

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2015-10

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: July 27, 2015

RE: World Breastfeeding Week – August 1-7
WIC Advisory Committee: Call for Agenda Items for 10/21/15 Meeting, Change in Alternate for Western Region, Selection of New Reps for Northeast and Southeast Regions, Selection of LA National WIC Association (NWA) Representative
KWIC Focus-Documenting Refusal to Attend and Enrolled Not Participating
Training: Educational Opportunities

World Breastfeeding Week – August 1-7

The 2015 theme for World Breastfeeding week centers on working women and breastfeeding. This was also the theme for the 1993 World Breastfeeding Week. Find information and an infographic for printing at <http://worldbreastfeedingweek.org/>

ACTION REQUIRED: Celebrate World Breastfeeding Week.

WIC Advisory Committee: Call for Agenda Items for 10/21, Change in Alternate for Western Region , Selection of New Reps for Northeast and Southeast Regions , Selection of LA National WIC Association (NWA) Representative

1. There were no agenda items submitted for the July 21 WIC Advisory Committee meeting (WAC) so that conference call was cancelled. The next WIC Advisory Committee conference call is October 21, 2015 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by October 1, 2015.** 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. Facilitator for the October call is Tiffani Krause. For the Northeast and Southeast Regions, this will be the last call for the outgoing members and first call for the incoming representatives and alternates for those regions, Members from the other regions will be continuing for another year,

2. Yolanda Erives of Seward County has become the WAC alternate for the Western Region since Elizabeth Irby has resigned from the Seward County Health Department. Current WAC members can be found here: http://www.kansaswic.org/download/WAC_Members.pdf
3. It is time for the Coordinators from Marshall & Miami, and Crawford & Elk to determine WAC Reps and Alternates for the Northeast and Southeast regions, respectively. Refer back to the [June I-Memo](#).
4. It is also time for selection of the LA National WIC Association (NWA) Representative. The following is the clip from [PPM ADM: 09.00.00 - WIC Advisory Committee \(WAC\)](#) . Laura Drake from Johnson County is the current representative.

The LA National WIC Association (NWA) Representative

- a. Is elected in odd FFYs from nominations solicited from each LA. All nominees must be employed by a LA who is a dues-paying member of NWA.
- b. Terms are two years, starting on October 1, the first day of even FFYs.
- c. Represents Kansas as the voting member of the NWA LA Section. Attendance at the annual NWA meeting and NWA board meetings is expected.
- d. The representative is responsible for disseminating all pertinent information to all LA. SA assistance with copying and mailing is available.
- e. Attend WAC to report on NWA or LA section topics, as appropriate.
- f. The LA NWA representative is not a voting member of WAC.
- g. The LA will provide funding from its administrative grant to pay for the LA NWA member's salary for attending meetings and fulfilling other related duties.
- h. Travel expenses will be reimbursed by the SA according to current state reimbursement policies. Contact the SA WIC Director prior to travel in order to make the necessary arrangements.

ACTION REQUIRED: (Numbers refer to the numbered items above.)

1. Submit agenda items by October 1, 2015
2. No action needed.
3. Coordinators from Marshall & Miami, and Crawford & Elk need to determine WAC Reps and Alternates for the Northeast and Southeast regions, respectively
 - a. Communicate with each other to select the new WAC Representative and Alternate for their respective region. Remember that the Coordinators from the listed agencies can choose to be the WAC representative and alternate, or the rep and alternate can be from a single agency, or the coordinators can find a rep and alternate from a different agency in the region.
 - b. Be sure that new Representatives and Alternates know that the October WAC meeting is October 21, 2015, 10:00 AM, by conference call.
 - c. By September 15, notify Patrice Thomsen, at the State Agency, of new Representative and Alternate: name, email address, and telephone number. pthomsen@kdheks.gov 785-296-1189
4. Send LA National WIC Association (NWA) Representative nominee names to Patrice Thomsen (contact info above) by September 15. If you have questions about the position, contact the current rep - Laura Drake, Johnson Co. Health Dept. 913-826-1250, Laura.Drake@jocogov.org or Dave Thomason at the State Agency.

