Memorandum

#09-124

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: August 21, 2009

SUBJECT: WIC Director's Planning Calendar and List of Required Local Agency Policies/Plans

The *WIC Director's Planning Calendar of State Required Due Dates* and the *Required Local Agency (LA) Policies and Plans* have been updated and posted on the WIC website under the WIC Directors link at http://www.dshs.state.tx.us/wichd/default.shtm.

If you have questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, at (512) 341-4400 ext. 2263 or out of the Austin area at 877-341-4491 ext. 2263 or Rachel.Edwards@dshs.state.tx.us.

Attachment

WIC DIRECTOR'S PLANNING CALENDAR OF STATE REQUIREMENTS

The WIC Director's planning calendar can be found on the WIC Website/WIC Directors at http://www.dshs.state.tx.us/wichd/wicdir-pdw.shtm 8/2009

MONTH/ DATE	ACTION	TO SA?	COMMENTS
Daily	Successful transfer of data each day the computer is used	Y	Automatic transfer to state. (Machine should be left running at end of day). Refer to TX WIN LA/Clinic Reference Manual. All laptops must return to a VSAT site at the end of the day and connect to the VSAT.
	Run report for participants certified that day who are under 17 years old.	N	This is a recommendation to ensure compliance with reporting child abuse (Rider 27).
7th working day	Performance Measures and Born-to-WIC breastfeeding rates for previous month	Y	Submit PM report to **cdsb@dshs.state.tx.us** no later than the 15th of each month. Retain BTW BF rates by monthly participation documentation at the LA (*BF: 08.0*)
30th calendar day of month following reporting month	SSF-269A · January 1st quarter (Oct., Nov., Dec.) · April 2nd quarter (Jan., Feb., Mar.) · July 3rd quarter (Apr., May, June) · October 4th quarter (July, Aug., Sept.) · December 4th quarter (July, Aug., Sept.) B-13 (Reimbursement Voucher) for previous month	Y	Submit to **wicvouchers@dshs.state.tx.us** by the 30th calendar day of the month following the reporting month. (*AC: 28.0*) (December - amended upon liquidation of all encumbrances)
Monthly	EBT reconciliation letters-10 day response (if applicable to your LA).	Y	Submit to *Food Issuance and Redemption Services, Attn: Vicki French*
	Provide staff training/education.	N	Retain documentation at the LA including attendees, name and title of person presenting, date and outline of training. (*TR:03.0*)
	Provide in-service on breastfeeding topics for Breastfeeding Peer Counselors. Provide training on BF referral protocol to all new employees.	N	Retain documentation at the LA. (*BF: 3.0 & 4.0*) . PC meetings can be conducted by conference call, if necessary. Attending Interactive Distance learning (IDL) training is an option for meeting in-service requirements.
Quarterly	Track Born-to-WIC breastfeeding rates by enrollment	N	Retain tracking chart at the LA. (BF: 08.0). BTW BF rates by enrollment reports can be found at http://www.dshs.state.tx.us/wichd/gi/gi1.shtm.
March 1st	Annual Plan of Operations due	Y	Submit to the *Clinic Services Branch. Attn: Rachel Edwards*. (*GA: 13.*0)
March (During month)	Collect data for the WISE Report	N	Due April 30th to the SA. (AC: 29.0)
April 30th	WISE Report due	Y	Submit to *Nutrition Services, Attn: Paula Childress*. (*AC: 29.0*)
June 15th	Plan to Allocate Direct Costs (PADC)	Y	Submit to Quality Management Branch at QMB@dshs.state.tx.us . (*AC:3.0*)
Oct 1st	Complete state developed LA Immunization Plan	Y	Submit to Clinic Services Branch (*IM: 11.0*)
Oct. 15th	List of all tangible personal property (GC-11) Provide projected training dates for upcoming fiscal year. Provide training summary for previous fiscal year.	Y	Submit to DSHS Contract Oversight Section. (*AC: 07.0*) Submit to Nutrition Training Group, *Attn: Missy Hammer*, and retain documentation at the LA including attendees, name, title of person presenting, date, and outline of training. (TR: 03.0)
Oct. 30th	FYXX Outstanding Obligations	Y	Submit list to **wicvouchers@dshs.state.tx.us**
60 calendar days following contract term	Close Out Reports (Final FYXX billings)	Y	Submit to **wicvouchers@dshs.state.tx.us** . (*AC: 32.0*)

