



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2013-01**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** October 19, 2012

**RE:** .NET Rollout Information  
Recorded "Orientation to Client Services .NET" Webinar  
.NET Equipment and software shipments COMPLETED!  
.NET Equipment Tracking Form  
FFY2012 Deadline for Monthly and Supplemental Affidavits is November 15th  
Time Studies are Due  
Breastfeeding Resource Materials Mailing  
"Birth Confirmation Letter" Added as Proof of Identity  
Sesame Street Food for Thought kits still available  
Nutrition Education – New Items Posted on Website  
2012 WIC Advisory Committee Election Results  
Educational Opportunities

**.NET Rollout Information**

Statewide rollout of the new version of KWIC begins October 29<sup>th</sup>. Please read the attachment carefully. This information is also available on the Kansas WIC website Local Agency Training web page. For any information regarding .NET that has been sent out you can go to the Kansas WIC website, Information for WIC Local Agencies – [Training page](#). Any information that is sent to LA's will also be posted on the Local Agency Training web page.

**ACTION REQUIRED:** Share information with all WIC staff.

**Recorded “Orientation to Client Services .NET” Webinar**

- Sometime during the 2 weeks before a clinic’s rollout to .NET, **all** WIC staff are to view the recorded “Orientation to Client Services .NET” webinar. It is saved to the Kansas WIC website, Information for WIC Local Agencies – [Training page](#). Look for the heading “2012 .NET Information”. The recording lasts about 1 hour.
  
- WIC Coordinators are to:
  - Ensure staff members view the webinar - individually or as a group.
  - Provide staff with the webinar handout from the website.
  - Document completion on the “.NET Orientation Staff Completion Sheet” from the website. (Coordinator may record names or have staff sign.)
  - Sign the bottom of the Completion Sheet.
  - File the Completion Sheet in the LA WIC training file.

A script will also be posted to the website for staff members with a hearing disability. There is no need to print the script out unless needed.

**ACTION REQUIRED:** Coordinators should make plans for WIC staff to view the “Orientation to Client Services .NET” Webinar.

**.NET Equipment and software shipments COMPLETED!**

All the new computers, servers and electronic signature pads have been ordered and delivered according to our representative at Dell. The same goes for the software, whether it is Microsoft Office 2010 or Norton Anti-Virus.

**ACTION REQUIRED:** If you are still waiting for deliveries of either equipment or software, please email Sandi Fry at [sfry@kdheks.gov](mailto:sfry@kdheks.gov).

**.NET Equipment Tracking Form**

Please fill out the .NET Equipment Tracking Form for the new equipment your clinic has received. Click the link here to download a copy of the [.NET Equipment Tracking Form](#). If you received new laptops and/or desktops, please record the Service Tag # as the Serial Number. The Electronic Signature pads have a number on the back under the bar code that we are using for the Serial Number. A .NET Equipment Tracking form has been received from the following counties (**bold indicates new forms received since last month**):

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THANK YOU for sending in your .NET Equipment Tracking Form!

Anderson County	Hodgeman County	<b>Pratt County</b>
Barber County	<b>Jefferson County</b>	Reno County
Butler County	<b>Johnson County</b>	Republic County
Clark County	Kingman County	Riley County

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<b>Clay County</b>	Kiowa County	Saline County
Crawford County	Leavenworth County	<b>Scott County</b>
<b>Dickinson County</b>	<b>Lincoln County</b>	<b>Sedgwick County</b>
Douglas County	Meade County	<b>Seward County</b>
<b>Edwards County</b>	<b>Miami County</b>	<b>Shawnee County</b>
Ellsworth County	Mitchell County	<b>Sherman County</b>
Ford County	<b>Nemaha County</b>	<b>Smith County</b>
<b>Geary County</b>	<b>Neosho County</b>	Stafford County
<b>Graham County</b>	<b>Norton County</b>	Sumner County
Gray County	<b>Osage County</b>	Washington County
<b>Greeley County</b>	Osborne County	<b>Wilson County</b>
<b>Harper County</b>	<b>Pawnee County</b>	

**ACTION REQUIRED:** Complete the Equipment Tracking Form for .NET and return to Sandi Fry by email to [sfry@kdheks.gov](mailto:sfry@kdheks.gov) or fax to 785-296-1326.

**FFY2012 Deadline for Monthly and Supplemental Affidavits is November 15th**

[Policies ADM: 02.03.00](#) and [ADM: 02.03.04](#) list deadlines for Local Agencies to submit affidavits. Monthly affidavits are due on the 20th of the month immediately following the reporting month. Supplemental affidavits are due within 6 weeks from the end of the reporting period.

