



## Memorandum

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**#11-119**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** September 21, 2011

**SUBJECT:** Quarterly Qwest CCNE Sharing Session

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Join us for our quarterly Qwest sharing session to discuss Client-Centered Nutrition Education (CCNE). All Local Agency (LA) staff, particularly Nutrition Education coordinators, are invited and encouraged to attend. We will introduce and discuss new and upcoming CCNE lessons, trainings and resources. This is a great opportunity to share your ideas and get feedback from other Local Agencies.

This Qwest conference will take place twice to accommodate different schedules. We hope you will be able to join us.

Please have the following documents available during the Qwest session:

CCNE Evaluation Checklist –

<http://www.dshs.state.tx.us/wichd/nut/pdf/CCNEEvaluationChecklist.pdf>

CCNE Lesson Development Checklist –

<http://www.dshs.state.tx.us/wichd/nut/pdf/CCNELessonDevelopmentChecklist.pdf>

### **Qwest Dates and Times**

Tuesday, 9/27/2011 11:00 am-12:00 pm

OR

Thursday, 9/29/2011 11:00 am-12:00 pm

### **Qwest Phone Number**

(866) 921-2204 (see instructions below for logging on)

### **Room Number**

\*1796544\*

**Qwest Web Conferencing Information and Instructions for Logging On**

1. You will need a telephone and Internet access with Internet Explorer.
2. Go to <http://qwest.conferencing.com/>.
3. Click “Participant Log-in.” Participants will be prompted to type in meeting number \*1796544\* and their names.
4. Participants will be asked how they wish to access the voice portion of the meeting and will be prompted to identify if they choose options “Already Dialed In” or “Dial In Now.” If not already dialed in, choose “Dial In Now” and then call (866) 921-2204. Then enter the room number \*1796544\* to join the meeting and then your *personal identifier number* given to you on your computer screen to link your phone and web connections.
5. Plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter. If you experience technical difficulties press \*10\* on the telephone keypad to access technical support.

If you have questions or require additional information, please contact Frances Diep, Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, at (512) 341-4584 or [frances.diep@dshs.state.tx.us](mailto:frances.diep@dshs.state.tx.us), or Erin Thornberry, Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, at (512) 341-4580 or [erin.thornberry@dshs.state.tx.us](mailto:erin.thornberry@dshs.state.tx.us).