

KANSAS WIC INFORMATION MEMORANDUM

KANSAS-WIC-I-2013-9

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: June 28, 2013

RE: Affidavit Reimbursements
Training to Be Revised
WIC Advisory Committee Nominations
Resources-Breastfeeding-High 5 for Mom & Baby Bookmarks
WIC Approved Food List
KWIC Focus – How to be sure staff get correct mass emails from the SA
Training: Educational Opportunities

Affidavit Reimbursements

Due to the State Fiscal Year coming to a close, the State's SMART accounting system will be unavailable to process affidavit reimbursements for several weeks.

Please continue to submit your affidavits to the State Agency as usual. The affidavits will be reviewed and will be submitted to the fiscal department for reimbursement. If you want to track your reimbursements you can access the KDHE Self Service Website at <https://www.da.ks.gov/ar/vps> or call 296-2311 the Division of Accounts & Reports.

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.

Training to Be Revised

Kansas WIC training is in the process of being revised to use KWIC.Net and shorten the training process to get KWIC security clearance. New employees in July will have the new training plan, but details are still being finalized. More information will be sent as soon as possible.

The first step for a supervisor with a new employee is still to notify the State WIC Agency using wicstaffchange@kdheks.gov or 785-296-1320.

- New employee name – spelled as desired in the KWIC system
- Start date and desired training start date, if different
- KWIC security status desired. See [ADM 07.02.01 KWIC User Security](#)
- WIC title for new employee, if applicable. (WIC Coordinator, etc.)
- Name of person being replaced and date of departure (if not already provided.)

ACTION REQUIRED: Contact the SA for new employee training. Watch for more information in the future.

WIC Advisory Committee Nominations

As written in the May I-Memo, it is time to nominate new members for the WIC Advisory Committee (WAC) for the upcoming fiscal year, beginning October 1, 2013. In odd years, representatives and alternates are elected from the Southeast and Northeast regions.

In addition, in odd numbered years the LA National WIC Association (NWA) representative is elected. Nominees need to be employed by a LA who is a dues-paying member of NWA. Nancy Sanchez, the current NWA representative, is happy to answer questions and may be reached at nsanchez@wycokck.org.

Refer back to the [May I-Memo \(I-2013-8\)](#) for details and policy references. The nomination deadline has been extended to August 1.

ACTION REQUIRED: Submit nominations for Southeast, Northeast, or NWA representative to Patrice Thomsen at pthomsen@kdhks.gov by **August 1st**. Include information on how long the nominee has worked for WIC, their current position, and where they are employed. Be sure that you have the permission of the person before submitting their name. Individuals may nominate themselves.

Resources-Breastfeeding-High 5 for Mom & Baby Bookmarks

A new breastfeeding education piece has been developed in conjunction with the *High 5 for Mom & Baby* project that promotes hospital care supporting breastfeeding. This bookmark supports the *High 5*, evidence based practices, that have been shown to most support

breastfeeding exclusivity and duration. All clinics should use these bookmarks to educate pregnant woman about hospital practices that support breastfeeding. Pregnant WIC clients should expect these practices at *High 5* hospitals or request these practices at hospitals not participating in this program. Two of the steps, “skin-to-skin” right after birth and “rooming in,” support parent –to-infant bonding for all feeding practices.

ACTION REQUIRED: Notify pertinent staff of this new education piece and order using the WIC Publication Order Form. Find out more about the High 5 for Mom & Baby program at <http://high5kansas.org/>

WIC Approved Food List

The State Agency has been informed that the Final Food Rule could be released soon, which could have an impact on what foods are allowed. Therefore, at this time, the release of the new WIC Approved Food List will be delayed. We have held three of the four meetings for the WIC Approved Food List and have come up with the preliminary decision that we will do least expensive for milk, eggs and cheese. However, because of recent clarifications provided that states should stick with their current food packages, we are going to delay implementation of a new approved WIC Approved Food List. Because of this, we realize there may be a need to reprint some of the materials we use, e.g. client program booklets. Please be watching for a request to provide us an estimate of how many booklets you have and may need to get you through the process.

ACTION REQUIRED: Inventory current program booklet stock and estimate monthly usage. All staff should be aware we are currently delaying implementation of a new food list.

KWIC Focus – How to be sure staff get correct mass emails from the SA

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.