KWIC Focus-Documenting Refusal to Attend and Enrolled Not Participating

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

- Webinar on Child Retention Strategies in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC): On August 26, from 1-2 pm Central Standard Time FNS will host a one-hour webinar describing WIC child retention strategies currently underway for all State and local WIC agencies. The webinar will highlight three State agencies that have developed initiatives to increase the participation of children between the ages of one and four. The National WIC Director will provide an introduction and overview of the issue. The Arizona WIC Program will describe their focus group findings about obstacles to continued participation in WIC as well as describe their WIC Special Project Full Grant. The Vermont WIC Program will describe their WIC Special Project Mini Grant – WIC2Five: Using Mobile Health Education Messaging to Support Program Retention. The Minnesota WIC Program will describe their outreach/education to medical providers of WIC participants to encourage their continued participation in WIC.
Save the date and watch for registration information via email or in future I-memos. The webinar will be recorded for future viewing.
- CAPPa Certified Lactation Educator (CLE) Trainings. Save the date for the next training– September 28-30, Garden City, KS. The instructor is Stephanie Henry, who is also a WIC staff member in Neosho County. To register, This website link is the easiest because it goes right in to the instructor's website to register <http://breastfeedin1.wix.com/mwla>. Click the "register" button. When it asks for a password, use GARDEN.
Or go to <https://www.eventbrite.com/e/cappa-20-hour-lactation-educator-course-cle-training-garden-city-kansas-tickets-16483907812> password GARDEN
Do you have questions about CAPPa 20 Hour Lactation Educator Course (CLE) Training Garden City, Kansas? [Click here to contact Midwest Lactation Academy Stephanie Henry.](#)
- Free webcast offered by The New York State WIC Program and University at Albany School of Public Health to help you to understand and address the challenges of supporting breastfeeding mothers when they return to work. They have developed this presentation for employers, human resource professionals, small business owners, WIC staff, health care providers, child care providers and breastfeeding mothers. Viewers will gain a better understanding of the challenges that mothers and employers face and will learn strategies for providing meaningful support while complying with federal and state labor laws. Viewers will also learn what resources are available and where to find them. 2015 Women's Health Breastfeeding Grand Rounds: "**Breastfeeding and the Workplace: Success Takes a Team.**" Thursday, August 6, 2015, 7:30am – 9:30am (CST). Find registration and additional information at: <http://www.albany.edu/sph/cphce/bfgr15.shtml> See attached flyer for speaker information.

- Reminder (from October I-memo): There will be no Kansas WIC Conference in 2015. The next conference will be a statewide conference in the spring of 2016. Clinics are encouraged to consider using budgeted funds to send WIC staff to other appropriate training opportunities.
- Kansas WIC New Employee Breastfeeding Training -“Using Loving Support to Grow and Glow in WIC”. All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend. Watch for details in future I-Memos.
 - Wichita – November, 2015. (date to be determined)
 - Topeka – June 2016 (date to be determined).
- An online breastfeeding continuing education tutorial titled: “Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial” is available. 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. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#).

This policy provides information on the possibility of obtaining financial support from the SA for additional training. Be aware that the policy specifies that staff time is not covered in these special funds. Appropriate staff time would be covered under regular WIC funds or other county funds as approved by supervisor. If additional regular WIC funds are needed for staff time, contact your SA lead for guidance.

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

Items

Attachments

KWIC Focus

BFGR Flyer-2015 July I-memo



Documenting Refusal to Attend NEI, NE+, RD

When clients are scheduled for NEI, NE+, or RD appointments, occasionally they decide that they do not want to participate in the secondary nutrition education. While WIC staff should encourage clients to complete the secondary nutrition education, policy clearly states that checks may not be withheld from clients who refuse secondary nutrition education.