In order for the State Agency to meet federal reporting deadlines, **all** expenses related to FFY2012 must be received from the Local Agency no later than November 15, 2012. **All of the September bills such as: trainings, payroll, utility bills etc. should be placed on a September affidavit or a Supplemental affidavit only.** If FFY2012 expenses are received after November 15, 2012, they may not be reimbursed.

If you have any questions, please contact Rachelle Hazelton at (785) 291-3134 or by email [rhazelton@kdheks.gov](mailto: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.

**Time Studies are Due**

This is a friendly reminder that time studies are due for the fourth quarter of FFY2012 (July – September). There are many time studies missing for the third quarter as well. Time studies should be submitted for all salaried/hourly employees (this includes breastfeeding peer counselors) funded in total or in part by WIC funds, according to the LA Contract and the policy and procedure manual [ADM: 02.03.03](#). The time study should be completed and sent into the State agency at a minimum of one month per quarter.

If you are uncertain as to whether your local agency has submitted time studies for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, please contact Rachelle at (785) 291-3134 or by email at [rhazelton@kdheks.gov](mailto:rhazelton@kdheks.gov).

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

### **Breastfeeding Resource Materials Mailing**

The following materials have been mailed to WIC Clinic Breastfeeding Coordinators: DVD – “Making Enough Milk, the Key to Successful Breastfeeding...Planning for Day One”; DVD – “Breastfeeding: You Can Do It”; and the Postcard – “Getting Ready – First Hours.” Each clinic received one copy of “Making Enough Milk...” to be shown in classes or to individual clients in the clinic. The DVD “Breastfeeding: You Can Do It” and the postcard can be ordered from the WIC Publications Order Form and distributed to clients needing this information.

**ACTION REQUIRED:** Notify all WIC staff and order as needed.

### **“Birth Confirmation Letter” Added as Proof of Identity**

“Birth Confirmation Letter” has been added in KWIC as a choice for Proof of Identity. Policy CRT 04.00.00 will be updated to include this item as an acceptable proof of identity.

**ACTION REQUIRED:** Notify WIC staff as appropriate.

### **Sesame Street Food for Thought kits still available**

Sesame Street Food for Thought packets were mailed to LA’s on September 13, 2012, addressed to WIC Coordinators. Included in the packet was an Order Form for LA’s to order copies of the DVD/booklet sets to give to WIC families. Even though the deadline listed on the Order Form was September 21, 2012, agencies may continue to order these kits as long as supplies last. Remember that the DVD/booklet sets are only to be given to WIC families with a child two years of age or over and only when included as a part of documented secondary nutrition education. This handout is listed as a choice in KWIC. If your agency plans to use this resource in 2013, be sure to incorporate it into your agency’s 2013 Nutrition Services Plan.

**ACTION REQUIRED:** Inform all LA staff involved in planning WIC nutrition education.

### **Nutrition Education – New Items Available**

The Spanish versions of several MyPlate handouts have been posted on the WIC website. (The

English versions had been previously posted several months ago.)

The handouts are posted in the Nutrition Education Materials section, and include:

Three under the Child Nutrition tab:

- Be a Healthy Role Model (Spanish version newly posted)
- Cut Back on Sweet Treats, (Spanish version newly posted)
- Kid Friendly Veggies and Fruits, (Spanish version newly posted)

One under the General Nutrition tab:

- Choose My Plate 10 Tips, (Spanish version newly posted)

**ACTION REQUIRED:** Inform all LA staff involved in WIC nutrition education.

### **2012 WIC Advisory Committee Election Results**

The 2012 elections for the North Central, South Central and Western WIC Advisory Committee (WAC) representatives are complete. The next WAC conference call is October 24, 10:00 AM. Outgoing and incoming WAC members are invited to participate.

- North Central Region
  - Representative: Shirley Mendoza, Phillips County
  - Alternate: Liz Nicholas Hainke, Rooks County
- South Central Region
  - Representative: Heather Peterson, Reno County
  - Alternate: None
- Western Region
  - Representative: Barb Johannsen, Meade County
  - Alternate: Arlene Doll, Lane County

Representatives continuing on the Committee for one more year are:

- Northeast Region
  - Representative; Kay Powell, Shawnee County
  - Alternate: Joan DeCoursey, Johnson County
- Southeast Region
  - Representative: Linda Timme, Crawford County
  - Alternate: Nancy Anstey, Lyon County
- NWA Local Agencies Representative: Nancy Sanchez, Wyandotte County

**ACTION REQUIRED:** Contact your WIC Advisory Committee representative with any issues or suggestions for policy change or service improvement that should be placed on future WAC agendas. Contact Patrice Thomsen at [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) or 785-296-1189 with questions.

