

## KANSAS WIC INFORMATION MEMORANDUM

KANSAS-WIC-I-2016-09

**TO:** Parent and Sub-Agencies

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

**DATE:** June 27, 2016

**RE:** State Agency Job Listings  
State Agency Staff changes  
Vendor – Contract Renewal Training and Monitoring  
New Management Evaluation Contact  
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Training: New Employee Breastfeeding Training, Wichita, Nov. xx, 2016  
WIC Advisory Committee: Call for Agenda Items for 7/19/16  
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### **State Agency Job Listings**

The state agency continues to seek candidates for openings at the State WIC office.

- We currently have one opening - a Nutritionist to serve as a local agency lead contact, conduct management evaluations and manage the Breastfeeding Peer Counselor component of WIC. This position requires experience and candidates must be Registered Dietitians at time of hire. Note it does not require the IBCLC credential. Use the link below to view the position description and details for applying. (Even though the information lists a closing date of July 7, it will remain open if not filled.) We are happy to discuss the position with any interested individuals. Contact Patrice Thomsen at 785-296-1189 or [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov).  
<http://admin.ks.gov/services/state-employment-center/job/job-postings?agency=Dept+of+Health+%26+Environment&county>
- Before long we also will have an opening for a Nutritionist to serve as a local agency lead contact, conduct management evaluation, coordinate WIC staff training and specialize in certain state nutrition policies. Watch for details.

### **State Agency Staff Changes**

Cindy Thomas, a state agency administrative assistant, has retired from state service effective June 15, 2016. We thank Cindy for all the great work she accomplished for the WIC program and wish her well as she enters a new phase of her life. Cathy Colpitts who is also an Administrative Assistant is available at 785-296-8956 or [ccolpitts@kdheks.gov](mailto:ccolpitts@kdheks.gov) if you have any questions. In the short term, when you call the state office you may be connected to Lynn Mowder of the Bureau of Family Health. She has graciously agreed to cover the duties of answering the main phone number for WIC calls. As always, you may continue to contact state staff members using their direct number. Direct phone numbers of all staff members are available at [http://www.kansaswic.org/Contact\\_State\\_WIC\\_Staff.html](http://www.kansaswic.org/Contact_State_WIC_Staff.html)

### **ACTION REQUIRED:**

Please inform all appropriate staff members.

### **Vendor Contract Renewal Training and Monitoring**

Vendors who are in contract renewal year will need to receive a required **face-to-face training**. [Policy VEN 05 00 00 Vendor Training](#) requires vendors to receive interactive training which is done by the Local Agency (LA.) Vendors in the following counties will need to receive **face-to-face training and monitoring visits by their LA** for contract renewal: Anderson, Barton, Cheyenne, Clark, Decatur, Dickinson, Douglas, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Lane, Leavenworth, Linn, Logan, Marion, Meade, Morris, Morton, Ness, Norton, Pawnee, Rawlins, Rice, Rush, Scott, Sheridan, Sherman, Stafford, Stanton, Stevens, Thomas, Trego, Wallace, Wilson, Woodson, and Wyandotte.

Every year it seems at least one vendor doesn't attend a face-to-face training when the LA has decided to require the vendors to come to a central location. This is an acceptable training practice for LAs to use but please remember these tips: Thursdays are the best days for a vendor to actually 'free' up a staff member to attend a training; staff may not get paid for gas or other travel expenses; and many times the staff is extremely busy. If you have had trouble getting a vendor to a training, a reminder call to confirm they're registered for the training is a very good partnership approach. WIC is typically a small piece of the vendor's business, and while they want to do it right and follow policy, anything we can do to assist will be seen a positive from the vendor's perspective.

The training coordinator of all Dillon stores, Cara Campbell, has requested that the LA send a copy of the training announcement to her so she can ensure staff from the Dillon stores are attending the training. Please either mail or email Cara Campbell a copy of the training dates and times. Her contact information is: Cara Campbell | Dillon's Division Front End Manager | Office: 620-669-3189 | Cell: 620-640-5255 | Dillons Food Stores, 2700 E. 4<sup>th</sup> Street, Hutchinson, KS 67501 | [cara.campbell@dillonstores.com](mailto:cara.campbell@dillonstores.com)

The contractor for Walmart stores, Pauline Lasister, has also requested that LAs start sending a copy of the training notice/announcement to her so she can ensure staff from the Wal-Mart stores

are attending the training. Please either mail her at: Wal-Mart Central Operations Execution & Communication, Attn: Pauline Lasister, 702 SW 8th Street, Bentonville, Arkansas 72716-0945 or email her at: [Pauline.Lasister@walmart.com](mailto:Pauline.Lasister@walmart.com)

For those vendors not in a contract renewal year, vendors will complete their interactive training using the State Agency (SA) [June 2016 Annual Vendor Training](#). The training will be delivered to stores the last week in June and is due by July 15, 2016, however due to a delay at the printer's office, we will accept quizzes up through July and they should be submitted to us here at the state by August 1, 2016.

