



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2013-02**

**TO:** Parent and Sub-Agencies

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

**DATE:** November 26, 2012

**RE:** Formula-Nutramigen AA Name and Label Changes  
Vendor Complaints pending  
.NET Equipment Tracking Form  
Support Materials for NWA 2013 Calendars  
Support Materials for NWA Magazines  
WIC Advisory Committee Minutes  
*KWIC Focus* – Electronic Signature for Check Stubs with .NET  
Educational Opportunities

**Formula-Nutramigen AA Name and Label Changes**

Mead Johnson Nutrition has notified the SA of upcoming name and label changes for its amino acid-based formula, Nutramigen<sup>®</sup> AA<sup>™</sup> Powder. The new name for the formula will be PurAmino<sup>™</sup>. The change is in response to feedback regarding confusion between Nutramigen AA and Nutramigen<sup>®</sup> with Enflora<sup>™</sup> LGG<sup>®</sup>. The newly-labeled product will start shipping in January 2013.

**It is important to note that the formulation, grams per unpacked leveled scoop, can size, reconstituted ounces and price are not changing.**

The SA has decided to create a new check line for all checks with a first date to use on or after February 1, 2013. The new check line will be “14.1 oz cans of either Nutramigen AA or PurAmino powder”. Staff will need to renew the existing special authorization and re-tailor the food packages for all clients receiving Nutramigen AA, it is not necessary to get a new Special Authorization form from the Medical Care Provider. The SA plans to remove Nutramigen AA from the check line on or around March 1, 2013.

**ACTION REQUIRED:** Notify all staff and caregivers of clients receiving Nutramigen AA. Renew the special authorization and re-tailor the food packages before issuing checks with a first use date of February 1, 2013 or later.

**Vendor Complaints Pending Report**

KWIC has many reports that are available to help staff manage their clinics, clients and vendors. Staff can go into the Local Vendor Management application, select Reports and then select the Vendor Complaint Pending report. This will give you a list of pending complaints that show staff is working with these issues to ensure they get resolved. Once the issue is resolved staff must not only put information into the Nature and Close Complaint tabs, but must enter into the Follow Up Notes Tab who finished the complaint and a note in order for the complaint to come off the Vendor Complaint Pending report.

**ACTION REQUIRED:** Vendor Managers should run their Vendor Complaints Pending report to determine if the clinic has complaints pending and make sure those complaints that have been resolved are appropriately closed out of KWIC.

**.NET Equipment Tracking Form**

Please fill out the .NET Equipment Tracking Form for the new equipment your clinic 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 not been received** from the following counties:

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PLEASE send in your .NET Equipment Tracking Form!

Chase County	Linn County	Stevens County
Ellis County	Morris County	Trego County
Gove County	Ness County	Wabaunsee County
Greenwood County	Ottawa County	Woodson County
Lane County	Sheridan County	Wyandotte County

**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.

**Support Materials for NWA 2013 Calendars**

Recently Local Agencies were given an opportunity to order 2013 National WIC Association calendars for WIC families. These calendars are a vital part of the nutrition education process and should be used with counseling and nutrition education efforts, rather than a “give away.” To assist staff utilize the calendars, we have developed a number of materials to supplement the calendars:

- Using the NWA Calendars as Nutrition Education
- Bulletin Board Ideas for 2013 NWA Calendars
- Recipes from Africa, the Caribbean, Arctic Region, Eastern Europe, India, Mexico, Middle East, the Pacific Islands, South America, Southeast Asia, and Native America.

These materials can be found at the following link on the [kansaswic.org](http://www.kansaswic.org) website: [http://www.kansaswic.org/nutrition\\_education/nutrition\\_edu\\_resources.html](http://www.kansaswic.org/nutrition_education/nutrition_edu_resources.html) . These materials could be used for multicultural nutrition education, even if the LA is not using the NWA calendars.

