



KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2014-11

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: August 15, 2014

RE: Preview of Major Policy Changes Effective in October
Nutrition Education – Lowfat and Skim Milk
WIC Advisory Committee – Minutes, Call for Agenda Items, and Reminder about
Selecting New Members
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Preview of Major Policy Changes Effective in October

As in past years, the September Policy Memo will include the list of policy changes that take effect with Federal Fiscal Year 2015 (October 1, 2014). Some are major changes, so here is a preview.

- Adds 30 Day Temporary Certification for clients without proof of client ID or residency at the certification visit (as is already the policy for lack of income proof).
- The USDA Final Food Rule was released this spring. Attached is a summary of the changes to expect to the Kansas Food Package effective October 1, 2014. Additional changes will be made to the food package with implementation of a new food list October 2015.

ACTION REQUIRED: Notify all staff. Make a plan for notifying clients as needed. Watch for the full list of Policy and Procedure Manual changes in the September Policy Memo and plan a staff meeting to review and implement.

Nutrition Education – Lowfat and Skim Milk

Effective 10-1-14, children and women's standard food packages will no longer include 2% milk. In preparation for this change, the SA will be mailing two different posters that can be

used for client education. These posters emphasize that everyone over the age of two should use 1%, ½% or skim milk.

In addition, attached to this I Memo, are links for additional materials that clinics can print and use for further client education.

ACTION REQUIRED:

Share information with all pertinent staff. Use posters sent by SA and additional materials to educate clients on using 1%, ½% and skim milk.

WIC Advisory Committee – Minutes, Call for Agenda Items and Reminder about Selecting New Members

- Minutes of the July 23, 2014 WIC Advisory Committee meeting have been posted to the WIC Advisory Committee page of the website.
http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html
- The next WIC Advisory Committee conference call is October 22, 2014 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by October 1, 2014.** 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.
- The [July P-Memo](#) explained the new manner of selecting WAC members. As of August 8, the state has received information regarding the new North Central Representative and Alternate and South Central Representative.

ACTION REQUIRED:

- Read minutes as desired.
- Submit agenda items by October 1, 2014 to WAC representative or Patrice Thomsen.
- By September 15, these Coordinators should provide the listed information to Patrice Thomsen at pthomsen@kdheks.gov or 785-296-1189.
 - Rice and Rush need to provide the name, email address, and telephone number name of the new WAC Alternate.
 - Ness and Seward need to provide name, email address, and telephone number of Representative and Alternate.

Beech-Nut Discontinues GOYA products

The state has been notified that Beech-Nut will discontinue their line of GOYA baby food products. Products will stop shipping to stores effective 9/15/14.

ACTION REQUIRED: Ensure staff inform clients these products will no longer be available.

Training: Baby Behavior Local Staff Meeting Agenda #2

Part of the required follow-up to the Baby Behavior Training is for local staff to have a staff meeting about two weeks after attending the training. The agenda for this meeting was provided during the Training.

Instructions were given for local staff to have a second staff meeting about two months after their first staff meeting. The agenda for the second staff meeting is included as an attachment to this I-memo.

ACTION REQUIRED:

Set up a staff meeting and follow KBBC Agenda #2, sending appropriate documentation to the SA.

Training: New Employee Breastfeeding Training, Wichita, Nov. 19, 2014

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 Thursday, November 19, 2014 in Wichita.

Registration is through Kansas TRAIN. <http://ks.train.org>

New employees should already have set up a KS-TRAIN account, but if needed, see [Using KS-TRAIN for WIC Training](#) for basic instructions to set up a new KS-Train learner account.

- **Search for Course # 1032999.**
- **Registration deadline is November 12.**
- Cancellations received prior to Nov. 12 will be refunded.
- Cancellations received after Nov. 12 will not be refunded and will be billed if not paid.
- Payment is due by Nov. 19. Do not delay registering on KS-TRAIN to wait for your business office to prepare payment. Late payment can be arranged. Call for approval.

