Staff	X	Randy Volz	X	Valerie Merrow
State Staff	X	Sandi Fry	X	Martha Hagen

Members continuing:

- Northeast
 - Representative: Jody Hammerschmidt, Leavenworth County
 - Alternate: Argelia Woods, Johnson County
- Southeast
 - Representative: Brenda Clugston, Cherokee County
 - Alternate: Nancy Anstey, Lyon County
- NWA LA Representative – Laura Drake, Johnson County

Members Departing:

- North Central Region
 - Representative: Shirley Mendoza, Phillips County
 - Alternate: Liz Nicholas Hainke, Rooks County
- South Central Region
 - Representative: Heather Peterson, Reno County
 - Alternate: Mitzi Hesser, Kiowa County
- Western Region
 - Representative: Barb Johannsen, Meade County
 - Alternate: Arlene Doll, Lane County

New members:

- North Central Region
 - Representative: Aarynne Struble, Saline County
 - Alternate: Rebecca Potvin, Riley County
- South Central Region
 - Representative: Bev Frizell, Barton County

		<ul style="list-style-type: none"> ○ Alternate: Pam Guldner, Rice County ● Western Region <ul style="list-style-type: none"> ○ Representative: Tiffani Krause, Seward Meade County ○ Alternate: Elizabeth Irby, Seward County
2.	Review and Approval of Minutes	Minutes from the July 23, 2014 conference call were approved by email and are posted on the WIC Advisory Committee page of the Kansas WIC website.
3.	Revision/Approval of Ground Rules (Patrice)	WAC Ground Rules were provided with the agenda. Approved with no changes.
4.	NWA Report (Laura Drake)	Laura was unable to attend the meeting, but had no report. All clinics should now be able to read the NWA Monday Morning Report for updates and information.
5.	KWIC Update (Sandi Fry)	<ul style="list-style-type: none"> ● KWIC releases are now scheduled for every 6 months – about Oct. 1 and April 1. Client Services release version 44 will be Friday, March 27, 2015. Version 44 will include changes to simplify Dual Participation, Special Authorization, and Reissue Formula. (See attached screen shots.) ● Sandi provided an overview of the new Change Process and Change Control Board. If Local Agency staff has a change request, send it to the LA’s assigned Management Evaluation Lead staff member. ● Electronic Benefits Transfer project – EBT is now called e-WIC. Federal mandate requires implementation by 2020. In Kansas, the planning contractor will be on-board in early December and a contractor for implementation will then be obtained. Look for piloting e-WIC in Kansas by early 2017.
6.	Determine WAC meeting dates and facilitators for the 2015 (Patrice Thomsen)	<p>All meetings for 2015 will be by conference call, 10:00 AM</p> <ul style="list-style-type: none"> ● January 21, 2015. Facilitator - Bev Frizell ● April 15, 2015. Facilitator – Jody Hammerschmidt ● July 22, 2015. Facilitator – Brenda Clugston ● October 21, 2015. Facilitator – Tiffani Krause
7.	Round Table Discussion-All	Tiffani – Cannot reprint a VOC if client loses it. Answer: If still within the current certification period, first Reinstate the client, then can reprint.

Brenda – If need an address and income proof from certification, and enter just one of those, the 30-day cert is ended even if still needs the other proof. Answer – If that is happening, it is not correct. ***(Follow-up note: State staff were unable to replicate this error. If it occurs in a LA, be sure to call the KWIC Help Desk.)***

Heather – Yesterday attended a meeting, “Addressing the health needs of Kansas communities through partnerships, targeted efforts and interventions” sponsored KDHE-Bureau of Family Health and led by Rachel Sisson, BFH Director. Provided Heather with lots of great connections to others in the region. She encourages WIC staff to attend if possible.

(Follow-up note: There are 3 regional meetings left – Jan. 13, NW (Colby), Feb. 11, NC (Concordia), and date to be determined for NE (Topeka). If you are interested, talk to the main Maternal and Child Health person in your health department. About 6-8 weeks in advance, that person will be sent an email invitation from Rachel Sisson. Ask that person to give you Rachel’s contact information from the email and you can request to attend.)

Also, the Reno BFPC received an odd text. She did not reply.

Answer: State agency staff did not know of any program, company that this might legitimately come from.

Wanna hear something scary? Millions of moms try to text their local WIC, but don't get a response! We're changing that. Text "SCARY" now and get 15% off!

Bev Frizell – Regarding proof pending...When a family group has multiple members and all need proof like address, the caregiver has to sign for each family member. Is there any way to combine so one signature is needed for the whole family? Answer: Not at this time. We are considering moving some proofs to a family screen.