## 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 14, 2012 – Wichita.**
  - **June 4, 2013 - Topeka**
- **Certified Breastfeeding Educator** trainings presented by Debi Bocar, PhD, RN, IBCLC. Watch this website for more upcoming breastfeeding educator programs. - <http://www.lactation-consultant-services.com/about.html>
- **Starting a Community Conversation, Why coalitions matter – How to build and sustain them.** 1-day seminar on coalition building. Do you want to impact your community through deliberate grassroots engagement? Want to learn how to start the conversation in your community? Did you include “Starting a breastfeeding coalition” in your Nutrition Services Plan? Want to move your existing coalition from ordinary to incredible? Good coalitions don’t just happen. Join us to discover the power of individuals gathering together to impact their communities, November 9, 2012, Wesley Medical Center, Wichita, KS. Sponsored by Kansas Breastfeeding Coalition, Inc. No registration fee. For more information and to register: <http://ksbreastfeeding.org/>
- **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>
- **FREE** web-based Breastfeeding Training. Sponsored by the University of Virginia School of Medicine and the Virginia Department of Health. [www.breastfeedingtraining.org](http://www.breastfeedingtraining.org) CEU’s available. *5 new Baby Friendly Hospital Initiative modules were added August 1, 2011. Prior participants may earn new credit for completing these updated modules.*
- Promotion of good nutrition and feeding practices is an essential component of the fight to prevent obesity. The Virginia Department of Health **Infant and Toddler Nutrition** site, [www.infantandtoddlerfeeding.org](http://www.infantandtoddlerfeeding.org) recently launched a new module on **Culture and Religious Influences on Infant Feeding Practices** and a new website on **Prenatal Nutrition**, [www.prenatalnutritiontraining.org](http://www.prenatalnutritiontraining.org) provides health care professionals with detailed information about nutrition, physical activity and weight management from preconception through delivery. Please check them out.

**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.

[http://www.kansaswic.org/manual/ADM\\_11.02.00\\_Financial\\_Support\\_for\\_LA\\_On-Going\\_Training.pdf](http://www.kansaswic.org/manual/ADM_11.02.00_Financial_Support_for_LA_On-Going_Training.pdf)

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

Enclosures: KWIC .NET Rollout

# KWIC .NET Rollout

The newest version of KWIC begins rolling out statewide October 29, 2012. A copy of the rollout schedule is on page 3 of this document. The date listed on the schedule is the day that your staff will come to work and begin using the new version of KWIC.

- **Electronic Signature Installation Guide**

- There is an installation guide for the electronic signature pads on the WIC website, [Local Agency Training page](#).
- The installation guide is just a guide. We have used the Installation Guide several times on multiple computers and the process is never the same way twice so please take your time and read the screens. The information on the screen is sometimes not in the same order as the Guide but everything in the Guide is on the screen so please just take your time.
- Another thing to be aware of is when the installer is complete and you close the window, another box will pop up asking if you are sure you want to close the installer. Click yes, exit install.
- Be sure to install the disc on all WIC computers that will require the use of the Electronic Signature pad.
- After installation, keep at least one copy of the installation disc in a safe place for future use.
- **If you have any questions, contact the KWIC Help Desk (1-866-516-3606).**



- **Recorded Orientation Webinar**

- There is an orientation webinar on the WIC website, [Local Agency Training page](#) that all staff must watch prior to their clinics rollout date. The webinar is about an hour long. Watch the webinar and then use the Practice Clinic to get hands on experience with the new version of KWIC prior to your rollout date. Use the .NET Orientation Staff Completion Sheet from the webpage to document that staff completed the webinar.

- **Electronic Signature Training document**

- There is training for electronic signature on the WIC website, [Local Agency Training page](#). This topic was covered briefly in the recorded webinar but if you would like more information about all the different forms that can be signed electronically, this document has it. The training goes over the history screens (where you can find the forms if needed in the future) and details about the fields in the Breastpump Users Agreement.