- Who should attend?
 - All WIC staff members are to complete the New Employee Breastfeeding training within one year of WIC employment. It is acceptable to wait for the next training as long as the person will have been employed in WIC for less than one year by the time they attend.) "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.
 - Space permitting, we will allow non-WIC staff such as Healthy Start Home Visitors to attend at a higher registration fee.

- **Registration fee is \$25 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 8:00 AM. Sessions begin at 8:15 AM and end by 4:45 PM.
- Location: Wichita State University, Hughes Metropolitan Complex, Sunderman Commons, 5015 E. 29th North (SE corner of Oliver & 29th), (316) 978-3258.
- We will apply for continuing education credit for nurses and licensed dietitians.
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is > 30 miles away. See ideas for some hotels on Wichita Convention & Visitors Bureau's website.
<http://www.gowichita.com/visitors/where-to-stay/>
- See more details in registration information on Kansas TRAIN.

The next New Employee Breastfeeding Training will be in Topeka June 3, 2015. Coordinators may choose to wait and send new employees then as long as the person will have been employed in WIC for less than one year by the time they attend.

ACTION REQUIRED: Inform appropriate staff. As appropriate, register for the 2014 New Employee Breastfeeding Training in Wichita by November 12. **When registering, be sure to indicate if continuing education hours are desired (CNE = nursing or Dietitian CPE).** Contact Patrice Thomsen at pthomsen@kdheks.gov or 785-296-1189 with questions or the need to register late.

KWIC Archiving

CQuest will begin the archiving process on KWIC the weekend of August 15. All the work will take place on weekends and after clinic hours during the week. There will be no disruption in the delivery of services to clients.

ACTION REQUIRED: Have all staff read *KWIC Archive FAQ* handout attached for more information.

KWIC Focus: Out of State Transfers

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

- **An Online Breastfeeding Continuing Education Tutorial: Expanding Pediatricians' Roles in Breastfeeding Support: Continuing Medical Education (CME) Online Tutorial** There is no charge for this tutorial. To access the



program, click on or cut and paste this link into your browser:

<http://www.northeastern.edu/breastfeedingcme/index.html>

- **National WIC Association 2014 Biennial Nutrition Education and Breastfeeding Conference and Exhibits**. September 8-10, 2014, Atlanta, GA. Regular registration fee until August 8. (Remember all Kansas local agencies are NWA members.)
<https://www.nwica.org/events/info/nwa-2014-biennial-nutrition-education-and-breastfeeding-conference-exhibits>
- Debi Bocar will be conducting a **Certified Breastfeeding Educator** Training October 22-24 in Blue Springs, MO. See attached registration information.
- A **Certified Lactation Educator** training will be held in Topeka November 5,6,7. Read more about the CLE training at <http://www.cappa.net/get-certified.php?lactation-educator>

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. Be aware that 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.

Items ↓

KWIC Focus

KWIC Archive FAQ

KBBC Meeting #2 Agenda

USDA Final Food Rule Changes



Question/Comment Sent in for the WIC Advisory Committee to discuss:

When doing an out of state transfer I think it would be nice for the required sections to be highlighted or in a different font or color or something so I know which ones I have to do to complete the transfer and which ones are optional.

Answer:

The Transfer From Out of State Program guide only needs the three screens indicated as Completed in order for the Complete Transfer In From Out of State link to become active.

| | | | |
|--|--|---|--|
| Jane Doe | | WIC Applicant | |
| 11612265 | Gender Female | Client not Certified | |
| DOB 04/16/1992, 22 Years | | | |
| Transfer From Out of State Program <input checked="" type="checkbox"/> | | Notices <input checked="" type="checkbox"/> | |
| Jane | | Jane | |
| Transfer from Out of State for Jane Doe. | | | |
| You have started recording VOC information for Jane Doe. | | | |
| To complete the certification, click on and complete each task labeled 'Needed' in the list below. | | | |
| ✓ | Race and Ethnicity | Completed | |
| ✓ | Dual Participation Test | Completed 07/14/2014 | |
| | Proof of Residency | Needed | |
| | Proof of ID | Needed | |
| | Anthropometric Measurement | Needed | |
| | Blood Measurement | Needed | |
| ✓ | Health Interview | Completed 07/14/2014 | |
| | Assess Risk Factors | Needed | |
| | Nutrition Education | Needed | |
| | Referrals | Needed | |
| | Voter Registration | Needed | |
| | Complete Transfer In From Out of State | Needed | |