Aarynne – When will the ed handouts for Help Me Be Healthy be available? Answer: Uncertain, but soon.

(Follow-up note: Most of the Eat, Grow, Live Healthy handout series are available. On Oct. 29, Julie Ornelas sent a mass email stating that these are available for ordering from the Brush Art website, using the same process used for ordering WIC program booklets and Baby

		<p><i>Behavior materials. See the March 2014 I Memo.)</i></p> <p>Breastfeeding DVDs are not on the order form now. Will they be available again? Answer: State of Kansas policy limits dollar amounts that can be paid to a single entity within one year unless there is a bid process. So we bought the maximum possible without a bid and those are gone. We are considering going through the bid process to get more.</p> <p>Cloud county staff wondered about the possibility of revising the diet questionnaires to shorten. Answer. We are not considering a change at this time. Many of the questions relate to risk factors so if are deleted from the questionnaire would need to be put into KWIC and asked as part of the interview – which generally takes longer.</p> <p>Patrice - 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.</p> <p><i>(Follow-up note: Was announced in October I-Memo.)</i></p> <p>Valerie – It is time to start the process to revise the WIC Approved Food List (WAFL). Valerie will be assembling the committee, which includes WAC members or their designee (among others). She sent an email to WAC and previous WAFL committee members on Oct. 21 and the October I-Memo has a call for volunteers. http://www.kansaswic.org/memos/2015/FFY_2015_Memo_1_October.pdf</p> <p>Sandi – Some unsigned checks might occur when a signature pad is moved a lot to get client signatures. She needs 2 more volunteer clinics to try out a “jerk stop” device intended to prevent the cord on the signature pad from being pulled. Cherokee and Lyon volunteered.</p> <p>Martha – We partnered with Brush Art for a survey of WIC participants, includes preference and effectiveness of breastfeeding promotion and support materials. Watch for more information.</p>
8.	Next Meeting and Adjourn (Jody)	January 21, 2015, 10:00 AM – Bev Frizell, facilitator.

**WAC Handout – Sandi Fry presentation 10-22-2014
Expected for Client Services Version 44, March 27, 2015**

DUAL PARTICIPATION

Current window:

FNS Dual Participation Test
Client ID 0 Client/Applicant **Pazley Pfau**
Date of Birth **07/04/1975** Caregiver **Pazley Pfau**

Potential Dual Participation Candidates	Resolution
Client ID 10014082 Pazley L Pfau Date of Birth 07/04/1975 WIC Category PP Eligibility 11/10/2009 to 05/31/2010 Pregnancy End Date 11/03/2009 Clinic Douglas County WIC Clinic Caregiver Pazley L Pfau Street Address Mailing Address 948 Grant Ave. Lawrence, KS , 66046	Resolution <input type="text"/> Note (100 Characters) Client is at a different agency, go to Transfer In.

OK Cancel

New window:

FNS Dual Participation Test
Client ID 0 Client/Applicant **BF03 Adams 1.2.42.120**
Date of Birth **06/11/1973** Caregiver **BF03 Adams 1.2.42.120**

Potential Dual Clients	Resolution
Client ID 11611949 BF03 Adams 1.2.42.120 Date of Birth 06/11/1973 WIC Category BF Eligibility to Pregnancy End Date 05/27/2014 Clinic Shawnee Co WIC Clinic Caregiver BF03 Adams 1.2.42.120 Street Address Mailing Address	Is the client shown on the left the same client being served? Yes, click the link below: Client is in the local caseload, open the record. <input type="checkbox"/> No, this is a different client.
Client ID 102515707 BF03 Adams 1.2.42.120 Date of Birth 06/11/1973 WIC Category BF Eligibility 05/28/2014 to 05/31/2015 Pregnancy End Date 05/27/2014 Clinic Main WIC Clinic-Sedgwick Co Caregiver BF03 Adams 1.2.42.120 Street Address Mailing Address	Is the client shown on the left the same client being served? Yes, click the link below: Client is at a different agency, go to Transfer In. <input type="checkbox"/> No, this is a different client.

