



KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2015-01

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: October 21 , 2014

RE: FFY2014 Deadline for Monthly and Supplemental Affidavits is November 15th
Vendor Monitoring/Training
WIC Approve Food Committee
Kansas Baby Behavior Campaign training
Kansas Baby Behavior Ne+ Interactive Displays-Self Study Notebooks
New Nutrition Education materials available
Kansas Nutrition Conference Postponed
KWIC Focus – Logging out of Client Services and Archive update
Training: Educational Opportunities

FFY2014 Deadline for Monthly and Supplemental Affidavits is November 14th

In order for the State Agency to meet federal reporting deadlines, **all** expenses related to FFY2014 must be received from the Local Agency no later than November 14, 2014. **All of the September bills such as: trainings, payroll, utility bills etc. should be placed on a September affidavit or a Supplemental affidavit only.** Requests for breastpump and equipment reimbursements must also be received by November 14, 2014. If FFY2014 expenses are received after November 14, 2014, they may not be reimbursed.

If you have any questions, please contact Rachelle Hazelton at (785) 291-3134 or by email rhazelton@kdheks.gov.

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.

notify all local agencies of these vendors. During the time a compliance buy investigation is underway, the LA shall not conduct monitoring or training visits. The SA will notify the LA when a compliance buy investigation has ended.

ACTION REQUIRED: Local Agency Vendor staff should review monitoring and training policies, associated training materials and complete store visits, training and submission of documentation as required. The Local Agency must provide two different training dates and times for stores to be training if staff are not going to the store(s) to complete the face-to-face training. Monitoring and training must be completed and entered into KWIC no later than August 1, 2015.

WIC Approved Food Committee

It is time again to look at the WIC approved foods list and determine what foods will be issued and how the program materials will look. We are soliciting members for the committee from interested staff and/or clients. The first committee meeting will be in March and members of the committee will be required to: attend three different phone conferences; gather regional product availability, pricing and other information as needed; provide input in the design and layout of the program booklet/other educational materials; and invite interested WIC clients or other Local Agency staff to join conference calls to provide input in the food selection process.

ACTION REQUIRED: Please have interested staff contact Valerie Merrow at vmerrow@kdheks.gov

KS Baby Behavior Campaign (KBBC) Training

An additional “in-person” KBBC training opportunity for new employees or those who missed attending an earlier KBBC training is available in November. An on-line training option will also be available soon, if preferred.

“Live and In-Person” opportunity

- Date - November 14, 2014 9 am to 4:30 pm Registration at 8:45 am
- Place -Shawnee County Health Department Auditorium, 1615 SW 8th Avenue, Topeka, KS
- Cost - \$0 as in nothing. There is no registration cost. **BUT NO Lunch provided**
- Continuing education was offered for past KBBC trainings and CEU’s for this training are being investigated.

Register on Kansas Train **by November 10** – when it says to send in a payment form do not do that – there is no registration cost.

To register go to Kansas TRAIN at <http://ks.train.org> log in and search for **Course ID # 1048763**. Or use this link: [WIC: 2014 Kansas Baby Behavior Campaign Regional Training \(1048763\)](#)

Never signed up using KS Train? Check here for more information - "[Using KS TRAIN for WIC Training](#)." **If you already have a KS-TRAIN account - do not create another account!!!**
Reminder – There is no registration cost – do not send in payment sheet.
Questions - Call Patrice Thomsen at 785-296-1189 pthomsen@kdheks.gov

Kansas Baby Behavior Ne+ Interactive Displays-Self Study Notebooks

The SA will be sending materials for four different Baby Behavior lessons to be used for secondary low risk client education during the 2015 calendar year. Information about this was included in the 2015 NSP on the 2015 Nutrition Education Offerings page.

The four Baby Behavior topics for the four different lessons are:

- What is My Baby Saying?
- Is Baby Hungry?
- How Babies Sleep
- Why is My Baby Crying?

Each lesson will be designed to be used for an Interactive Display, which can be adapted to a Self-Study notebook. Each lesson will include:

- a lesson plan
- materials to post on a three panel display, bulletin board or wall
- one or more client handouts
- an activity to assess understanding of the material and ask the client how they will use the information (client goal)
- required staff interaction with the client
- all materials and handouts will be available in English and Spanish

The first lesson and materials will be shipped by mid-November. The other three lessons will be shipped at a later date.