While these are the only 3 required screens needed to complete the Transfer, policy states that staff must:

- Document Proof of Residency and ID - Follow normal policy if client does not bring in proof or proof does not exist [CRT 03.00.00 Certification Visit]
- Make appropriate referrals include to WIC nurse or RD and Community Resource List if needed.
- Review Rights and Responsibilities and obtain signature.



Data Archiving Process

Frequently Asked Questions

What is data archiving?

Data archiving is the process of moving data that is no longer actively used to a separate data storage location for long-term retention. Archiving rules are as follows:

| Data | Delete or Archive | Logic |
|---|-------------------|--|
| Client Reminders | Delete | <ul style="list-style-type: none">• Delete all records marked complete• Delete records not marked complete, but more than 120 days old |
| Staff Reminders | Delete | <ul style="list-style-type: none">• Delete all records marked complete• Delete records not marked complete, but more than 120 days old |
| Flowsheet | Delete | Delete after 2 years |
| Address History | Delete | Delete after 5 years |
| Caregiver History | Delete | Delete after 5 years |
| Survey Questions, Answers & Client Answers | Delete | Delete after 3 years |
| Appointment Book | Delete | Delete after 4 years |
| Applicants | Delete | Delete after 6 months based on initial application date if no follow up. **If there is a future appointment scheduled for the applicant, the record will not be deleted. |
| Checks/Vouchers | Archive | Archive two years after first use date |
| Client Data | Archive | Infants and Children when they turn 7 years old Pregnant, Breastfeeding and Postpartum women when they turn 55 years old |
| Family Group data | Archive | When last client in the group is archived, then archive the family as well. |

What does the archive process do?

The archive process collects and archives specific data, including client records, and deletes other system data and applicant records.

Record retention and deletion rules were defined by the State Agency. Archive rules exist for clients, food instruments, appointment book data, survey and flow sheets. Each rule indicates which records to remove from the production database and the timeframe to copy records into the archive database. The rules primarily delete outdated records.

Each archive run performs three tiers of operations:

1. The archive process first inspects system data, determines the data age, and deletes it based on a related archive rule.
2. The archive process next inspects system data, determines the data age, and archives appropriate records based on the related archive rule.
3. The archive process collects client records specified to be archived (based on the related archive rules) and moves them into Archive tables that mirror the production database.

Archive rules can also be specified and run by themselves when required.

A Restore process collects the archived records for a specified Client and possibly Family and re-inserts them into the production database.

The system contractor, CQuest, monitors, logs, and maintains every aspect of the archive processes.

What changes in Client Services after archive is done?

From a Client Services view, several changes may be noticed, including:

- Outdated group members may be archived periodically.
- Family Groups, where no client remains, are also archived.
- The **Find Client** (or other search screens in Client Services) will not find archived clients.
- Sufficiently aged records (e.g., Address changes, Appointments) are deleted from client's history.
- Applicants inactive for more than six months are deleted from the system.
- The impact will be more significant with the first archive process as many outdated records get archived.

Is our data gone now?

Please refer to the table to identify system data that is deleted and cannot be restored. Any data that is **archived** can be restored. The archive process ensures key data remains available.

How do we get archived data back?

The process for retrieving an archived client is simple, although should not be used often. Please contact the State Agency when you identify a client that needs to be restored. The State Agency will locate the Client ID for you. With the Client ID, you can contact the Help Desk and they can begin the restoration process. The process can be performed on demand when staff requests a restore.

