



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2014-09**

**TO:** Parent and Sub-Agencies

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

**DATE:** June 18, 2014

**RE:** NSA Cost Study Web Survey  
Affidavit Reimbursements  
Breastfeeding – World Breastfeeding Week  
Training – Problem with WIC New Employee Training Courses in KS-TRAIN  
WIC Advisory Committee: Call for Agenda Items for 7/23/2014 Meeting  
KWIC Focus – Families allowing WebIZ Release of Information  
Training: Educational Opportunities

**NSA Cost Study Web Survey**

The USDA Food and Nutrition Service (FNS) has contracted with Altarum Institute and RTI International to conduct a comprehensive study of WIC Nutrition Services and Administration (NSA) costs at state and local WIC agencies. FNS is interested in understanding the ways in which NSA grant funds are utilized, the range of operations covered by NSA funds, and the impact of program changes on NSA grant funds. All state and local WIC agencies are included in this WIC NSA Cost study.

One of the study activities that involve all local agencies is the completion of a web survey that focuses on the ways in which local agencies utilize the funds to provide WIC services. You will be receiving information about the web survey directly from RTI sometime in July with instructions on accessing the secure survey website and completing the survey. I am writing to encourage you to complete the web survey by the requested completion date of October 1, 2014.

This study will be important in informing decision-makers about the full range of valuable services that are performed with WIC NSA funds. We strongly encourage all LAs in Kansas to provide input through this web survey.

**ACTION REQUIRED:** Inform appropriate staff. Be prepared to complete the survey once information is received from RTI. Contact Randy Volz at the SA should questions arise. Email: rvolz@kdheks.gov.  
Phone: 785-296-2865

### **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 submitted to the fiscal department for reimbursement. If you want to track your reimbursements you can access the KDHE Self Service Website at <http://admin.ks.gov/offices/osm/vendor-payment-self-service>

**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.

### **Breastfeeding – World Breastfeeding Week**

Posters in English and Spanish to celebrate World Breastfeeding Week (WBW), August 1-7, 2014 will arrive in your clinics in July. The posters are produced by the International Lactation Consultants Association. To view the poster:

[http://www.ilca.org/files/Bookstore/WBW/POSTER\\_11x17\\_wbw14\\_4%20SAMPLE%20USE%20ONLY.pdf](http://www.ilca.org/files/Bookstore/WBW/POSTER_11x17_wbw14_4%20SAMPLE%20USE%20ONLY.pdf).

**ACTION REQUIRED:** Notify appropriate WIC staff. Plan WBW activities around the poster and display in your clinic. The poster is not dated so can be displayed much longer than just during WBW 2014.

### **Training – Problem with WIC New Employee Training Courses in KS-TRAIN**

In the May I-Memo, agencies were asked to cease using the new employee training modules accessed through KS-TRAIN. Some of the problems have been resolved so people can go through them. The KS TRAIN administrator notified us that there is still a problem with the modules not showing as completed after the employee has gone through them. Therefore staff should resume using the modules but not be concerned when TRAIN continues to display "In Progress" instead of "Completed". The supervisor's documentation on the paper Training Completion Sheet for the new employee is sufficient.

Modules include:

- WIC 101
- WIC Breastfeeding Basics
- Value Enhanced Nutrition Assessment

- Feeding Infants: Nourishing Attitudes and Techniques
- Communicating with Participants
- Counseling Skills
- Reaching Participants through WIC

**ACTION REQUIRED:** WIC Coordinators (or others) that are supervising training of new staff should continue to have new employees complete the modules in TRAIN and document completion on the employee's Training Completion Sheets. Disregard the fact that TRAIN continues to display "In Progress."

### **WIC Advisory Committee: Call for Agenda Items for 7/23/2014 Meeting**

As stated in the May I-Memo, the next WIC Advisory Committee conference call is Wednesday, July 23, 2014 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by July 1, 2014.** You can find your representative's 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 July 1, 2014.

### **KWIC Focus: Families allowing WebIZ Release of Information**

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**

- **2nd Annual Delivering Change Perinatal Education Conference.** Friday, July 18, Junction City. A day of perinatal education sponsored by the Geary County Perinatal Coalition. These topics will be included: Breastfeeding; Critical Congenital Heart Defects; Post Partum Depression and Mental Health; Safe Sleep; and Baby Behavior. Contact Jill Nelson at 785-238-9787 for questions. Registration opens April 21 at [www.deliveringchange.org](http://www.deliveringchange.org)
- **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>



- **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>
- CAPPA Certified Lactation Educator 3-day course will be offered in Chanute July 21-23. Cost varies as group rates are available see <https://chanuteksclejuly.eventbrite.com> For more information call or email Stephanie Henry at (620) 433-1471 [mshenry@winexus.net](mailto:mshenry@winexus.net)

**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



Question	Answer
<p>Our Health Department asked WebIZ for reports comparing immunization rates for children on WIC versus children not on WIC. The report we received from WebIZ showed a sharp decline in the WIC rates. Is there a problem with the WIC immunization data?</p>	<p>The decline in WIC client immunization rates was due, in part, to the lack of consents for the release of information to WebIZ.</p> <p>CQuest pulled the data and we saw across the state, that the number of families allowing the release of information was down significantly. Data shows 43.91% of families with infants and children participating in the WebIZ Registry have not allowed the transfer of information.</p> <p>That rate doesn't include families who have not been asked, like the screen shot below, nothing was filled out on the demographics page in KWIC.</p> <div data-bbox="597 856 1479 947" style="border: 1px solid gray; padding: 5px;"> <p>Primary Language (English) <span style="float: right;">Interpreter</span></p> <p>Release of Information to Web-IZ for all family members? <input type="radio"/> Allowed <input type="radio"/> Not Allowed</p> </div> <p>As a reminder: If a caregiver allows the release of information, demographic information including, client name, gender, birth date, address and telephone number is sent from KWIC to WebIZ.</p> <p>If staff notices that the WebIZ information is blank on the demographic tab, please ask the caregiver if they would like to have their demographic information sent to WebIZ automatically and immunization data shared with WIC. The caregiver should be given the form to sign and staff should document their answer in KWIC.</p> <p>The benefits to the family include:</p> <ul style="list-style-type: none"> <li>• WIC staff will ensure the children are current on their shots and make appropriate referrals if immunizations are needed</li> <li>• If the families address or phone number changes, the caregiver won't have to provide that information to the immunization staff when they go for shots. It will automatically update the information in WebIZ.</li> </ul>

