



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2013-06**

**TO:** Parent and Sub-Agencies

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

**DATE:** March 27, 2013

**RE:** 2013 Kansas WIC Conference – Last Minute Details  
WIC Advisory Committee – Request for Agenda Items for 4/2/2013 Meeting  
Training: New Employee Breastfeeding Training, Topeka, June 4, 2013  
KWIC Focus – Potpourri! Miscellaneous Questions after .NET  
Educational Opportunities

**2013 Kansas WIC Conference – Last Minute Details**

**Location and Parking** – The agenda previously sent to clinics has been finalized and posted on the Training page of the Kansas WIC website has maps and driving directions on the last two pages. [http://www.kansaswic.org/local\\_agencies/training.html](http://www.kansaswic.org/local_agencies/training.html)

Kansas WIC Conference sessions will be in the Maner Conference Center attached to the west side of the Capitol Plaza Hotel.

- If you are staying at the Capitol Plaza, the hotel parking is mostly east of the hotel and easiest to access off Topeka Boulevard.
- If you are not staying at the Capitol Plaza, parking for the Maner Conference Center is easiest to enter off 17th Street. Park in the large lot between the Maner Conference Center and 17<sup>th</sup> Street. The main entrance for the conference center is on the north side of the building, near the west end. There is a large canopy over the sidewalk to the main entrance.

**Last minute registration changes** - If you have any last minute registration changes, please contact Patrice Thomsen. As of March 27, the registration on Kansas TRAIN was closed so any additions need to go through Patrice. Contact her also with last minute cancellations.

**Cancellations/Refunds** - As stated in the January I-memo, cancellations received prior to March 26 will be refunded. Cancellations received after March 26 will not be refunded and will be billed if not paid. Staff substitutions may be made.

**Mothers' Room** - Bison Room B will be set up as a mothers' room. There will be several chairs and tables. It includes a screened area with electricity for mothers that desire a place to pump.

**Change of speaker** – Dr. Laura Armas is unable to present. Instead, we're pleased to announce that Linda Yarrow, PhD, RD/LD, CDE, of Kansas State University will be presenting "Engaging Clients with Game Based Learning". Games are a valuable educational tool because they motivate and engage learners from the start. Games promote problem-solving skills and provide instant feedback in a relaxed environment. Educational games make learning an active and physical process and can be easily adapted to teach nutrition topics to a wide range of audiences.

**Conference Attire** - While every effort will be made to keep the meeting rooms at a comfortable temperature, you are encouraged to **dress in layers or bring a sweater/light jacket**, as the temperature in meeting rooms may vary widely.

**Payment** is due by April 2. Late payment can be arranged by contacting Patrice. [pthomsen@kdhe.gov](mailto:pthomsen@kdhe.gov) or 785-296-1189

**Door prizes** - As first announced in the January I-Memo, we will have door prizes at the 2013 Kansas WIC Conference. We appreciate past LA staff generosity in donating and soliciting door prizes. There is **no** requirement for an agency or individual to provide a door prize. The cost of door prizes should **not** be paid for by the WIC grant (listed on local WIC reimbursement affidavits). No items should be solicited from entities with WIC connections such as vendors, food companies, etc. Contact Sandy Perkins at 785-296-1323 or [sperkins@kdheks.gov](mailto:sperkins@kdheks.gov) with questions about door prizes or intent to donate a door prize.

**ACTION REQUIRED:** Contact Patrice Thomsen at [pthomsen@kdhe.gov](mailto:pthomsen@kdhe.gov) or 785-296-1189 with questions.

### **WIC Advisory Committee – Request for Agenda Items for 4/2/2013 Meeting**

The next WIC Advisory Committee (WAC) meeting will be April 2, 2013 at 6:00 PM. **Please submit agenda items to your WAC representative or Patrice Thomsen by March 29, 2013.** This will be a supper meeting to be held in conjunction with the Kansas WIC Conference. Kay Powell is facilitator. 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.

**ACTION REQUIRED:** Submit agenda items by March 29, 2013

**Training: New Employee Breastfeeding Training, Topeka, June 4, 2013**

Every local WIC staff person is an important part of a mother's breastfeeding support team. The next Kansas WIC New Employee Breastfeeding Training ("Using Loving Support to Grow and Glow in WIC") is set for Tuesday, June 4, 2013 in Topeka.

**Registration through Kansas TRAIN will be available after April 8.**

**<http://ks.train.org> Search for Course # 1032999.**

Unless they already have a Kansas TRAIN account, new employees will need to follow the homepage instructions to set up a new KS-Train learner account.

Be sure to answer YES to "opt in" to get emails from the system.

Registration deadline is May 24 unless there is special approval.