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

Training: Educational Opportunities

- **Delivering Change – Perinatal Education Conference Developing the Healthy Mother and Infant** Junction City, KS Friday, July 19, 2013 8:30 am to 3:30 pm, Courtyard by Marriott-Geary County Convention Center. The cost is \$75 before June 30. For more information and to register, access <http://deliveringchange.org/>

- **Perinatal and Neonatal Effect of Obesity** presented by the Mother and Child Health Coalition of Kansas City. Friday, July 26, 2013 8:00 to 11:00 am. Curry Auditorium, Research Medical Center: Brookside Campus. For more information and to register online for no charge, access <http://www.mchc.net/>
- **Breastfeeding: Baby's Natural Choice Conference** La Vista Conference Center, Omaha, Nebraska. August 14, 2013 7:15 am – 4:15 pm. Presenters Christina Smilie and Diana West. For more information call 402-559-6345 or visit OlsonCenter.com
- **Certified Breastfeeding Educator** trainings presented by Debi Bocar, PhD, RN, IBCLC. August 6,7, 8 in Oklahoma City, OK. To register http://www.lactation-consultant-services.com/uploads/OKC_Brochure_8-13.pdf
- **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: I’m confused about who in my local agency gets the mass emails from the state office, such as I & P-Memo notices. How do I arrange it like we want?

Answer: The State Agency (SA) uses the Staff Directory of KWIC to maintain the contact information for all WIC staff. Therefore, the SA uses the WIC Staff Directory information for all group emails. On the “Qualifications” tab of the WIC Staff Directory window in KWIC, there is a “Qualification Description” for each emailed publication, in addition to the standard qualifications and WIC titles. The appropriate qualification should be moved over for each staff member that would like to receive the information. Use the following table as a guide.

Qualification	Emailed Information/Publication
BF Newsletter	“Breastfeeding E-News”
BFPC Supervisor	Information targeted to Breastfeeding Peer Counselor Supervisor. E.g. Breastfeeding Peer Counselor budget and contract information.
Breastfeeding Coordinator	Information targeted to Breastfeeding Coordinator. E.g. Breastfeeding Resources
Breastfeeding Peer Counselor	Information targeted to Breastfeeding Peer Counseling Program.
Civil Rights Coordinator	
I & P Memos	I & P Memos
KWIC Administrator	
KWIC Helpdesk	KWIC Helpdesk emails
Local Vendor Contact	Information targeted to vendor management.
Nibbles & Bites	Nutritionist email (stopped due to state staff vacancies)
Nutrition & WIC Update	“Nutrition & WIC Update” (WIC Newsletter)
Nutrition Services Coordinator	Information targeted to Nutrition Services Coordinator. E.g. Nutrition Services Plan guidance, nutrition education resources.
Registered Dietitian	
Registered Nurse	
Vendor Newsletter	“WIC Vendor Newsletter”
WIC Coordinator	Information targeted to WIC Coordinator. E.g. Budget and contract information.





Question: How do I do this in KWIC?

Answer: This task requires a staff member with KWIC Administrator clearance, e.g. same clearance to set up future months in the Appointment Book.

- Go to Clinic Admin drop down and select Staff Directory.
- Find and retrieve the desired staff name.
- On Detail screen, be sure the person's email address is entered correctly.



Find Staff Staff: Thomsen, Patrice

Detail Clinic Assignments **Qualifications** Central Office Security

Detail

Logon ID pthomsen

First Name Patrice MI Last Name Thomsen

Job Title

Work Phone (785) 296-1189 Ext

Fax

Statewide Inactive Date Central Office Staff

By the way, the Detail screen is where to change a staff member name due to marriage, error, etc. Someone at the LA with KWIC Administrator clearance can make the change but be sure to notify the SA too.

- Click on the Qualifications button to get the Qualifications screen.
- Move qualifications as needed. (The Qualifications screen is a mover box like you are used to seeing elsewhere in KWIC.)

Detail Clinic Assignments Qualifications

Qualification Description

- BF Newsletter
- BFP Supervisor
- Breastfeeding Coordinator
- Breastfeeding Peer Counselor
- Civil Rights Coordinator
- Local Vendor Contact
- Nibbles & Bites
- Nutrition Service Coordinator
- Registered Dietitian
- Registered Nurse
- Vendor Newsletter
- WIC Coordinator

Staff Qualifications

- I & P Memos
- KWIC Administrator
- KWIC Helpdesk
- WIC Newsletter