Kansas Baby Behavior Campaign (KBBC)

Local Agency Meeting #2

Leader: Same staff member as for the first meeting.

Purpose: Review and evaluate the steps that your clinic has taken to implement the KBBC

Preparation: The leader should ask each staff member in advance to be prepared to share how they have used one of the three priorities identified by the clinic. Identify a recorder for the meeting.

Agenda:

1. Staff shares how they have used one of the three local clinic priorities. Record stories.
2. Evaluation of progress for all three identified clinic priorities
 - a. Which key message used with your clients for the priorities you selected have been the most successful?
 - b. Discussion should center on specific examples of how your priorities have been implemented by each type of staff member, for example a clerk, nurse, dietitian etc.
 - c. What are the barriers to good implementation of each of your three priorities?
 - d. What change would you make in implementation of your priorities to make them more effective or should you continue all priorities or make a change in one or more? You must continue to have three priorities.
 - e. What materials are you using – handouts, videos, etc. to educate clients? List all used including those not provided by the SA. Which material was most effective – do you need to revise use of any materials?

Follow Up:

1. Meeting Leader should send an email to Cindy Thomas at cthomas@kdheks.gov answering the following questions:
 - a. List your three priorities and rank from the most successful to least successful.
 - b. Describe any changes in continuing implementation including any changes in priorities.
 - c. Include a story of how a clerk and a CPA have implemented a priority.
 - d. Include a list of the KBBC materials used.
2. Send attendance list.
3. Place a copy of this agenda with the date of the meeting, notes from the meeting and a list of attendees in the WIC training folder.

Reminders:

1. As stated in the 2015 Nutrition Services Plan (NSP) Guidance nutrition education interactive displays will be supplied by the SA for each quarter of FFY 2015. Information about how your clinic plans to use or not use these should be included in the NSP due November 1, 2014.
2. The Kansas Baby Behavior Campaign is a two year campaign and you should continue to implement your priorities and evaluate their effectiveness through calendar year 2015.

| USDA Publishes Final WIC Food Package Rules –Kansas Changes 2014/2015 | | |
|---|---|---|
| Food Package Change | Details | Implementation Date (Most changes are effect October 1, 2014 – checks printed prior to Oct. 1 will not include the new changes and are still good until the expiration date.) |
| Children’s Soy Milk and Tofu Packages | Children will be able to receive soy foods without a special authorization form. | October 1, 2014 |
| Children’s Cash Value Voucher | The Fruit and Vegetable check value for children increased to \$8/month | June 1, 2014 |
| Cash Value Voucher for Infants 9-11 months of age | Infants 9-11 months can have a portion of their jarred baby foods replaced with a Fruit and Vegetable Check. For Exclusively breastfeeding infants \$8 FVC substituted for 32 containers of baby food fruits and vegetables. For all other infants \$4 FVC substituted for 16 containers of baby food fruits and vegetables. Available as a tailored food package only with documentation of caregiver training on safe food preparation, storage and feeding practices for homemade baby food. | October 1, 2014 |
| Issuance of Mature Legumes | Clarified in Program Booklet and size changes from 14-16 ounce cans to 15 - 16 ounce cans. | October 1, 2014 |
| Milk - skim, ½% or 1% only | 2% milk no longer allowed in a standard child’s or woman’s food package. Standard issuance is lowfat milk - skim, ½% or 1% milk. 2% milk (reduced fat milk) only allowed with documentation of underweight for children or maternal weight loss during pregnancy. | October 1, 2014 |
| Cheese in excess of maximum substitution | Only 1 pound of cheese can be substituted for 3 quarts of milk in a food package. Even with a special authorization form cheese in excess of 1 pound can no longer be issued for children or women. | October 1, 2014 (All food packages currently tailored with more than 1 pound of cheese will need to be retailored down to 1 pound cheese only.) |
| Breastfeeding food packages | Pregnant women who are also mostly to exclusively breastfeeding will receive a breastfeeding food package. | October 1, 2014 |