Contracts will go out to store owners in August. The LA needs to have their training and monitoring completed by August 1<sup>st</sup> and data entered into KWIC no later than August 31<sup>st</sup>. The monitoring visit and training attendance sheet should be kept in the LA vendor file and a copy of each sent to the SA for the central office vendor file.

**ACTION REQUIRED:** Complete all required training and monitoring, which includes entering the results into KWIC. For those counties not in contract renewal, 5% of the vendors must be monitored and all vendors who are not in contract renewal must submit the quiz from the SA June 2016 interactive training. Vendor managers who are not in contract renewal year are encouraged to call their vendors to verify they have received the training that is slated to be mailed to vendors the last week in June.

#### **New Management Evaluation Contact**

There has been a change in the Management Evaluation (ME) contacts. Agencies who used to call Rachelle Hazelton as their ME contact should now contact Erin Hubbard. Erin is the lead contact for the following agencies: Dickinson, Ford, Graham, Lincoln, Ellsworth, Jewell, Mitchell, Ottawa, Marshall, Atchison, Brown, Jackson and Rush.

If you need to contact Erin you can reach her at (785) 291-3134 or [ehubbard@kdheks.gov](mailto:ehubbard@kdheks.gov).

**ACTION REQUIRED:** Notify all staff.

#### **WICShopper App**

As presented at the Kansas WIC Conference in March, the State Agency has been working hard to get the WICShopper designed and the UPC database built. We are on track for deployment to Local Agency staff on August 1 and then to clients on September 1. If possible, during the month of August we would like Local Agency staff to use the app in their local grocery stores and make sure WIC approved products are in the app. There will be a form sent out in July that can be used to request that a product be added to the approved food list. Please only visit the non-chain stores, we have received complete product information from Wal-Mart, Dillon's, Target and Hy-Vee grocery stores.

In addition to the approved foods, the WICShopper app will have the following links:

- WICHealth.org. Clients that currently use WICHealth.org as their online nutrition education option, will be able to log in from their phone and complete their nutrition education.
- WIC Health Channel
- Maps to local grocery stores and Health Departments (using Google maps)
- Mobile-friendly format of the current WIC Program Booklet

Grocery store staff will also be encouraged to download the app and check their shelves. They will also have access to the form to request that products be added to the approved food list. This information will be included in the next Vendor Newsletter.

**ACTION REQUIRED:** Look for more information in the July I memo.

**Training: New Employee Breastfeeding Training, Wichita, Nov. 2, 2016**

Every local WIC staff person is an important part of a mother's breastfeeding support team. The next Kansas WIC New Employee Breastfeeding Training ("Using Loving Support to Grow and Glow in WIC") is set for Wednesday, November 2, 2016 in Wichita.

- Training will last one full day. Registration/breakfast begins at 8:00 AM. Sessions begin at 8:15 AM and end by 4:45 PM. Continental breakfast, lunch and snacks will be provided.
- Location: Wichita State University, Hughes Metropolitan Complex, Sunderman Commons, 5015 E. 29<sup>th</sup> North (SE corner of Oliver & 29<sup>th</sup>), (316) 978-3258.

**Registration is through Kansas TRAIN. <http://ks.train.org>**  
New employees should already have set up a KS-TRAIN account, but if needed, see [Using KS-TRAIN for WIC Training](#) for basic instructions to set up a new KS-Train learner account.

- **Search for Course # 1032999.**
  - **Registration deadline is October 25.**
- Who should attend?
    - All WIC staff members are to complete the New Employee Breastfeeding training within one year of WIC employment. (It is acceptable to wait for the next training as long as the person will have been employed in WIC for less than one year by the time they attend.) "All WIC staff" means all staff members who interact with WIC clients, including Breastfeeding Peer Counselors. The training is geared for new employees. However, any staff member who has missed earlier training should attend.
    - Space permitting, we will allow non-WIC staff such as Healthy Start Home Visitors to attend. To confirm space, please contact Patrice Thomsen to inquire prior to registering in KS TRAIN. (785) 296-1189 or [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov)

- **Registration fee. We are testing a new policy.**
  - **WIC staff – No registration fee.** If a WIC employee registers but is unable to attend, a cancellation notice must be received 7 days prior to the training (close of business day October 25). If no cancellation notice is received, the WIC agency will have \$25 assessed against their next affidavit. Exceptions will be considered on a case-by-case basis.
  - **Non-WIC staff: \$45 registration fee.** Cancellations received by the close of business day October 25 will be refunded. Cancellations received after that day will not be refunded and will be billed if not paid. Staff substitutions may be made any time. Payment is due the day of the training, but late payments can be arranged by calling for approval. Do not delay registering on KS-TRAIN while waiting for your business office to prepare payment. Use the Payment form on the WIC training webpage at [http://www.kansaswic.org/local\\_agencies/training.html](http://www.kansaswic.org/local_agencies/training.html) .
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is greater than 30 miles away. See ideas for some hotels on the “Visit Wichita” website at <https://www.visitwichita.com/hotels/> .
- Continuing education credit for licensed dietitians will be offered. Nurses will be provided with information to submit for individual approval.

The next New Employee Breastfeeding Training will be in Topeka in June 2017 - exact date to be determined. Coordinators may choose to wait and send new employees then as long as the person will have been employed in WIC for less than one year by the time they attend.

**ACTION REQUIRED:** Inform appropriate staff. As appropriate, register for New Employee Breastfeeding Training in Wichita by October 25. Contact Patrice Thomsen about registration, late registration, late payment, cancellations, individual accommodations (e.g. food allergies), and other questions. (785) 296-1189 or [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov)

**WIC Advisory Committee: Call for Agenda Items for 7/19/16**

The next WIC Advisory Committee conference call is Tuesday, July 19, 2016 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by July 5, 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 July 5, 2016.

**WIC Advisory Committee – New Member Selection for FFY 2017**

In [PPM ADM: 09.00.00 - WIC Advisory Committee \(WAC\)](#) Regional LA representation rotates among the WIC agencies. Instead of regional elections, the WIC Coordinators of the designated agencies are responsible for selecting the regional representative and an alternate. Every other year new agencies are responsible to select the new WAC member for their region. Refer to the policy for a list of which agencies are included in each region. See the following clip from the policy.

- Regional LA representation rotates among the WIC agencies in the region.
- a. The LA will provide funding from its administrative grant to pay for the WAC member's salary for attending meetings and fulfilling other related WAC duties.
  - b. LA Representative terms are two years, starting on October 1, the first day of the federal fiscal year (FFY).
  - c. The WIC Coordinators of the appointed agencies are responsible for designating the Regional LA representative and an alternate.
  - d. The alternates assume responsibility if the representative is unable to attend a meeting or resigns as a member. Alternates may attend any meeting however only one vote is allowed from each region. Other duties can be shared between the representative and alternate.
  - e. Every other year two new agencies are responsible to select the new WAC members.

Current WAC members can be found here:

[http://www.kansaswic.org/download/WAC\\_Members.pdf](http://www.kansaswic.org/download/WAC_Members.pdf)

For FFY 2017, the highlighted row shows the assigned agencies to select new WAC members. Members that started in FFY 2016 remain on WAC for a second year.

FFY	North Central	Northeast	South Central	Southeast	Northwest	Southwest
2015	Riley Saline		Rice Rush			Ness Seward
2016		Miami Northeast KS Multi-County		Crawford Elk	Sheridan Sherman	
2017	Cloud Dickinson		Sedgwick Southcentral KS Coalition			Stevens Stanton
2018		Nemaha Shawnee (& subs)		Franklin Greenwood	Trego Wichita	

For more information about WAC, see [PPM ADM: 09.00.00 - WIC Advisory Committee \(WAC\)](#)

**ACTION REQUIRED:** The Coordinators from the FFY 2017 highlighted row are to:

1. Communicate with each other in their respective region to select the new WAC Representative and Alternate. Remember that the Coordinators from the highlighted 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.

2. Be sure that new Representatives and Alternates know that the October WAC meeting is October 18, 2016, 10:00 AM, by conference call.
3. By September 15, notify Patrice Thomsen, at the State Agency, of new Representative and Alternate: name, email address, and telephone number. [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov)  
785-296-1189

### **2017 Nutrition Services Plan Guidance**

The 2017 Nutrition Services Plan Guidance was sent to LAs via email June 1, 2016. It can also be found on the Kansas WIC website at this link under the Nutrition Services Plan Guidance tab: [http://www.kansaswic.org/local\\_agencies/](http://www.kansaswic.org/local_agencies/).

One new section has been added. This is the *Writing Objectives and Plans* section. Several examples of objectives were included to assist agencies when writing their objectives and Plans.

It may be helpful to think about possible budgetary impacts of agency's Strategic Action Plans that are developed. Agencies will be able to revise their budgets later, but by including the expense in the LA budget due 7/15/16, a budget revision may not be necessary.

The due date for completed 2017 Plans is November 1, 2016. Because the state WIC office continues to have RD vacancies, those agencies that have Janna Gunckle as their lead will need to send their Plan to one of the three remaining state RDs. For those counties, please send your Plans to the RD listed below.

Martha Hagen, [mhagen@kdheks.gov](mailto:mhagen@kdheks.gov) : Barton, Douglas, Johnson, Miami, Rice, Stafford  
Julie Ornelas, [jornelas@kdheks.gov](mailto:jornelas@kdheks.gov) : Cowley, Kiowa/SCKCPH, Elk, Finney  
Patrice Thomsen, [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) : Butler, Greeley, Lyon

**ACTION REQUIRED:** Notify applicable staff regarding the 2017 Nutrition Services Plan Guidance. Plans should be completed and submitted no later than November 1, 2016 to your designated SA Nutritionist. If possible, include expenses related to NSP activities in the LA budget due 7/15/16.

### **Nutrition Education – wichealth.org redesign, creating staff accounts**

The online nutrition education program, [wichealth.org](http://wichealth.org), underwent a redesign in April. Staff that previously had their own accounts should have been sent an email instructing them to set up a new account.

Anyone who did not previously have a wichealth staff account can set one up. Visit: <https://support.wichealth.org/> and follow the prompts to set up an account. Once staff have an account they can look at and complete client lessons. There are also reports staff can access which give information about Kansas lesson completions, etc. Staff should only set up accounts

on this site that is for staff. If staff create an account on the client site, then any lessons they complete are counted in the reports as completed by clients.

There may be some sections on the staff support site that are still “under construction,” and some new features are coming. Sign up for a staff account and you will be in the know as these features are rolled out.

If your agency is not currently using wichealth.org as an option for clients’ low risk secondary nutrition education, please consider doing so.

**ACTION REQUIRED:** Notify applicable staff regarding staff accounts on wichealth.org.

### **KWIC Focus- Do not upgrade to Windows 10 and Z Staff Names**

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: Additional Educational Opportunities**

- 2016 National Maternal Nutrition Intensive Course – *on-site and on-line options available*. Topics include:
  - Opioid and Marijuana Use During Pregnancy and Lactation
  - Support for Families of Infants with Neonatal Abstinence Syndrome
  - Effects of Depression on Nutrition and Weight in Pregnancy
  - Nutrition as an Integral Part of Preconception and Interconception Care for Women
  - Influencing Eating Behaviors of Parents and Children: Marketing & Labeling Policies and Behavioral Economic Strategies
  - Microbiome and Obesity
  - Taste Preferences and Feeding Behaviors of Parents & Young Children
  - Child and Adult Care Food Program (CACFP) Guidelines
  - Talking about Nutrition and Weight Before and Between Pregnancies



Distance education options are available for certain sessions. Up to 12 CEUs are available for distance viewers. The distance education program will be available from September 1 through November 30, 2016. Additional information about the program, along with registration materials, can be found on the [web site](#).

*Notice that the on-line distance program fee is only \$20 per person* – basically to cover the continuing education cost. Review registration information on the website. Note that if several at one agency want to participate as a group, you should contact Chris Carlstrom for registration instructions. [carls020@umn.edu](mailto:carls020@umn.edu) | 612-624-3024

Do you want to be on **the National Maternal Nutrition Intensive Course mailing list?** To **opt in to their new list** [sign up here](#) .

- 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/>
- 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>
- National WIC Association conferences <https://www.nwica.org/>
  - **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.

**Last Opportunity!**  
**August 26 in**  
**Dodge City.**

**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:**



## Windows 10

### Do not upgrade to Windows 10

Now that Windows 10 has been released, some Local Agencies' might be upgrading their systems to Windows 10. KWIC has not been tested to run on Windows 10, so there could potentially be issues that arise when using KWIC. **If possible, do not upgrade to Windows 10.**

We have learned that if your computer has been set to automatically install "Recommended" updates, Windows update will automatically download and install Windows 10 on your computer. If you have local IT, please work with them to try and change this setting to not allow Windows 10 to automatically install. If you **do not** have local IT, please contact CQuest Helpdesk at (866)-516-3606 **only if** Windows 10 automatically installs.

Testing KWIC on Windows 10 will be done in the near future, but for now, please be aware that if your computer is running Windows 10 you may run across some issues. Please notify the Helpdesk if you do run into any issues, but this will be for **notification purposes only** as there will not be a fix in place at this time to correct the issue(s). One issue that has already been reported is that **growth charts do not print correctly.**

## Z Staff Names

Starting this month, you may notice staff names that both the first and last name begin with the letter "Z" at the bottom of the following dropdowns:

- Find Complaints About a Staff Person
- Record Complaints About a Staff Person
- Staff Contact Guided Ad Hoc

Seeing these names is only temporary. These names belong to CQuest staff and will be filtered out of these dropdowns with release 2.0.3, which is tentatively scheduled for September 16, 2016.

