

KANSAS WIC INFORMATION MEMORANDUM

KANSAS-WIC-I-2015-02

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: November 18, 2014

RE: BFPC Spring 2015 Gathering and Training
BFPC Conference Call Scheduled
Baby Behavior Ne+ Lesson #1 materials
Personnel Changes and Employment Opportunities at the State Agency
New Breastfeeding Handout available
Program Integrity – Certification Policy Tips
WIC Advisory Committee: Minutes (10/22/14) & Call for Agenda Items for 1/21/2015 Meeting
Records Retention – Disposal Reminder
WIC Participant Survey
Loving Support Award of Excellence for Breastfeeding Peer Counselor Programs
Training: Educational Opportunities

Breastfeeding Peer Counselor Spring 2015 Gathering and Training

During 2015 the continuing education requirement for Breastfeeding Peer Counselors will consist of two back-to-back events held in Newton, KS. The first event is a Breastfeeding Peer Counselor Spring Gathering to be held on Thursday evening, March 5, 2015 from 5:00 - 7:00 p.m. in the Fireside Room at Grace Community Church. The church is located at 1600 South Anderson, Newton, KS 67114. The gathering is designed for peer counselors to network with one another, become more comfortable in their roles, and share ideas. There will be a brief training, a discussion with a panel of peer counselors and time for learning more about each other, all while enjoying some appetizers. (Participants should plan ahead and make dinner arrangements to follow the meeting.)

The second event is the La Leche League of Kansas' Breastfeeding Continuing Education Program to be held on Friday, March 6, 2015 at the Meridian Event Center located at 1420 E Broadway Ct, Newton, KS 67114. Registration available after January 1, 2015 at www.KansasLLL.org

While only BFPCs will attend the gathering on Thursday evening, both BFPCs and their supervisors will attend the LLL meeting on Friday.

Internationally recognized expert in breastfeeding, Cathy Carothers, BLA, IBCLC, FILCA, is the featured speaker and trainer. She will address many of the issues lactation professionals and counselors face every day. NOTE: Cathy will join the Peer Counselor Gathering for a few minutes on Thursday night. Cathy was once a WIC breastfeeding peer counselor herself!

Remember, these two trainings (Thursday evening and all day Friday) will serve as the breastfeeding peer counselors' continuing education requirement for 2015. The LLL event on Friday is also appropriate to fulfill training requirements for other WIC staff who are not BFPCs.

ACTION REQUIRED: Share information with BFPC and supervisors and other staff as desired. Mark calendars and schedule staff for attending the training. *For more details, contact Karen Meek, RN 785-296-0949 kmeek@kdheks.gov*

BFPC Conference Call Scheduled

The next BFPC Conference Call is for Tuesday, December 9, 2014 at 9:00 a.m.

The Conference Call Number is: 1-866-620-7326

The participant number is: PIN 976-312-8812 #

Topic: *Suggestions for collaboration between WIC Peer Counselors and nursing staff at birthing hospitals.*

ACTION REQUIRED: Share information with BFPC and supervisors and other staff as desired. Mark calendars and schedule staff for participating in the call. Please contact Karen Meek (no later than December 2) if you would like to provide your experiences and input, as peer counselors, on this topic.

Baby Behavior Ne+ Lesson #1 materials

Materials for Kansas Baby Behavior, secondary low risk nutrition education (Ne+) lessons (the first of four) were mailed to clinics on 11/14/14. This lesson and the three to come are a part of the two year implementation of the Kansas Baby Behavior Campaign.

WIC staff members were told during the initial Baby Behavior trainings to expect these lessons. The four lessons were also included on the 2015 Nutrition Education Offerings table in the 2015 Nutrition Services Plan Guidance. It is expected that all clinics will use these lessons for secondary low risk nutrition education, unless the agency plans to use only individual one-on-one nutrition education (Nei) with clients.

This first lesson is titled *What Is My Baby Saying?* The goal of this lesson is to introduce the concept of baby behavior cues, emphasizing engagement and disengagement cues. This lesson should be used during January, February, March or before the three lessons yet to come, as this is the introductory lesson.

These lessons may be used with pregnant, breastfeeding, postpartum and infant (less than six months) clients. Client interaction with staff must be included. It is not acceptable to send handouts or materials home with clients, have them complete a quiz and return it at their next appointment. Clients should review materials at the clinic, interact with staff and be given an opportunity to ask questions. (These are USDA mandated requirements.)