OK Cancel

SPECIAL AUTHORIZATION

Current window

Kayleona M Stanz **WIC Active 1**
1171140 Gender **Female** Cert. Period **04/24/2014 to 04/30/2015**
 DOB **04/13/2014, 6 Months** **Priority 1 HR**

Tailor Food Package Assign Food Package Print Checks Notices
 Kayleona M Kayleona M zKelli zKelli

Special Authorization

Base Food Package	Tailored Food Package	Active Date	Inactive Date	New
1b-FF - Formula Fed 4 & 5 mo old	5TS - 1b-FF - Formula Fed 4 & 5 mo old	05/30/2014	04/30/2015	
1a-FF - Formula Fed < 4 mo old	3TS - 1a-FF - Formula Fed < 4 mo old	05/30/2014	04/30/2015	
1b-FF - Formula Fed 4 & 5 mo old	4TS - 1b-FF - Formula Fed 4 & 5 mo old	05/30/2014	04/30/2015	
1a-FF - Formula Fed < 4 mo old	2TS - 1a-FF - Formula Fed < 4 mo old	05/01/2014	04/30/2015	
1a-FF - Formula Fed < 4 mo old	1TS - 1a-FF - Formula Fed < 4 mo old	04/24/2014	05/24/2014	

Current Base Food Package **1b-FF - Formula Fed 4 & 5 mo old**
 Tailored Food Package ID **5TS - 1b-FF - Formula Fed 4 & 5 mo old**

Active Date Inactive Date

Reason

SSFG excessive crying

Food Details

Similac Sensitive Fussiness & Gas powder 10 containers

New window:

Atalissa C Doretti **WIC Active 1**
107613673 Gender **Female** Cert. Period **10/17/2013 to 10/31/2014**
 DOB **10/04/2013, 9 Months** **Priority 1**

Tailor Food Package Assign Food Package Notices
 Atalissa C Atalissa C Atalissa C

Special Authorization

Base Food Package	Tailored Food Package	Active Date	Inactive Date	New
2-Limited BF - Limited BF 6-12 mo old	2TS - 2-Limited BF - Limited BF 6-12 mo old	07/08/2014	10/03/2014	

Current Base Food Package **2-Limited BF - Limited BF 6-12 mo old**
 Tailored Food Package ID **2TS - 2-Limited BF - Limited BF 6-12 mo old**

Active Date Inactive Date

Reason

df

Food Details

Baby Food - Fruits/Vegetables 32 containers
 EnfaCare LIPIL powder 8 containers
 Infant Cereal 24 ounces

RE-ISSUE FORMULA

Current window:

Nyasha B 2223012WEDER 10526424 Gender Female DOB 11/05/2013, 11 Months		WIC - ACTIVE 1 Cert. Period 11/18/2013 to 11/30/2014 Priority 1			
Reissue Formula Checks <input checked="" type="checkbox"/>		Notices <input checked="" type="checkbox"/>			
Nyasha B		Nyasha B			
Reissue Formula Checks Select the formula Checks that the client is returning.					
Check #	Issued	First Use	End Use	Food Package	Void & Replace
1052352133	8/6/2014	9/19/2014	10/19/2014	Formula Fed 6-12 mo old - 1	<input type="checkbox"/> Contains Formula
1052352134	8/6/2014	9/19/2014	10/19/2014	Formula Fed 6-12 mo old - 2	
1052352135	8/6/2014	9/19/2014	10/19/2014	Formula Fed 6-12 mo old - 3	
Formula Returned Enter the number of containers brought to the clinic by the client.				Notes	
Formula	Qty				
12.4 oz Similac Advance powder 70074-55958	<input type="text"/>				
Replace Formula				Assign Food Package	
Assigned Food Package		Units Issued on selected checks <input type="text" value="0"/>			
Select Formula to Reissue		Total equivalent containers to reissue <input type="text"/> of <input type="text"/>			
		Units returned by the client <input type="text" value="0"/>			
		Containers to reissue <input type="text"/>			
Checks Printed The following Checks have been sent to the printer as requested:					
Check #	Client Name	Client ID	Food Package	Seq	Month
(Empty table area)					
				<input type="button" value="Reissue"/>	<input type="button" value="Cancel"/>

New window(s):

Atalissa C. Dameshi WIC - Active 1
107613673 Gender Female Cert. Period 10/17/2013 to 10/31/2014
DOB 10/04/2013, 9 Months Priority 1

Reissue Formula Checks Atalissa C Notices Atalissa C

Reissue Formula: Tailored Food Package Review

New Formula to Reissue

Assigned Food Package **No Tailored Food Package Found.**

Formula Available to Reissue:

[Assign Food Package](#)

Please assign a tailored food package for the first use date of ~~xx/xx/xxxx~~ (actual date).

- If the desired formula is shown, begin the reissue process by clicking the Start button.
- If a Special Authorization is needed, specify an Effective Date beginning by the previous First Use Date.
- If you need to reissue more than one formula, restart the process for each formula.
- To change formula for future checks, please use the Void and Replace screen.