ACTION REQUIRED: Share information with staff involved in nutrition education.

New Nutrition Education materials available

The client handout posted on the Kansas WIC website titled *Making Your Own Baby Food*, has been replaced by a new handout titled *Homemade Baby Food*, and can be found at:

<http://www.kansaswic.org/download/nutritionedumaterials/Homemade%20baby%20food%2010-14.pdf> . The handout is also posted in Spanish.

There is a new nutrition education module available on www.wichealth.org . The new lesson is *Two Minutes Twice a Day for a Healthy Smile* and is under the "Children Ages 1 – 5" tab. This lesson title has also been added to the list of Topics on KWIC. The client wichealth bookmarks will be updated soon.

Wichealth is a great option for low risk secondary nutrition education. Clients who have tried it like it very much and often complete multiple lessons. If your agency is not taking advantage of this nutrition education opportunity, contact Julie Ornelas at jornelas@kdheks.gov .

ACTION REQUIRED: Share information with staff involved in nutrition education.

Kansas WIC Conference

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. Planning for the 2016 conference will begin late this fall.

ACTION REQUIRED: Notify staff. Consider other possible training opportunities for FFY 2015. Contact Patrice Thomsen at 785-296-1189 or pthomsen@kdheks.gov with questions.

KWIC Focus – Logging out of Client Services and Archive update

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

- Certified Lactation Educator (CLE) Training will be offered November 5-7, 2014 in Topeka, Kansas at St. Francis Health Center. This course can be completed for the education only at \$225 for the three day training. WIC staff are eligible for a special discount and can receive the training and the Certified Lactation Educator Certification for \$310. Non-WIC attendees can receive the training and the Certified Lactation Educator Certification for \$385. Continuing Education credits will be available.

For information <http://breastfeedin1.wix.com/mwla> or <http://www.icappa.net/>

Note from the State WIC Agency – WIC staff who are not interested in the CLE certification should register for the \$225 education-only option.

- Kansas WIC New Employee Breastfeeding Training (“Using Loving Support to Grow and Glow in WIC”). Coordinators may choose to wait and send new employees to the closest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
 - Wichita – Wednesday, November 19, 2014. (See [August I-memo](#) for registration information but note the “Thursday” in the August I-memo was incorrect.)
 - Topeka – Wednesday, June 3, 2015.
- An Online Breastfeeding Continuing Education Tutorial title, “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>



- Save the date – La Leche League of Kansas Breastfeeding Continuing Education Program.
Friday March 6, 2015, Newton, KS. Speaker – Cathy Carothers, BLA, IBCLC, RLC, FILCA

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.

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

Enclosures:
KWIC Focus



Logging out of Client Services and the Dashboard

There were a couple calls into the KWIC Help Desk after this last Client Services release on October 3 about KWIC not functioning correctly. Staff must log out of all KWIC applications each night before leaving for the day.

Our computer contractor, CQuest, sometimes does small updates to the system in the evenings and without logging in, staff will not get these updates and missing the updates may impact that staff member's ability to serve clients. In order to receive new releases or updates, Client Services has to be launched from the Dashboard.

Archive

Archive has been up and running for a couple weeks now. CQuest staff runs the archive process on Wednesday and Friday evenings and Saturday during the day. They are up to 2009/2010 data. There have been a couple calls into the help desk regarding Staff and Client reminders so please read the rules below for archiving or deleting records.

Deleted items:

Client and Staff Reminders:

- System generated reminders will display for 1 year, unless marked done, and then deleted.
- Manual reminders will display for 120 days, unless marked done, and then deleted
- Remember ** If reminders are checked "Done", they are deleted. **

Address and Caregiver History

- Deleted after 5 years

Flowsheet

- Deleted after 2 years

Appointment Book

- Deleted after 4 years

Deleted items (con't):

Applicants

- Deleted after 6 months from application date if no follow up. (i.e. income test conducted)

Archived items:

Client Data:

- Clients when they turn 7 years old
- Women when they turn 55 years old

Checks:

- After 2 years from first date of use



Please complete the KWIC Help Desk survey by 10/24/2014!