- **Practice Clinic**

- **Sandi Fry will send an email to WIC Coordinators the Monday before the clinic's rollout week.** That email will contain a link to a practice clinic that any WIC staff can download to their computer to play in. The client data is scrambled, check printing will be simulated (so while the system thinks you printed checks, nothing comes out of the printer), and there are no security limitations. Please use this environment to get familiar with the new .NET version of KWIC.
  - **Username is your Client Services username and the Password is practice.**
- In order to get the link to each computer, forward the email to all WIC staff in your clinic. WIC staff can open the email, click the link and the application installs. If your county IT has set permissions on your computer, please set up a time for them to come and install the practice clinic on all WIC computers.

- Make sure your Signature Pad is installed and plugged into your computer for use in the practice clinic. Be sure to try it at least once in the practice clinic to make sure it works correctly.
- **If you have any questions, contact the KWIC Help Desk (1-866-516-3606).**



- **Downloading Client Services KWIC (.NET)**

- **Sandi Fry will send an email to WIC Coordinators the Friday before the clinic’s rollout week.** There will be directions to remove the Practice Clinic icon from WIC staff computer’s desktop. The link for the new version of KWIC will also be sent in this email. Make sure this link is downloaded to every computer that staff will use to provide WIC services.
- In order to get the link to each computer, forward the email to all WIC staff in your clinic. WIC staff can open the email, click the link and Client Service will install.
- If your county IT has set permissions on your computer, please set up a time for them to come and install Client Services on all WIC computers.
- Make sure your Signature Pad is installed and plugged into your computer.
- That should complete the setup for Client Services; you are now ready to work!
- For those clinics that have used Citrix in the past to log into KWIC, you will now see a Client Services icon on your desktop. This is the new way to log into the system. You will double click the icon and use your Client Services password to log into the KWIC. The password is the one you use on the following screen.



- For the distributed clinics, you will use the same password you have always used to log into Client Services.
- **If you have any questions, contact the KWIC Help Desk (1-866-516-3606).**



- **Current version of KWIC**

- Continue to use the “old” version of KWIC until your scheduled rollout date. So even though you might have the link to the new version and your computer is set up, do not use the new version until the date indicated on the next page.

- **Old version of KWIC**

- The old version of KWIC will remain accessible until all clinics have rolled out the new version. If your clinic runs into an issue with the downloading process, staff can log into the old version and continue serving clients.
- **If you have any questions contact the KWIC Help Desk (1-866-516-3606).**



## KWIC Rollout schedule

Start Date	Day	Clinic
Oct 29	Monday	Shawnee (all clinic sites)
Oct 31	Wednesday	Atchison
Nov 2	Friday	Leavenworth
Nov 5	Monday	Grant
Nov 6	Tuesday	Ness, Republic and Smith
Nov 7	Wednesday	Brown, Greeley, Wabaunsee
Nov 8	Thursday	Osborne, Woodson
Nov 9	Friday	Phillips, Sedgwick (all clinic sites)
Nov 13	Tuesday	Ellis, Miami, Wyandotte
Nov 14	Wednesday	Comanche, Lane, Ottawa
Nov 15	Thursday	Jefferson, Anderson, Butler
Nov 16	Friday	Reno, Rooks
Nov 19	Monday	Meade, Cowley (all clinic sites)
Nov 20	Tuesday	Mitchell, Russell, Sheridan
Nov 21	Wednesday	Marshall, Neosho, Wilson
Nov 26	Monday	Harper, Hodgeman, Johnson (all clinic sites)
Nov 27	Tuesday	Morris, Nemaha, Pratt
Nov 28	Wednesday	Jackson, Rice, Scott
Nov 29	Thursday	Ellsworth, Lincoln, Osage
Nov 30	Friday	Harvey, Saline, Seward
Dec 3	Monday	Elk, Ford, Wichita
Dec 5	Wednesday	McPherson, Sherman, Stafford
Dec 6	Thursday	Dickinson, Edwards, Jewell
Dec 7	Friday	Chautauqua, Gray, Stevens
Dec 10	Monday	Cherokee, Gove, Graham
Dec 11	Tuesday	Chase, Cloud, Linn, Sumner
Dec 12	Wednesday	Doniphan, Kingman, Trego
Dec 13	Thursday	Marion, Washington
Dec 17	Monday	Clark
Dec 18	Tuesday	Norton
Dec 19	Wednesday	Crawford
Dec 21	Friday	Geary
Dec 26	Wednesday	Clay
Dec 27	Thursday	Pawnee
Dec 31	Monday	Kiowa, Rush
Jan 3	Thursday	Riley
Jan 4	Friday	Fort Riley
Jan 7	Monday	Barton
Jan 8	Tuesday	Barber
Jan 9	Wednesday	Greenwood
Jan 10	Thursday	SW KS/Finney