



Memorandum

#09-162

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: December 4, 2009

SUBJECT: Formula Conference Call – January 12 and 19, 2010

A formula conference call is planned for Tuesday, January 12, 2010 and again on Tuesday, January 19, 2010. The topic will be “Formula Policy Update 2010” and will cover the most recent policy changes and new formulas available for issuance. The training will be presented via Qwest and the same content will be repeated at each call. If you cannot connect to Qwest, you can participate by telephone call in. The times will be as follows:

Tuesday, January 12

10:00 AM - 11:30 AM for LA 001 - 053
12:00 PM - 1:30 PM for LA 054 – 109

Tuesday, January 19

10:00 AM – 11:30 AM for LA 054 - 109
12:00 PM – 1:30 PM for LA 001 - 053

If you are unable to participate at your assigned time, you may choose another. We have 119 lines available per call in period so try to group staff together to the extent that you can.

Instructions for logging on to Qwest:

1. You will need a telephone and Internet access with Internet Explorer
2. Go to <http://qwest.conferencing.com/>
3. Log on to the conference as a participant with the following room number:
Formula Training: *6074522*
4. To join the meeting by phone, select “dial in now” to see instructions.
 - a. Dial the number **1(877) 768-0032**.
 - b. Enter the **room number *6074522***
 - c. Then your 5 digit *personal identifier number (PIN)* will be provided to you on your computer screen. Please enter all digits including the *keys. This action links your web and telephone connections.
5. Send a message to the facilitator with your name, LA number, location, and email address using the “chat box” at the bottom right hand part of your screen.
6. Plan on joining the meeting 15 minutes early if you anticipate technical difficulties.
Qwest technical support can be accessed during a conference by dialing ***10*** or 1-800 860 8000 prompt #2.

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Instructions for logging in to participate by phone only:

1. Dial the number **1(877) 768-0032**.
2. Enter the room number ***6074522***
3. Make sure your staff has copies of the power-point and handouts for use during the call.

More information and an agenda will follow in mid-December. The power-point and handouts will be posted in early January.

If you have any questions or require additional information, please contact Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4577 or cathy.plyler@dshs.state.tx.us

<http://www.dshs.state.tx.us>

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