- Who should attend?
  - All WIC staff members that did not attend one of the 2010 regional breastfeeding trainings or one of the Topeka/Wichita sessions held in 2011 or 2012. "All WIC staff" means all staff members who interact with WIC clients, including Breastfeeding Peer Counselors. The training is geared for new employees. However, any staff member who has missed earlier training should attend.
  - We've had some inquiries from non-WIC staff such as Healthy Start Home Visitors. Space permitting, we will allow attendance, at a higher registration fee. Consider inviting others.
- **Registration fee is \$20 for WIC staff and \$45 for non-WIC staff.** Continental breakfast, lunch and snacks will be provided.
- Training will last one full day. Registration begins at 7:30. Sessions begin at 8:00 AM and end at 4:30 PM.
- Location is the Ramada Convention Center, 420 SE 6<sup>th</sup> St, Topeka (785) 234-5400
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is more than 30 miles from the training site. The Ramada will have a block of rooms for June 4 at a rate of \$82 plus tax. Specifically ask for the "Kansas WIC Program" block. You may choose to stay elsewhere. For instance, some may prefer to stay near the intersection of Wanamaker and I-70. The Topeka Convention & Visitors Bureau website lists numerous options.  
<http://www.visittopeka.us/visitors/lodging.php>
- We will apply for continuing education credit for nurses and licensed dietitians.
- For more information, see the [Training page](#) of the Kansas WIC website.

The next New Employee Breastfeeding Training will be scheduled in the fall of 2013, probably November. It will be held in Wichita. Coordinators in agencies closer to Wichita may choose to wait and send new employees then.

**ACTION REQUIRED:** Inform appropriate staff. See attached instructions to set up a KS-TRAIN account and register for the 2013 New Employee Breastfeeding Training in Topeka. **(Not available until after April 8.)** Register by May 24.

Contact Patrice Thomsen at [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) or 785-296-1189 with questions or the need to register late.

### **KWIC Focus – Potpourri! Miscellaneous Questions after .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**

- **Kansas Nutrition Council Conference, April 19, 2013** The Kansas Nutrition Council's 2013 Annual Conference will be held on Friday, April 19, 2013 at the Courtyard by Marriott in Salina. The theme is *Inspiring Change: Improving Nutrition Education through Collaboration*. Highlights of the conference include: a keynote session by M.K. Guth, an artist from the northwest U.S. who created a unique documentary about the Sociology of Eating and a session on breastfeeding in Kansas, presented by Brenda Bandy, the Program Director of the Kansas Breastfeeding Coalition Business Case for Breastfeeding Project. Registration information is available at <http://www.sneb.org/about/knc.html>.
- **United States Lactation Consultant Association Conference** - Save the dates May 3-5, 2013 for the first USLCA breastfeeding conference in St. Louis, MO. For more information access <http://www.ilca.org/i4a/pages/index.cfm?pageID=3872>
- **24<sup>th</sup> Annual Iowa Breastfeeding Conference** – May 15 pre-conference “Actively Supporting Breastfeeding Through a Local Coalition: How to Start, Maintain, and Vitalize a Coalition” and May 16 presentations by Dr. Jack Newman. More information at <http://iabreastfeeding.org/events/>  
Registration at <https://www.iowahealth.org/classes-and-events.aspx>
- **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**
  - **Fall, 2013 – Wichita (Date to be determined.)**

- **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>

**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.

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

Enclosures: *KWIC Focus*



Question	Answer
<p>Comment emailed in to the State Agency about the Flowsheet in .NET: I had a client that was not on since 2005 and came back in Pregnant. I had to click, click and click Add on the Flowsheet screen to bring down the date boxes in order to set up their new flow sheet. It took way too much time to do it.</p> <p>Comment made on phone call to State Agency about Record End of Pregnancy: I was trying to click on the Record End of Pregnancy and the screen wouldn't open.</p> <p>Email from Local Agency: We are having problems with manual signature automatically being marked without notification. A caregiver signed the electronic signature pad and had no problems, when the screen came back up to save, the manual signature button was marked but I saved before realizing it. I know this has happened in the past and I have not realized until now what the problem is. Everything seems to work ok so there is no reason to suspect that the electronic signature did not save, therefore some clients are leaving without signing for their checks.</p>	<p>In order to have the Flowsheet auto populated for future months, you must first complete the certification. When you click Complete WIC Certification from the WIC Certification Guide, the flowsheet is generated for the entire certification period of the client.</p> <p>One of the changes that came with .NET is the decrease of pop-up boxes. The change with .NET is that the selection is grayed out and staff can't select the option. When you hover your mouse over the grayed out option, the message that displays will let staff know what needs to be done in order to make that selection.</p> <p>After staff had the caregiver sign for the checks, the signature pad was moved out of reach from kids. During the move of the equipment, the cord may jiggle loose or lose connection for a split second. When that disconnect happens, KWIC defaults the Sign for Checks window to Manual Signature, which deletes the signature staff just collected. She was not aware of this so when she clicked save, the Manual form printed because that was the box that was checked at the time she clicked save. Also, once the save button is clicked, staff can't go back and get an electronic signature because the system says there are no checks to sign for because the Manual Checks selection has been saved.</p> <p>A couple suggestions to fix this issue:</p> <ol style="list-style-type: none"> <li>1. After the signature has been collected, scroll down to verify the signature is there and then click save.</li> <li>2. Click save before moving the signature pad</li> </ol>