The materials were designed to be used on a three panel display, but could be used on a wall, large bulletin board or in a notebook. The display materials are printed on heavy paper for durability, or can be laminated by clinics. All materials are 8.5" x 11" so they could be placed into page protectors for a Notebook lesson.

There are two client handouts included with this lesson. To simplify things for clinic staff, the SA will provide these two handouts in the quantity needed by your clinic. An order form is included with the packets mailed to clinics. The order form is also attached to this I Memo. If it is more convenient for your clinic to print these handouts, you may request the electronic files.

ACTION REQUIRED: Check that your clinic received the Baby Behavior lesson packet mailed on 11/14/14. Use the lesson plan and materials in your clinic. Order handouts or electronic files as desired. If you would like additional sets of these materials or if your clinic has not received these materials, contact Julie Ornelas, jornelas@kdheks.gov , 785-296-0094.

Personnel Changes and Employment Opportunities at the State Agency

Ashley Warren joins State Agency

On November 30, 2014, the state Agency welcomes Ashley Warren as a Program Analyst. Ashley will work with state and local staff in facilitating the ongoing management of the KWIC system. Ashley comes with experience in business and banking services, specifically electronic card transactions. As the WIC program moves toward EBT functionality, Ashley will work closely with staff to ensure a successful implementation.

Ashley fills the position vacated by Sandi Fry when Sandi took on the role of IT Project Manager managing the contract with CQuest for the Multi-State Consortium of Kansas, New Hampshire and the Inter Tribal Council of Arizona.

Pam Combes accepts position at Flint Hills Technical College

Pam Combes, a Program Consultant at the SA will leave state service on December 2, 2014. Pam has accepted a position as the Grant director at Flint Hills Technical College. Pam has worked for KDHE for over 8 years, the last 7 with the WIC program. Please join us in extending best wishes to Pam for continued success in her new responsibilities. She will be missed.

Employment Opportunities with the SA

The SA is actively seeking candidates to fill two vacant positions.

Position #1: Program Manager (Nutritionist Senior) to fill the role of Nutrition Services Coordinator for the WIC program. This position provides leadership for Nutrition Services and Administration of the program and supervises 4 staff. Candidates must be registered as a dietitian at time of hire and have 3 years of responsible experience as a dietitian.

Position #2: Program Consultant II to fill the vacancy created by Pam Combes' departure. This position serves as the lead contact and conducts management evaluations for assigned local agencies and is also responsible for program integrity, civil rights compliance and program outreach.

ACTION REQUIRED: Share with staff and watch for more information regarding these openings and how to apply in an upcoming I-memo in early December.

New Breastfeeding Handout available

A new breastfeeding handout is available on the WIC Publications Order Form. The handout, *Why Babies Breastfeed Often* includes information about a newborn's stomach size and numbers of wet and dirty diapers to expect. It has English on one side and Spanish on the other.

ACTION REQUIRED: Order this new client handout as desired.

Program Integrity – Certification Policy Tips

Certification/Eligibility is a major focus of current FNS WIC program integrity strategies. To support this effort, the Mountain Plains Regional Office is beginning a series of technical assistance policy tips. We will pass these tips along to help strengthen the certification process and preserve program integrity in Kansas.

Question: Are local agency staff required to ask clients if their income has changed at mid-certification appointments?

Answer: The regulations do not require local agencies to inquire about income changes at mid-certification appointments. Once a client is certified as income eligible, they are considered eligible for the entire certification period. However, clients have the responsibility to report income changes to the local agency. Additionally, the local agency staff must take follow-up actions to reassess a participant's income eligibility during their current certification period if they receive information indicating that the participant's household income has changed (this includes anonymous tips received regarding a participant's income). This reassessment is not required if there is 90 days or less left in the certification period. (References: 246.7(h)(1); [CRT 03.04.00 Mid-certification Appointments](#))



[CRT 06.04.00 Redetermination of Income](#) ; [CRT 09.01.01 Termination Due to Income Eligibility Redetermination](#))

Question: What are the requirements for notifications of Ineligibility, Termination, and Certification Expiration?

Answer: Below are the requirements for notifying participants of either their ineligibility, expiration of their certification, or termination from the program. (Notice the Kansas policies describe how these letters are generated through KWIC.)