**ACTION REQUIRED:** Review the materials and utilize selected materials when using the NWA calendars or with future nutrition education opportunities.

### **Support Materials for NWA Magazines**

Two new nutrition education materials have been added to the WIC Publications Order form: *Bringing Home Baby* and *Let's Eat*. These are magazines, developed by the National WIC Association in partnership with the Meredith Publication Corporation. Nutrition education is presented in a magazine format which shares information in a series of concise quick articles. These magazines are to be used in counseling individually with clients, and not handed out as a "give away." To aid in this effort, the State WIC Office has developed two documents which provide suggestions on how to use the magazines. These supporting materials can be found at the following link on the [kansaswic.org](http://www.kansaswic.org) website:

[http://www.kansaswic.org/nutrition\\_education/nutrition\\_edu\\_resources.html](http://www.kansaswic.org/nutrition_education/nutrition_edu_resources.html)

**ACTION REQUIRED:** Review the documents on using the magazines as nutrition education and order the two new nutrition education materials as needed, from the WIC Publications Order Form.

### **WIC Advisory Committee Minutes**

You can find the October 24, 2012 WIC Advisory Committee meeting minutes on the WIC Advisory Committee page of the website.

[http://www.kansaswic.org/local\\_agencies/WIC\\_advisory\\_comm.html](http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html)

**ACTION REQUIRED:** Read as desired.

### **KWIC Focus – Electronic Signature for Check Stubs with .NET**

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](http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html).

**ACTION REQUIRED:** Have all staff read *KWIC Focus*.

### **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.
  - **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>
- **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)

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

Enclosures: KWIC Focus



Question	Answer
<p><i>These questions are a preview for those of you who have yet to implement electronic signature pads.</i></p> <ol style="list-style-type: none"> <li>1. Will KWIC remind me to get the electronic signature for checks?</li> <li>2. Now in our clinic the RD prints the checks and the clerk gets them off the printer and hands them to the client and has the client sign the checks. How will electronic signature process work for us?</li> </ol>	<ol style="list-style-type: none"> <li>1. No. You have to remember to have the client/caregiver sign for checks electronically. In that way, .NET is no different from before. Instead of handing the caregiver a pen and check stubs, <b>you must click "Sign for Checks" from either the Check Issuance drop-down menu or from the bottom of Quick Links.</b> Then the caregiver can sign for all the client checks on the electronic signature pad.</li> <li>2. The only change is the clerk will open the client record and click on Sign for Checks as described above. (Tip – This will be easier with .NET. The clerk can click on client name in today's Appointment Book instead of using Find Client).</li> </ol> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="688 932 1003 1814" style="background-color: #f0f0f0; padding: 5px;"> <p><b>Quick Links for Betty J Plum</b></p> <ul style="list-style-type: none"> <li>Client Homepage</li> <li>Notes</li> <li>Dual Participation</li> <li>Anthro Meas</li> <li>Blood Meas</li> <li>Health Interview</li> <li>Risk Factors</li> <li>Nutrition Education</li> <li>Referrals</li> <li>Change Due Date</li> <li>Record End of PG</li> <li>Survey</li> <li>History-Health Interview</li> <li>History-Nutrition Education</li> <li>History-Issuance</li> <li>Flowsheet</li> <li>Demographics</li> <li>Notices</li> <li>Reminders</li> <li>Rights &amp; Responsibilities</li> <li>Sign for Checks</li> </ul> </div> <div data-bbox="1032 932 1396 1293" style="border: 1px solid #ccc; padding: 5px;"> <p>Check Issuance    Clinic Admin</p> <ul style="list-style-type: none"> <li>Assign Food Package</li> <li>Check Pickup</li> <li><b>Sign for Checks</b></li> <li>Void and Replace Checks</li> <li>Unvoid</li> <li>Reissue Formula Checks</li> <li>Mailed Checks Letter</li> <li>View History...</li> </ul> </div> </div>