WIC DIRECTOR'S PLANNING CALENDAR OF STATE REQUIREMENTS

FREQUENCY	ACTION	TO SA?	COMMENTS
Ongoing	Conduct breastfeeding training for staff that have contact with participants.	N	Retain documentation at the LA including attendees, name and title of person presenting, date and outline of training. (*BF: 04.0*)
	Complete 504 Checklists for all new sites and sites that have changed location or have been remodeled.	N	Retain documentation at the LA for three years. (*CR: 06.0*)
	Renew CLIA certificate when needed.	N	The CLIA certificate or copy must be kept on file at the LA. (*GA: 16.0*)
	Submit clinic hour changes to SA.	Y	Submit to Darrell Grimm by e-mail: Darrell.Grimm@dshs.state.tx.us
	New staff complete Nutrition Modules and current staff complete revised modules as instructed by the State office.	N	Retain documentation at the LA. (*NE: 02.0*). Documentation should include dates of completion as well as the date of the revision of the module.
	Maintain up to date local resource list of healthcare/drug/substance abuse counseling/treatment.	N	Retain documentation at the LA. (*CS: 21.0*)
	Maintain updated list of employees working for WIC and employee's relatives & friends on WIC or working for WIC.	N	Not required, but strongly recommended. (*GA: 20.0*)
	If implementing a WCS Program, submit changes to Plan.	Y	Submit changes (e.g. staffing ratios, WCS QA Plan) and names of new WCS that have completed the WCS training within one month of completion to *Clinic Services Branch, Attn:* ***Tonia Swartz***. (*CS: 16.0*)
	Conduct breastfeeding, civil rights, customer service and job skills training for new employees during orientation.	N	Retain documentation at the LA including attendees, name and title of person presenting, date and outline of training. (*BF: 04.0 & CR: 08.0*)
	Conduct child abuse training for all new employees.	N	Retain documentation at the LA. Ensure all employees have received training. (http://www.dshs.state.tx.us/childabusereporting/default.shtm)
	Ensure new employees have all required immunizations.	N	Retain documentation at LA. (Standards for Public Health Clinic Services **http://www.dshs.state.tx.us/qmb/dshsstndrds4clinicservs.pdf)**
	Ensure new employees have current registration/licensure and existing employees maintain current licensure.	N	Retain documentation at the LA. May use these websites for verification: nurses www.bne.state.tx.us/olv/olverf.htm. ; RDs www.cdrnet.org/; LDs www.dshs.state.tx.us/dietitian/dtrost.txt and LCs www.iblce.org/US20%registry.htm
	All LA policies requiring SA approval prior to implementation.	Y	Submit to the Clinic Services Branch. Retain approvals and waivers at the LA..
	Ensure the LA has a designated NE, BF, Training, 504 coordinator and a NVRA Liaison (if 15 or more employees).	N/Y	(NE: 2.0, BF: 2.0, TR: 4.0 CR: 06.0 and GA: 19.0). Only the name of the Training Coordinator needs to be submitted. Submit to *Nutrition Services Attn: Missy Hammer*.
Every 6 months	Food Delivery self-audit	N	Self-audit each clinic site. (*QA: 01.0*)
Bi-annually	Distribute outreach information to potential eligibles.	N	Retain documentation at the LA. (*OR: 01.0*)
	Conduct QA evaluation of food delivery to assure conformity to standards (self audit).	N	Retain documentation at the LA including training and education based on QA results. (QA:01.0)

WIC DIRECTOR'S PLANNING CALENDAR OF STATE REQUIREMENTS

FREQUENCY	ACTION	TO SA?	COMMENTS
Annually	Nutrition Education and Breastfeeding Plans must be submitted to the State office.	Y	Submit to your assigned NE liaison in the *Nutrition Education Branch* and keep on file at the LA. The due date will be provided in the plan. (*NE: 3.0*)
	Conflict of Interest statements to be signed by *each* employee	N	Retain documentation at the LA for audit/review. (*GA: 20.0*)
	Clinic record reviews.	N	Retain documentation at LA. (*QA: 1.0*)
	Conduct civil rights training for *all* employees.	N	Retain documentation at the LA including attendees, name and title of person presenting, date and outline of training. (*CR: 08.0 & TR: 3.0*)
	Conduct customer service training for *all* employees.	N	Retain documentation at the LA including attendees, name and title of person presenting, date and outline of training. (*TR: 03.0*)
	Breastfeeding (BF) Coordinator to attend Breastfeeding Conference.	N	Retain documentation at the LA. (*BF: 02.0*)
	Nutrition Education (NE) Coordinator to attend Nutrition/Breastfeeding (NBF) Conference.	N	Retain documentation at the LA. NE Coordinator may attend other conferences/training in lieu of the NBF conference with SA approval. (*NE: 2.0*)
	Annual breastfeeding update for *all* employees	N	Retain documentation at the LA. (*BF: 04.0*)
	Create outreach plan.	N	Retain documentation at the LA. (*OR: 01.0*)
	Calibrate scales.	N	Retain documentation of calibration at the LA. (*CS: 17.0, Guidelines for Nutrition Assessment)*
	Conduct QA evaluation of administrative, eligibility, facility, clinical and financial management to assure conformity to standards. (Self audit)	N	Administrative evaluation should include reviewing local policies to update or delete those no longer current. Retain documentation at the LA including training and education based on QA results. (*QA: 01.0*)
	Conduct performance evaluations on all employees	N	Retain documentation at the LA. (DSHS for Public Health Clinic Services http://www.dshs.state.tx.us/qmb/dshsstndrds4clinicservs.pdf)
	Distribute Client Satisfaction Surveys	N	Retain surveys and documentation of action taken to improve services at the LA. (DSHS for Public Health Clinic Services http://www.dshs.state.tx.us/qmb/dshsstndrds4clinicservs.pdf)
	List of all automated equipment provided by state management	Y	Submit to the *WIC Warehouse, Attn: Rollie Hernandez*. SA will send notification to LAs.
	Plan to Allocate Direct Costs (PADC)	Y	Submit to Quality Management Branch at QMB@dshs.state.tx.us . (*AC:3.0*)
Every 5 Years	BF Coordinator and *all* CAs are required to retake breastfeeding training	N	Retain documentation at the LA. (*BF: 04.0*)