1. Notice of Ineligibility: Clients must be notified, **in writing**, if they are ineligible for the program. This notice must include the reasons for their ineligibility and their right to a fair hearing. This notice should include the Civil Rights statement. (Reference 246.7(j)(5); [CRT 09.00.00 Ineligibility](#))
2. Notice of Termination (suspension or disqualification): Clients must be notified, **in writing**, 15 days before they are terminated from the program. This notification shall include the reasons for termination and the participant's right to a fair hearing. This notice should include the Civil Rights statement. There are some situations when this notice is not required, in Kansas, specifically when income redetermination shows a client is over income. (Reference 246.7(j)(6); [CRT 09.01.00 Termination from the WIC Program](#) ; [CRT 06.04.00 Redetermination of Income](#) ; [CRT 09.01.01 Termination Due to Income Eligibility Redetermination](#))
3. Notice of Expiration of a Participant's Certification: Clients must be notified at least 15 days before their certification period is going to expire. The regulations require this notice to be at least 15 days before the expiration of the certification period. The intent of this requirement is to provide adequate notice to the participant that they will need to be recertified. (Reference 246.7(j)(8) & Internal Guidance from HQ; [CRT 09.01.00 Termination from the WIC Program](#) ; [CRT 03.03.00 Certification and Recertification Appointments](#))

ACTION REQUIRED: Inform all staff that certify clients.

WIC Advisory Committee: Minutes (10/22/14) & Call for Agenda Items for 1/21/2015

- You can find minutes of the October 22, 2014 WIC Advisory Committee meeting on 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 January 21, 2015 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by December 31, 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.

ACTION REQUIRED: Read minutes as desired. Submit agenda items by Dec. 31, 2014.

Records Retention – Disposal Reminder

October 1, 2014 started the new Federal Fiscal Year - FFY 2015. According to policy [ADM 03.01.00 Record Retention Requirements](#), the standard WIC retention is "Current Federal Fiscal Year plus the previous 3 years." **As of October 1, 2014, you can dispose of things dated prior to October 1, 2011.** 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, 2013 and September 30, 2014 should be labeled "Destroy after October 1, 2017."

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.

WIC Participant Survey

Information about a WIC Participant Survey was sent via email in early November to WIC Coordinators. This survey is being conducted as a partnership with Brush Art for women who have been on WIC as pregnant, breastfeeding or postpartum until December 1, 2014. The survey is available on Survey Monkey or as a paper copy. Promotional materials and PDFs of the surveys can be found online as well at:

https://drive.google.com/folderview?id=0B6hJ9yApH8ILY19kcUVaSWpWYWs&usp=drive_web

ACTION REQUIRED: Notify clients about the survey or distribute paper copies (print off from the address above.) Send paper copies to Amanda, who works for Brush Art.

Amanda Hojnacki
2643 Sleepy Hollow Dr
Portage, MI 49024

If questions, contact Martha Hagen at mhagen@kdheks.gov

Loving Support Award of Excellence for Breastfeeding Peer Counselor Programs

USDA is accepting applications until December 5, 2014 from Breastfeeding Peer Counselor Programs for the Loving Support Award of Excellence Gold Award. Information about this award was sent on October 24 to BFPC program supervisors. This award recognizes and celebrates local WIC agencies that provide exemplary breastfeeding programs and support services.

ACTION REQUIRED: Apply! The application, information webinar and FAQ can be found at <http://wicworks.nal.usda.gov/breastfeeding/excellence-award-application>. Contact Karen Meek, kmeek@kdheks.gov or Martha Hagen, mhagen@kdheks.gov if you missed the October announcement which contained much of the information needed to complete the application.

Training: Educational Opportunities

- 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. Planning for the 2016 conference will begin late this fall.
- La Leche League Breastfeeding Continuing Education Program in Newton, KS on March 6, 2014. (See the information included at the beginning of this memo.)
- 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.
 - Topeka – Wednesday, June 3, 2015. Watch for registration information in a future I-memo.
 - Wichita – November, 2015. (exact 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.

Attachments: Handout Order Form for Baby Behavior Lesson #1

Handout Order for Kansas Baby Behavior Campaign Lesson #1 - What is My Baby Saying?

Agency Name: _____

Agency Contact Person: _____

Shipping
Address: _____

Handout Name	<u>Number of packages</u> of English handouts (25 per pkg)	<u>Number of packages</u> of Spanish handouts (25 per pkg)
What Is Baby Saying? Activity Answer Sheet and Goal Response		
Color handout (purple and green) titled: Baby Cues		
Send order to: Cathy Colpitts Email: ccolpitts@kdheks.gov Fax: 785-296-1326 Phone: 785-296-8956		

Our clinic requests the files for these two handouts so we can print them ourselves

Email address to send these electronic files: