

KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2016-03

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: December 22, 2015

RE: Affidavit Reimbursements
2016 Kansas WIC Conference – Confirmed for March 29-30, 2016
WIC Advisory Committee
Vendor Training
Revised Spanish Program Booklets
USDA – VENA Webinar
Resources-Breastfeeding Education Material
KWIC Focus: Q&A/Reminders
Training: Additional Educational Opportunities

Items:

Affidavit Reimbursements

Reimbursements for October and potentially November will be delayed. We just received the signed FFY2016 WIC Local Agency Contracts back from the Secretary's office, which means reimbursements will start being processed. The reimbursements could take up to another 2 – 3 weeks before you receive them. Local agencies should start receiving their signed contracts back soon.

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.

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.

2016 Kansas WIC Conference – Confirmed for March 29-30, 2016

The 2016 Kansas WIC Conference is now confirmed for March 29-30, 2016 in Topeka. Registration and hotel information will be in the January I-memo.

Consider that policy requires at least one representative from each LA and clinic site must attend the Kansas WIC Conference. However the agenda for this conference will contain multiple breakout sessions so we recommend planning for more than one staff member to attend.

Exact times are not planned, but the meeting will begin early March 29 and end early afternoon March 30. Therefore many local staff will want to plan to drive to Topeka and stay the night of March 28, as well as March 29. Overnight lodging will only be reimbursed for staff whose normal workplace is more than 30 miles away.

If you are the coordinator for an agency with a consultant dietitian, be sure to consider if your RD might attend. Agencies that “share” consultant RDs should discuss dividing the cost.

If you have suggestions for topics, speakers, or policy/procedure review questions, send them to Patrice Thomsen at pthomsen@kdheks.gov.

ACTION REQUIRED: Mark your calendar and watch for more information in the January I-Memo.

WIC Advisory Committee: Call for Agenda Items for 1/26/16

The next WIC Advisory Committee conference call is Tuesday, January 26, 2016 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by January 8, 2016.** 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: Submit agenda items by January 8, 2016.

Vendor Training

What is the best day to have a vendor training? If you want vendors to attend, it’s Thursday! Recently the Kansas vendor managers learned that Thursdays are the best day to have a training especially if you expect the vendors to come to you. Please remember when it’s time for your agency to do the face-to-face trainings for contract renewal, if you plan to have the training in your offices or a central location and have the vendors come to you, that your agency must offer the training on two different days at different times. Also keep in mind that if your agency covers more than one county. Vendors do not get reimbursed for the time and travel to attend a

training. If you can make the location closer to where the stores are located you'll have a better turn out. Each store must have at least one member of the store trained who is then required to train the other store staff, e.g. managers, cashiers and the cash office staff. While stores only have to send one member of the team, if the training is offered on a Thursday, they may be able to send more than one person. And as always, you can do the training at the store when you do the monitoring visit, as this may maximize the store's opportunity to get more than one staff member to the training.

ACTION REQUIRED:

Share this information with appropriate staff.

REVISED SPANISH PROGRAM BOOKLETS:

We do not have a new ship date for the revised Spanish program booklets, but will let clinics know as soon as we find out. Continue to use the current version of these booklets, by ordering them from the Brush Art website. For ordering instructions see the October I Memo.

ACTION REQUIRED: Please share this information with all appropriate staff.

USDA VENA Webinar

The next VENA webinar is January 28, 2016 from 1 pm to 2 pm Central Time. The title is *Love Letters from Maryland: Developing Confidence in Participant Focused Counseling Skills*. See the flier included with this I-memo. The webinar is open to all State and local agencies. Connection info will be sent as it comes available.

ACTION REQUIRED:

Share this information with appropriate staff and save the date and time for attending the webinar.

Resources-Breastfeeding Education Material

Feeding Tips for Breastfed Babies – When Mom Is Away in English and Spanish is replacing the flyer *Cold Facts on Storing Milk*. This education piece might look familiar – it is the one used by Kansas Child Care Providers and the Becoming A Mom classes. Using the same education piece benefits everyone.

ACTION REQUIRED:

Find *Feeding Tips for Breastfed Babies – When Mom Is Away* on the Kansas WIC website http://www.kansaswic.org/nutrition_education/nutrition_edu_materials.html under

Breastfeeding. Destroy copies of *Cold Facts on Storing Breastmilk* and replace with *Feeding Tips for Breastfed Babies – When Mom Is Away*.

KWIC Focus- Q&A/Reminders

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: Additional Educational Opportunities

- The Kansas Breastfeeding Coalition, Inc. is offering nine breastfeeding information classes in various locations around Kansas throughout 2016. The **FREE** workshop covers the following topics which are important for any health care professional who support breastfeeding dyads: Wide Range of Normal in the Breastfed Baby; Teaching Mothers Optimal Latch and Positioning Techniques; Reducing the Rate of Formula Supplementation. The workshop is approximately 4 ½ hours long and is approved for continuing education credits for nurses, licensed dietitians and IBCLCs. Use this opportunity to network and invite others in your community - hospital staff, physician office staff, Healthy Start Home Visitors, etc. to attend this training. For sites and registration information use the following link. <http://ksbreastfeeding.org/breastfeeding-101/>
- 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 – June 2016 (exact date to be determined)
 - Wichita – November 2016 (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>
- **Breastfeeding 2016: Hands-On Management Practices on Friday, March 4, 2016, a continuing education program sponsored by the Kansas La Leche League.** Visit www.KansasLLL.org to register.

The featured speaker is Jane Morton, MD,FAAP,FABM presenting her research on breastmilk expression *Game-changing Research about Breastmilk Expression, Early Hand Expression and Hands-on Pumping, Bedside Care for Low- and High-Risk Infants, and Beyond Baby Friendly, Thinking Out of the Box*. This year a second speaker, Sherry Payne,

Executive Director of Uzazi Village in Kansas City will speak on *What You Don't Know Hurts Us: The Impact of Racism and White Privilege on Breastfeeding in the African – American Community*. While this might be a difficult conversation to hear, changes in how the Kansas WIC program approaches the support of races other than Caucasian need to be made as evidenced by lower breastfeeding rates.

The breastfeeding initiation rate for African American women on WIC is about 10% lower 69.6% as compared to 78.6% for all other races. The rate of initiation for the Race – Native Hawaiian/Other Pacific Islander is 71.2%, for Asian is 80.7%, for American Indian/Alaskan Native is 78.3%, and for Caucasian is 78.6%. Women of Hispanic ethnicity initiate breastfeeding at a higher rate – 80.6% as compared to women not indicating Hispanic ethnicity 76%.

- **Geary County Breastfeeding Summit in Junction City, KS at the Courtyard by Marriott February 15 and 16, 2016.**

Dr. Jack Newman <http://www.breastfeedinginc.ca/content.php?pagename=drjack> and Dr. Nils Bergman <http://skintoskincontact.com/dr-bergman.aspx> will be the featured speakers. For more information go to www.deliveringchange.org education tab; registration will be opening soon. Cost is \$50/day with lunch provided. Mid-level provider, nursing, and dietetic continuing educational credits will be applied for. For more information contact Geary County WIC at 785-762-5682.

- **Save the Date – The NWA Annual Education and Networking Conference & Exhibits will be at the Duke Energy Convention Center in Cincinnati, OH, May 22 - May 25, 2016.** This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers, colleagues and exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces. For the rest of the conference, you will have the opportunity to choose from 27 general and concurrent sessions that are sure to expand your professional skills and knowledge base to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities.
<https://www.nwica.org/events/info/2016-annual-education-and-networking-conference-exhibits>
- **Save the Date - The NWA Biennial Nutrition Education and Breastfeeding Conference will be held at the Sheraton Downtown Hotel in Denver, CO from September 8 - 10, 2016.** This conference is the most popular gathering of the **WIC nutrition and breastfeeding professionals** in the US, attracting more than 1,200 staff from USDA, state and local WIC agencies. Education sessions will cover current and emerging nutrition and breastfeeding science, research, policy and best practices. Poster Sessions and special forums will offer additional learning and networking opportunities. More than 40 exhibitors will be on hand to provide the **latest on WIC-related products, technology and services.**

<https://www.nwica.org/events/info/2016-nutrition-education-and-breastfeeding-conference-exhibits>

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: VENA Save-the-Date flyer
KWIC Focus

VALUE ENHANCED NUTRITION ASSESSMENT IN WIC

VENA webinar

SAVE THE DATE

When: Thursday, January 28, 2016

2:00-3:00 PM ET

Title: *Love Letters from Maryland: Developing Staff Confidence in Participant Focused Counseling Skills*

Presented by: Maryland WIC

Audience: All WIC Agencies

*CONNECTION INFORMATION WILL BE SENT AT A LATER DATE



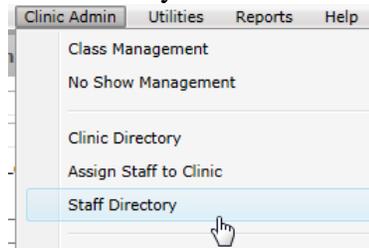
United States
Department of
Agriculture



Question:
I need to change my name or email address. What needs to be done to change it in KWIC?

Answer

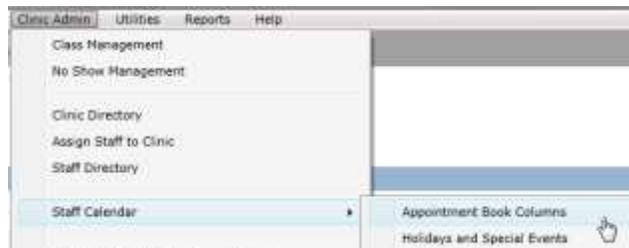
A local staff member with **KWIC Administrator** security clearance can make a name change in the KWIC system. Use the Clinic Admin/Staff Directory to find and retrieve the staff record.



On the Detail tab, you can change your name or email address and then click save.



Editing the name on the Detail tab changes it in the entire KWIC system, except in Appointment Book Columns. Most agencies do not use full names in the appointment book columns, but if you need to change a name here, use Clinic Admin/Staff Calendar /Appointment Book Columns.



Make sure to notify the State Agency (SA) at wicstaffchange@kdheks.gov so we can make the changes in our records outside of KWIC.





Reminder for Staff Changes

Reminder that per policy [ADM 07 02 01 KWIC User Security](#), if a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employee’s access removed from KWIC within 24 hours of termination. If a Local Agency employee leaves employment under normal circumstances (ex. 2 weeks’ notice), then the Local Agency shall contact the State Agency to have the employee’s access removed from KWIC within 1 week from the end of the employee’s employment.

Please be sure to follow this policy as it is important that the only people who have access to the system are those who are current employees.

Income Eligibility Screen Known Error

With the latest release in October 2015 to SQL Server, there was a known error with the Income Eligibility screen and receiving an exception error upon clicking the save button. When adding an Income Source Description on the Income Eligibility screen of more than 30 characters, you will receive an exception error when you attempt to save the screen. The work around for this is to make sure the source description entered is exactly 30 characters or less, in order to save the record without receiving an exception error.

Income Sources	
Source Description	St. Paul's Church/Claudia
Period	Monthly
Amount	1594
Proof	Payroll Stub
<input type="checkbox"/>	Proof Pending
<input type="checkbox"/>	Self-Declared

←

Average		
Jan	Feb	Mar
Jul	Aug	Sep

