

WIC Advisory Committee Minutes - Approved

	July 23, 2014 10:00 AM	Facilitator: Brenda Clugston Southeast Region Rep Minutes: Martha Hagen																																																		
1.	Welcome and Attendance (Brenda)																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Region</th> <th style="width: 5%;"></th> <th style="width: 30%;">Representative</th> <th style="width: 5%;"></th> <th style="width: 45%;">Alternate</th> </tr> </thead> <tbody> <tr> <td>Western</td> <td style="text-align: center;">X</td> <td>Barb Johannsen</td> <td style="text-align: center;">O</td> <td>Arlene Doll</td> </tr> <tr> <td>South Central</td> <td style="text-align: center;">O</td> <td>Heather Peterson</td> <td style="text-align: center;">O</td> <td>Mitzi Hesser</td> </tr> <tr> <td>North Central</td> <td style="text-align: center;">X</td> <td>Shirley Mendoza</td> <td style="text-align: center;">O</td> <td>Liz Nicholas Hainke</td> </tr> <tr> <td>Southeast</td> <td style="text-align: center;">X</td> <td>Brenda Clugston</td> <td style="text-align: center;">X</td> <td>Nancy Anstey</td> </tr> <tr> <td>Northeast</td> <td style="text-align: center;">X</td> <td>Jody Hammerschmidt</td> <td style="text-align: center;">O</td> <td>Argelia Woods</td> </tr> <tr> <td>LA NWA Rep</td> <td style="text-align: center;">X</td> <td>Laura Drake</td> <td></td> <td></td> </tr> <tr> <td>State Staff</td> <td style="text-align: center;">X</td> <td>Martha Hagen</td> <td></td> <td></td> </tr> <tr> <td>State Staff</td> <td style="text-align: center;">X</td> <td>Randy Volz</td> <td></td> <td></td> </tr> <tr> <td>State Staff</td> <td style="text-align: center;">X</td> <td>Rachelle Hazelton</td> <td></td> <td></td> </tr> </tbody> </table>			Region		Representative		Alternate	Western	X	Barb Johannsen	O	Arlene Doll	South Central	O	Heather Peterson	O	Mitzi Hesser	North Central	X	Shirley Mendoza	O	Liz Nicholas Hainke	Southeast	X	Brenda Clugston	X	Nancy Anstey	Northeast	X	Jody Hammerschmidt	O	Argelia Woods	LA NWA Rep	X	Laura Drake			State Staff	X	Martha Hagen			State Staff	X	Randy Volz			State Staff	X	Rachelle Hazelton		
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2.	Review and Approval of Minutes	Minutes from the April 23, 2014 conference call were approved by email and are posted on the WIC Advisory Committee page of the Kansas WIC website.																																																		
3.	KWIC Update (Martha Hagen)	<ul style="list-style-type: none"> • The next Client Services version release is expected to be October 2. • The final food rule from USDA has been released and changes to expect Oct 2 are: <ol style="list-style-type: none"> 1)2% milk not allowed for children over 2 and women (only skim and 1% allowed.) 2% milk can be tailored into the food pkg if underweight for children or weight loss for pregnant women is documented. Children age 12 – 24 months will still receive whole milk. 2)A special authorization form is no longer required to issue tofu or soy-based beverages. 3)Can no longer issue cheese beyond established substitution rates even with medical documentation e.g. – children can receive only one pound and only if food package is tailored. 4)Pregnant women who are mostly or exclusively breastfeeding will receive a breastfeeding food package. 5)At 9 months infants will be able to receive an FVC. Exclusive 																																																		

