



Memorandum

#13-029

TO: DSHS Regional Directors
WIC Local Agency Directors

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

DATE: March 18, 2013

SUBJECT: Revised Formula Trainings for 2013

Formula trainings are undergoing revision in 2013. It is highly recommended that all staff involved in any aspect of the formula approval process attend training sessions on each topic this year. At a minimum every agency must have at least one representative attend a training session on each topic in order to train other staff.

Policy Revisions

The following policy trainings are available. Changes regarding the policy trainings are outlined below.

- **FD 19.0 Exchanging and Managing Returned Formula Inventory** –The revised policy is pending final approval and clarifies or expands the concepts found in the current policy. Proposed effective date, April 1, 2013. **New** trainings available beginning in February 2013 with multiple trainings in March and April. **This training is relevant to all staff involved in either formula exchanges in TWIN or documentation using the returned formula logs.** The following concepts will be discussed:
 - Completing formula exchanges when accepting and issuing out returned formula.
 - Using the revised returned formula logs and managing returned formula inventory
 - Exchanging formula food packages
 - Exchanging formula for the mostly breastfed infant
- **FD 16.0 Approval of Formulas and Nutritional Products Requiring Medical Documentation** – **New title**, effective March 1, 2013. The previous FD 16.0 has been split into 2 policies to allow focus on the two parts of the formula approval process.

- FD 16.1 Issuance of Formulas and Nutritional Products Requiring Medical Documentation – **New focus** effective March 1, 2013 - This policy covers issuance decisions after the approval has been completed. The initial training in March will cover both policies together. Future trainings will separate the policies with a break in between so staff can attend either or both parts.
- FD 15.0 Issuance of Ready to Use Formula - When is it OK to use? – **New** training for this policy. Available monthly beginning in January 2013. This training will clarify when ready-to-use formula is allowed and when it is not.

Formula Approval Training Series

The following formula approval trainings are being revised as they are presented in 2013. Changes regarding the formula approval trainings are outlined. These trainings are relevant to clinic staff involved in approving formula or in obtaining formula approval information.

- Introduction to Formula Approval – **Revised** in January 2013. This training covers the “how to” of formula approval and incorporates recent FD 16.0 and 16.1 updates.
- Formula Approval 101 – **Revised** February 2013. This training covers the Level 1 formulas and includes contract and non-contract routine milk and soy-based formula, protein hydrolysate, and premature formula.
- Formula Approval 201 – **Revised** March 2013. This training covers the Level 2 formulas and includes high calorie supplements.
- Formula Approval 301 – will be **revised** for April 2013. This training covers the Level 3 formulas and includes renal, elemental, metabolic, and formulas with high MCT oil and altered mineral levels.
- Formula Update – This training will be provided when needed if there are formula changes after the revisions have been completed or for time sensitive topics. The first update is planned for the April/May timeframe.

Check the monthly training schedules at <http://www.dshs.state.tx.us/wichd/tng/idl-cal-dates.shtm> for available dates and times. The trainings will be repeated throughout the year for your convenience.

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 or Sandra Brown, Food/Formula Specialist, Nutrition Education/Clinic Services Unit, at (512)341-4576 or sandra.brown@dshs.state.tx.us.