



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2014-02**

**TO:** Parent and Sub-Agencies

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

**DATE:** November 21, 2013

**RE:** Darrel Finley is retiring  
WIC Advisory Committee: Minutes (10/23/13) &  
Call for Agenda Items for 1/22/2014 Meeting  
Records Retention – Disposal Reminder  
Vendor Management – Counties in Contract Renewal  
KWIC: PowerBuilder/Citrix being retired  
Nutrition Education KWIC Topics and Handout Changes  
*KWIC Focus* – Bug with “Change Delivered Category”  
Training: Educational Opportunities

**Darrel Finley is retiring**

Darrel Finley our KWIC, IT Program Manager is retiring effective December 4, 2013. Darrel's influence in the Kansas WIC program will be felt for years to come. Darrel has been instrumental in achieving a high standard of excellence in managing and operating the KWIC system. Darrel's leadership produced the full rewrite of the system code from PowerBuilder to .NET. This conversion was a multi-year, multi-million dollar effort. The project stayed on track, on budget and with minimal and minor levels of errors after testing. The system changes have been welcomed all across the state. Darrel has taught us well regarding project management and the discipline required to successfully implement and roll out both simple and complex system changes. In Addition, Darrel has played a major role in developing a strong and trusting relationship between Kansas, New Hampshire and the Inter Tribal Council of Arizona and our system contractor, CQuest. We all join together to wish Darrel a long and happy retirement; but we'll keep his phone number handy☺.

### **Training – Kansas Baby Behavior Campaign: Possible Sites and Dates for Regional Trainings**



We are in the process of planning the 2014 regional trainings for the Kansas Baby Behavior Campaign. There will be multiple one-day trainings around the state during the spring and summer of 2014. To help in the process:

- A. We are looking for low/no cost sites with capacity for 25-60 – preferably at round tables, but other arrangements are possible. There would also need to be a nearby possibility for catering lunch. In the spirit of full disclosure, if you let us know of a site, we might ask you to help with the site arrangements.
- B. We also would like to know of specific date conflicts with health departments such as the April 2 Preparedness table top exercise involving several counties around Lincoln County. Because we plan to have more than one training in a region at different times, we are not able to track and accommodate things like staff vacations.

**ACTION REQUIRED:** Notify Patrice Thomsen of possible sites and conflicts by December 6, 2013 using [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) or (785) 296-1189.

### **WIC Advisory Committee: Minutes (10/23/13) & Call for Agenda Items for 1/22/2014 Meeting from October 23**

- You can find minutes of the October 23, 2013 WIC Advisory Committee meeting 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)
- The next WIC Advisory Committee conference call is January 22, 2014 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by December 20, 2013.** 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:** Read minutes as desired. Submit agenda items by Dec. 20, 2013.

### **Records Retention – Disposal Reminder**

October 1, 2013 started the new Federal Fiscal Year - FFY 2014. According to policy ADM 03.01.00 Record Retention Requirement, the standard WIC retention is "Current Federal Fiscal Year plus the previous 3 years." **As of October 1, 2013, you can dispose of things dated prior to October 1, 2010.** As always, consider confidentiality. Records with client names should be shredded. If you haven't already done so, box up appropriate records and label with a "Destroy

after” note. For example, records dated between October 1, 2012 and September 29, 2013 should be labeled “Destroy after October 1, 2016.”

Exceptions: Voter Declination Forms need to be kept for 2 calendar years. Some records need to be kept longer than “Current FFY plus three.” If certain old WIC records are considered by the agency to be part of the client’s medical record, the agency should use the agency policy for medical records. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three-year period, the records shall be kept until all issues are resolved or until the end of the regular three-year period, whichever is later.

**ACTION REQUIRED:** Free up some space. Dispose of old WIC records per policy. Get in the habit of boxing appropriate records by FFY and labeling with the correct “destroy” date.

### **Vendor Training and Monitoring**

#### Training:

All vendors (100%) must receive training every year. During a contract renewal year, each vendor is required to send at least one representative to a Local Agency (LA) provided face-to-face training event. The face-to-face training may be done on-site at the grocery store or at a central training location as determined by the LA. If the Local Agency chooses to provide training in a central location, vendors must be offered a minimum of two separate training dates and times.

Vendors in the “off years” (those not in contract renewal process) are required to read and respond to a training document provided by the SA. Both training processes ensure that 100% of Kansas WIC vendors are offered an annual training.

#### Monitoring

Vendor monitoring visits must also be completed for all stores in the LA’s county(s) during, and as part of, their contract renewal process. During the “off years” LA’s are required to complete monitoring visits for at least 10% of the stores in their county(s). All store monitoring visits may begin now. This includes visits to stores undergoing contract renewal as well as visits to vendors in the “off years.” Please do not put off making these visits until summer! Monitoring visits must be completed, entered into the KWIC system and the required documentation must be sent to the SA for retention by July 25, 2014.

The counties listed in the box below require face-to-face training and monitoring visits for all authorized vendors during between now and July 25, 2014. If your county is not listed you are required to perform monitoring visits to at least 10% of the vendors in our county(s).

Atchison	Ellsworth	Montgomery
Barber	Harper	Nemaha
Brown	Harvey	Ottawa
Chase	Jackson	Pottawatomie
Chautauqua	Jefferson	Pratt
Cherokee	Jewell	Reno
Clay	Kingman	Republic
Cloud	Kiowa	Riley
Coffey	Labette	Saline
Comanche	Lincoln	Sumner
Cowley	Lyon	Washington
Doniphan	Marshall	Wichita
Edwards	McPherson	
Elk	Mitchell	

**ACTION REQUIRED:** Read and pass along to other staff as needed to get trainings and monitoring visits scheduled and completed. Please do not put off making these visits until next summer! Monitoring visits must be completed, entered into the KWIC system and the required documentation must be sent to the SA for retention by July 25, 2014.

**KWIC: PowerBuilder/Citrix being retired**

Effective December 6, 2013, the old version of KWIC, PowerBuilder, will no longer be available to clinic staff. At this point, all clinic staff should access Client Services through .NET.

**Action Required:** Notify all staff.

**Nutrition Education KWIC Topics and Handout Changes**

Topics in KWIC Nutrition Education were revised to add the topic *Food Safety* and delete the topic *Safe Food Storage*.

The 2014 NWA Calendar was added as a KWIC Nutrition Education handout.

**Action Required:** Notify all staff who document nutrition education in KWIC.

**KWIC Focus – Bug with “Change Delivered Category”**

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*.

**Training: 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. Consider inviting other non-WIC staff such as Healthy Start Home Visitors.
  - **Spring 2014 – Topeka (Date to be determined.)**
  - **Fall 2014 – Wichita (Date to be determined)**
- **Kansas Nutrition Council Annual Conference** – April 24, 2014, at Four Points by Sheraton, Manhattan, KS. Watch for more details.
- **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>
- 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>

**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><b>Current Bug:</b> There is a bug in Version 40 that prevents staff from using Change Delivered Category when a client has a pending status. Once the Record End of Pregnancy has been completed, the client’s category cannot be changed.</p> <p>Situation – Staff record end of pregnancy and the mother states she is breastfeeding. When the mother comes in to be certified she has stopped breastfeeding. Normally staff should switch her to PP using Change Delivered Category but the bug prevents this while she is an applicant.</p>	<p><b>Work Around (from BF to PP):</b></p> <ul style="list-style-type: none"> <li>• If the client <b>has proof of income</b> at the appointment: <ul style="list-style-type: none"> <li>○ complete the certification for baby using the correct Breastfeeding Status on the health interview window</li> <li>○ complete the certification for mom as breastfeeding, and</li> <li>○ use the “change delivered category” screen to change the mom’s category to post-partum before assigning food packages and printing checks.</li> </ul> </li> <li>• If the client <b>does not have proof of income</b> at the appointment: <ul style="list-style-type: none"> <li>○ complete the certification for baby and enter the Breastfeeding Status on the health interview window as “Limited Breastfeeding”</li> <li>○ complete the certification for mom as breastfeeding. The mother is now in a “30 Day Temporary Certification” you cannot use Change Delivered Category.</li> <li>○ assign food packages based on the “Limited Breastfeeding” status and print checks.</li> <li>○ Immediately after printing checks change the baby’s Health Interview window to the correct Breastfeeding status of Stopped Breastfeeding and fill out required information.</li> </ul> </li> </ul> <p>When mom and baby return with the income proof, you can change the delivered category after entering the income proof in KWIC. Proceed with assigning the food package as usual.</p> <p><b>There is no workaround for a mom moving from PP to BF if she doesn’t have proof of income. Until mom brings in proof of income and out of the 30 Day Temporary Certification, she will remain in the PP category.</b></p>