Start

The **Start** button is disabled if no tailored food package is found.

Staff must click the **Assign Food Package** link in order to enter the Special Authorization and create the tailored food package.

After completing the **Assign Food Package** step, the next screen is what the staff sees when coming back to the Reissue Formula Checks screen with a tailored (or special auth) food package.

Atalissa C. Dameshi WIC - Active 1
107613673 Gender Female Cert. Period 10/17/2013 to 10/31/2014
DOB 10/04/2013, 9 Months Priority 1

Reissue Formula Checks Atalissa C Notices Atalissa C

Reissue Formula: Tailored Food Package Review

New Formula to Reissue

Assigned Food Package **7TS - 1b-FF**

Formula Available to Reissue: Alimentum powder

[Assign Food Package](#)

Click the link above to change the food package for a different formula (than shown on left).

- If the desired formula is shown, begin the reissue process by clicking the Start button.
- If a Special Authorization is needed, specify an Effective Date beginning by the previous First Use Date.
- If you need to reissue more than one formula, restart the process for each formula.
- To change formula for future checks, please use the Void and Replace screen.

Start

The **Start** button is enabled.

After clicking the **Start** button, the Reissue Formula Wizard (pop-up) identifies any checks containing formula. The **Void** checkbox is not required and should not be checked unless the actual check has been returned.

The screenshot shows a window titled "Reissue Formula Wizard" with a breadcrumb trail: "Reissue Formula: Returned Checks >> Returned Formula >> Replacement". Below the breadcrumb is a table titled "Reissue Formula Checks".

Check #	Issued	First Use	End Use	Food Package	Void	
1076068227	6/27/2014	6/27/2014	7/27/2014	Formula Fed 4 & 5 mo old - 1	<input type="checkbox"/>	Formula
1076068228	6/27/2014	6/27/2014	7/27/2014	Formula Fed 4 & 5 mo old - 2		
1076068229	6/27/2014	6/27/2014	7/27/2014	Formula Fed 4 & 5 mo old - 3		

Below the table is the instruction: "Only select Void for a check you now have in hand (returned by client)."

At the bottom right are two buttons: "Next" and "Cancel".

If the client brought an unused formula check into the clinic, staff marks the checkbox under **Void**, or if cans of formula are returned, nothing is marked. The staff clicks the **Next** button to continue to the Formula Returned by client step.

After staff clicks the **Next** button, the Reissue Formula Wizard (pop-up) captures the quantity of returned formula units.

The screenshot shows a window titled "Reissue Formula Wizard" with a breadcrumb trail: "Reissue Formula: Returned Checks >> Returned Formula >> Replacement".

Below the breadcrumb is a table titled "Formula Returned by client".

Formula	Qty
12.4 oz Similac Advance powder 70074-55958	6

Below the table is a text area titled "Notes" containing the text: "Client needed to make change based on Rx."

Below the notes is the instruction: "Please enter the Quantity of containers the client brought to the clinic and provide Notes."

At the bottom are three buttons: "Back", "Next", and "Cancel".

If applicable, staff can enter a quantity of returned cans of formula.

Staff must enter **Notes** on this screen.

When **Notes** are entered, the **Next** button becomes enabled.

The staff clicks the **Next** button to continue to the Replacement Formula step.

After clicking the **Next** button, the Reissue Formula Wizard shows possible replacement formula. More than one formula can appear (if the tailored package includes more than one formula).

Reissue Formula Wizard

Reissue Formula: Returned Checks >> Returned Formula >> Replacement

Replacement Formula

Assigned Food Package **7TS - 1b-FF**

Select Formula to Reissue Allimentum powder

Containers to Reissue

Units Issued on selected checks

Total equivalent containers to reissue of

Units returned by the client

Containers to reissue

Select a Replacement Formula to reissue.
 Press Reissue button to print new formula checks (based on the Containers to reissue count).
 Press Cancel to change the replacement food package (and formula).

The user must select a Formula to Reissue. Only one formula selection is allowed.

When a formula is selected, the system calculates the **Total equivalent containers to reissue**.

Optionally, staff may enter the **Containers to reissue** quantity up to the food basket limit.

Upon reviewing the information, user presses **Reissue** to complete the process.

Reissue Formula Wizard

Reissue Formula: Check Confirmation

Checks Printed The following Checks have been sent to the printer as requested:

Check #	Client Name	Client ID	Food Package	Seq	Month
1076068233	Atalissa C Dahesh	107613673	R* 7TS - 1b-FF	1	July, 2014

The new formula check is issued for printing and a confirmation displays. User presses **Close** to end wizard.