		<p>infants will receive an \$8 FVC and baby food F and V reduced to 32 containers and infants with any formula will receive a \$4 FVC and baby food F and V reduced to 16 containers. The FVC is tailored by a CPA and there must be documentation of education on safe preparation, handling and storage and usage of home prepared baby food from fresh F and V.</p> <p>We discussed the wording of a topic on the Nutrition Education Topics tab in KWIC dealing with education on safe homemade baby food practices. Best idea – “Baby food – homemade safe practices.” Nancy asked if checks printing now for October will need to be changed – NO as there will be an overlap time as always with changes.</p>
4.	Electronic Proofs (Jody Hammerschmidt)	<p><i>Agenda Information</i> - Is it acceptable to use pay stubs from cell phones? Some people have only electronic paystubs and must print out themselves but not everyone has access to a printer to print out the information. However, we sometimes are not getting good reception and are then asking them to return with it printed (from their job). We have also had people that do all their bill paying online and have not had any mailed to their house. Staff have not accepted those. We would appreciate some guidance since electronic pay is only going to increase.</p> <p><i>Discussion</i> - Attendees agreed allowing electronic proofs is a good idea. Sometimes clients want to use the clinic’s computer to show the proof. Agreed this is ok if ok with the clinic but that staff should let the client use the keyboard to input their password. Some clinics may think that electronic proofs take too much time to find etc but would be less time than that required for 30 day certifications. Electronic proofs may not work for satellite clinics with poor internet connections. Written information and policy changes expected in Nov. 2014.</p>
5.	NWA Report (Laura Drake)	<p>Laura had no report – all clinics should now be able to read the NWA Monday Morning Report for updates and information.</p>
6.	Transfer In from Out of State Certification Guide (Shirley Mendoza)	<p><i>Agenda information</i> - Transfer In from Out of State Certification Guide –When doing an out of state transfer it would be nice for the required sections to be highlighted or in a different font or color or something so staff knows which ones are required to complete the transfer and which ones are optional.</p> <p>Response from State: Yes, this certification guide is confusing so many staff end up doing a whole certification instead of transferring. We’ve tried to help by having it as a KWIC Focus, and it will be again in August, 2014. Patrice has asked Sandi Fry if we could have a discussion to possibly change the guide. Because all the certification</p>

		<p>guides function the same way, we don't think it is possible to change color of some items on just this guide. If we change the links to only those few absolutely required, it would mean additional training so staff know to enter other information, if available. Policy showing required items:</p> <p>http://www.kansaswic.org/manual/CRT_10_03_00_WIC_Out_of_State_Transfer_Card_Acceptance.pdf . Remember there is a process for determining work done to make changes in KWIC that involves priorities, cost, etc.</p> <p><i>Before we do a lot of work, the State would like opinions from WAC: E.g. How important is this issue? What Are changes are needed?</i></p> <p><i>Discussion</i> – Cherokee County has created a flow chart of what must be done on the Transfer from Out of State Certification Guide and has developed a power point presentation for use in reminding staff of how to do a Transfer from Out of State. Brenda will share this information. The SA will put information about the Transfer from Out of State certification guide in the August KWIC Focus. A cert guide flow chart with required steps highlighted would be helpful.</p>
7.	Special Issuance Authorization (Martha Hagen)	<p>The SA requested input on the cover letter for the Special Issuance Authorization form. Attendees were not sure physicians read the letter. They suggested putting the information about the calorie change from 20 to 19 calories for the Similac formulas back in the letter as physicians are confused as to why they need to complete a special authorization form for these items. All said they call physicians to talk about Pediasure usage if they question it and do not use the material on the website.</p>
8.	Round Table Discussion-All	<p>Martha – KBBC handouts have been added to the Nutrition Education handouts tab in KWIC. She explained why midcertifications now requires the 4 required referrals. With the change to one year certifications for children new referrals need to be made if needed at the midcertification and requiring the referral tab to be open necessitates that the 4 required referrals are redone.</p> <p>There was a question about risk factors at the midcertification. Risk factors should be added at the midcert if needed and risk factors assigned at the initial certification cannot be deleted. If a risk factor that made the client high risk is no longer relevant, staff should document that the risk factor no longer applies and they do not need to provide high risk nutrition education in the following 6 months.</p>
9.	Next Meeting and Adjourn (Brenda)	<p>October 22, 2014, 10:00 AM –Jody Hammerschmidt, facilitator.</p>