



Memorandum

#15-028

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

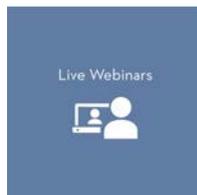
DATE: March 11, 2015

SUBJECT: Coming this Spring – The New Texas WIC Training System

The new *Texas WIC Training System* will provide - A customized and easy place to log-in:

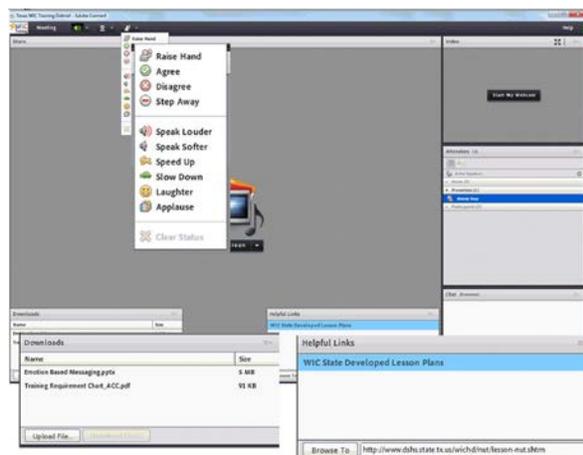


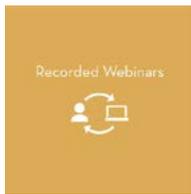
All types of trainings at your fingertips....



Webinars (live trainings)

Live trainings never looked so good or were so fun! A few of the features you may see are easy interaction buttons, pods that allow you to access and download documents throughout the training, the ability to go directly to helpful websites, use of multiple web cams, plus much more...





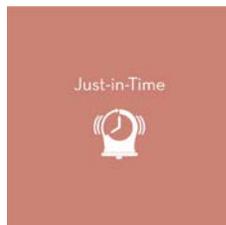
Recorded Webinars (webinars/live trainings recorded for later viewing):

Miss a webinar? Check our training catalog to see if it was recorded. Then watch it out on your own time.



Self-paced (trainings that you can take anytime)

Self-paced trainings have lots of interaction and can be done at your own pace. Don't have time to complete a full training, no problem! Just close it and when you come back to it, it'll start you right where you left off.



Just-in-Time (short informational/demo trainings)

Want to learn how to do something quickly – whether it's how to use a certain feature in the new Texas WIC Training System, or how to avoid particular frequent findings when you are being monitored, or measuring and weighing techniques – you'll be able to get the information you need within a matter of minutes.

A quick way to identify subject matter!

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR 3.0, TR 3.0
Customer Service	Within 3 months of employment & annually	TR 3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT 3.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR 3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR 3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR 3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR 3.0
Assessing risk conditions (determining nutritional risk & risk code)	Prior to performing duties	TR 3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD 18.0E
NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to counseling and teaching class	TR 3.0
Infant Module	Within 6 months of employment	TR 3.0
Preschool Module	Within 6 months of employment	TR 3.0
Prevalent Module	Within 6 months of employment	TR 3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF 4.0
Postpartum Module	Within 6 months of employment	TR 3.0
Formula Module	Within 6 months of employment	TR 3.0
VENA Counseling Skills	Prior to performing duties	TR 3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR 3.0
BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF 4.0
Breast Pump Training*	Within 6 months of employment & prior to issue	BF 4.0
Ongoing Breastfeeding Training	Annually	BF 4.0
POLM or Breastfeeding Management* (IBCLC Exempt)	Within 12 months & every 3 years	BF 4.0
Nipple Shield and Supplemental Nurse Training	Prior to issuance, if applicable	BF 4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE 2.0, BF 3.0
Peer Counselor Initial Training	Not applicable	BF 3.0



Color bars connect trainings topics to Training Requirement Chart (TR 3.0)

A quick glance at a training will tell you what subject matter is covered – Core Skills; Clinic Services; Nutrition: Knowledge, Education and Counseling; Breastfeeding; etc.

An easy-to-navigate catalog with all of our trainings, dates, times, and log-in info listed in one place!
 You can see trainings by list view, date view, or filter them by using the popular tags on the right - based on the training format or subject matter.

So, how do you get prepared for the new system?

First you'll need to test the computers you plan to train on. Go here to test your connection.

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

After testing your connection, you will see a pass or fail appear at the top of your screen for each test:

Test 1 - Flash Player Version Test: If the computer fails Test #1: You'll need to talk with IT at your agency– You will need flash installed (it's a free download). Without Flash, you will not be able to view many of the trainings.

Test 2 – Adobe Connect Connection Test: This is to make sure the computer can reach our servers – this is important because this is where the trainings coming from. If it fails, it is again another IT issue within your agency.

Test 3 – Connection Speed Test: This is the overall speed performance of your computer(s) – Here is how to interpret the results:

- LAN = high (best)
- DSL = medium
- Modem = low (not great, but may still work)

Test 4 – Adobe Connect Add-in Test: Everyone will fail this one – which is expected and OK. You don't need to worry about this (only we, at the state office, need this to work).

Keep an eye out for your next round of promotional posters.

Want a sneak peek? Come to one of our informational webinars in April:

Texas WIC Training Sneak Preview

- April 8th 12-1pm
- April 14th 8-9am
- April 22nd 2-3pm
- April 28th 8-9am

To join the meeting:

<https://txwictraining.adobeconnect.com/wicsneakpreview/>

You can listen to the conference one of two ways:

1. Dial into the audio conference by phone
(toll-free through CenturyLink):
1-877-820-7831
Passcode: 5123414516#

OR

2. If you prefer to use your computer microphone:
go to the phone icon
click on "connect my audio"
choose either "Join" or "Listen Only"

If you have any questions, contact Mandy Seay RD, LD, CDE, Nutrition Education Consultant, at 512-341-4516 or mandy.seay@dshs.state.tx.us.