If staff simply issue checks during scheduled NEI, NE+, or RD appointments, KWIC will mark the appointment as “Complete” whether or not the client actually completed the nutrition education.

Staff must change the appointment outcome to “Refused” in the Appointment book if the client refuses to complete the secondary nutrition education.

The image shows a screenshot of a software interface. On the left is an appointment book grid with time slots from 10:00 AM to 02:00 PM. Staff names 'Luark', 'Bielby', and 'Celery' are visible in the grid. The 'Celery' appointment at 01:00 PM is circled. An arrow points from this cell to a client record form on the right. The form is for 'Connie Celery' and shows appointment details like 'Role: RD', 'Time: 01:30 PM', and 'Duration: 30 minutes'. The 'Outcome' dropdown menu is open, showing options: Complete, Interrupted, NoShow, Refused, and Rescheduled. 'Refused' is circled in red, and a green arrow points to it.

For more information about documenting completed or refused nutrition education, please click the links below for policy reference and the KWIC Training module.

http://www.kansaswic.org/manual/NED_02_00_00_Nutrition_Education_Contact.pdf

http://www.kansaswic.org/download/training/Level_1/Low_&_High_Risk_Nutrition_Education.pdf





KWIC Report Enrolled Not Participating

The Enrolled Not Participating report is in the process of having some changes made to it so that it will work more effectively for clinics. Until these changes can be put into place, a monthly ad hoc report will be ran and sent out to each clinic by email along with the Checks not eSigned report. The Enrolled Not Participating Prior to Month End ad hoc will provide information based on the following guidelines:

- It will display the information that is currently found on the Enrolled Not Participating report (i.e. client's name, caregiver name, address, etc)
- It will display clients Telephone, Cell Phone, and Message Telephone numbers
- If a client has an appointment that month, the client will **NOT** show on the report
- If a client has an appointment outcome of "No Show" or "<none>" for their appointment that month, it will list the client on the report
- The report will display the client's most recent first use date
- The report will **NOT** list categorically ineligible clients (i.e. children turning 5, pp women 6 mos after delivery date, BF women 1 year after delivery date)

The Enrolled Not Participating Prior to Month End report is a great tool for clinics to use to follow up with the clients that are enrolled but that are not currently participating. As caseloads are decreasing, please keep this report in mind as a way to help increase your caseload.





Breastfeeding Grand Rounds 2015

Breastfeeding and the Workplace: Success Takes a Team

Thursday, August 6, 2015, 8:30am - 10:30am EDT

Cathy Carothers, BLA, IBCLC, FILCA

Co-Director, Every Mother, Inc.

Ruth Lawrence, MD

Professor of Pediatrics, Obstetrics, and Gynecology,
University of Rochester School of Medicine and Dentistry

Federal and state laws require employers to support breastfeeding women in the workplace. Research shows that employers want to support employees who are breastfeeding, yet are often unsure of the basic requirements for supporting breastfeeding mothers. Evidence shows that women are more likely to continue breastfeeding when their employer has supportive policies and practices in place. In addition to employers, breastfeeding mothers need support from family members, child care and health care providers.

The 2015 Breastfeeding Grand Rounds will feature nationally recognized speakers, Cathy Carothers, co-director of Every Mother, Inc. and Dr. Ruth Lawrence, Professor of Pediatrics, Obstetrics, and Gynecology, University of Rochester School of Medicine and Dentistry. The speakers will discuss the importance of supporting breastfeeding mothers and the challenges mothers and employers face in doing so. New York State and federal laws and regulations will be reviewed. Strategies and creative solutions to comply with state and federal regulations will be featured. Speakers will share available resources and discuss the impact that child care and health care provider support has on breastfeeding success for working mothers.

Viewers will also learn about the breastfeeding friendly designation program for child care centers in New York State and hear directly from employers, mothers and child care providers.

Registration

To register for this FREE webcast, log on to:

www.albany.edu/sph/cphce/bfgr15.shtml