



Memorandum

#12-086

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: August 24, 2012

SUBJECT: Implementation of Revised Breast Pump Procedures

This is an all-inclusive memo highlighting the changes to the Breast Pump Program in preparation of Fiscal Year (FY) 2013. All changes will go into effect as of October 1, 2012. Please begin training and preparing local agency (LA) staff.

Contracted Products:

As announced in memo #12-071, the following products will be available on the new breast pump contract:

- multi-user electric breast pump: the Elite,
- single-user electric breast pumps: the Purely Yours & the Personal Double Pump,
- manual breast pumps: the One-hand Manual and the Harmony.

The Personal Double Pump will be pilot-tested by *LA03: Cameron County*, *LA17: UT Health Science Center – Houston*, and *LA42: Williamson County*. These are the only LAs able to order this product until further notice. However, all LAs need to be familiar with the new pump in case a participant transfers from a piloting LA and needs assistance with troubleshooting. Thus, it is strongly recommended that all staff involved with pump issuance view the revised training described below.

Statement of Work Updates:

Revisions to the LA Statement of Work now specify that LAs are required to purchase additional sized flanges from the contracted vendors, and distribute them to eligible WIC participants. WIC pricing for the additional sized flanges is attached.

Please note that an additional change to the LA Statement of Work includes the right for the State Agency (SA) to withhold payment if an LA fails to accurately complete and submit breast pump receiving reports within three (3) business days of receiving a breast pump delivery. Thus, in order to receive monthly payment, it is essential for LAs to reconcile inventory upon receiving it.

Policy Updates:

Policy BF: 05.0 has been revised and will be posted to the DSHS WIC website October 1. The policy was revised to include the new name of the WIC-50, which is titled, “*Single-User Breast Pump Release Agreement.*”

Policy BF: 06.0 has been revised and will be posted to the DSHS WIC website October 1. The policy was revised to include the new name of the WIC-51, which is titled, “*Multi-User Breast Pump Loan Contract.*”

Other revisions to the policies include,

- WIC staff will be required to provide an appropriate pump and flange size without the need for additional travel,
- a secure location is now defined as locked location, and
- qualifications to be met prior to issuance (similar language in BF: 07.0).

Policy BF: 07.0 has been revised and will be posted to the DSHS WIC website October 1. Starting October 1, proxies will be allowed to sign in lieu of a participant during breast pump issuance as long as all requirements are met.

A memo regarding the policy revisions along with the policies themselves will be sent out in September.

Material Updates:

The required breast pump logs listed below have been revised to correspond with contractual changes and assigned electronic stock numbers. They are available for downloading from the WIC Catalog, <http://www.dshs.state.tx.us/wichd/bf/wicsinv.shtm>.

Inventory Logs for,

- (1) *Master Inventory Log for Multi-User Electric Breast Pumps: EF13-06-13701,*
- (2) *Issuance of Multi-User Pumps & Collection Kits: EF13-06-13702,*
- (3) *Single-User Electric Breast Pumps: EF13-06-13703,*
- (4) *Manual Breast Pumps: EF13-06-13704.*

Receiving and Transfer Logs for,

- (1) *Multi-User Electric Breast Pumps: EF13-06-13965*
- (2) *Single-User Electric Breast Pumps: EF13-06-13966*
- (3) *Collection Kits: EF13-06-13964*
- (4) *Manual Breast Pumps: EF13-06-13963.*

The *Breast Pump Release Forms (WIC-50/A & WIC-51/A)* have also been revised to accommodate changes made to policy, which allow proxy and/or participant signatures of acceptance.

In addition, the *Breast Pump Procedures Manual*, stock number 13-06-12146, is currently under revision and scheduled to be released by the end of the 2012 calendar year. Moving forward, it will

serve solely as a reference manual for staff to access as needed. Once finalized, a hard copy will be automatically mailed out to each clinic and available for downloading off the WIC Catalog.

Please stay tuned for continued enhancements to the Breastfeeding Order System (BOS), <http://texaswic.dshs.state.tx.us:4554/Home/Security/LogOn>. More details will be released as information finalizes.

Training Updates:

Any Breast Pump IDL training recorded prior to September 2012 should be discarded or recycled by September 1, 2012. The training (formerly *TX WIC Breast Pump Program 01 and 02*) has been updated and combined into one class, which will provide staff with an understanding of how to use, issue, and maintain contracted breast pump inventory. This training satisfies the breast pump training requirements identified in *WIC Policy BF: 04.0 Breastfeeding Training*, and is scheduled to show live in September. To familiarize WIC staff with pumps added to the contract, it is strongly recommended that all staff involved with pump issuance view this training. If staff cannot attend the live IDL, it is recommended that LAs record the required program.

Also showing live in September is a provisional IDL that reviews topics discussed in this memo that are related to the FY13 contractual changes. The content is appropriate for staff members involved in ordering, receiving, issuing, retrieving, and/or cleaning breast pumps. This training will not be offered after September 2012.

The Quality Management Branch (QMB) will begin reviewing compliance, regarding topics discussed in this memo, during all reviews conducted after October 1, 2012.

If you have questions or require additional information about the Breast Pump Program, please contact Lindsey Randall, Breast Pump Coordinator, at 512 341-4594 or email Lindsey.Randall@dshs.state.tx.us.

Ordering Ameda Breast Pump Parts

Item Description	Item #	Pricing	Ordering Information
Standard-sized flange (25mm)	625108	\$5.31	<p>Each local agency should designate one or two people to place one (1) order per local agency – typically the WIC Director or Breastfeeding Coordinator.</p> <p>Parts should be ordered from Ameda during the months of September, December, March, and June via the following methods:</p> <ul style="list-style-type: none"> • Email: WIC@Ameda.com • Phone: 847-964-2638 <p>Include your first and last name, telephone number (area code first) and which local agency you are from.</p> <p>There is a \$50 minimum order requirement during the designated months in order for shipping costs to be waived.</p> <p>Orders will be shipped directly to the local agency within 30 days after the order notification is submitted to the vendor.</p>
Breast Flange Reducing Insert (22.5 mm)	625111	\$1.39	
Flange Flexi-shield 21.0mm Insert	17212	\$10.29	
LG/Med 30.5mm Flange & 28.5mm Insert (sold in cases of 10 increments)	17143	\$54.60	
XXL/XL 36.0mm Flange & 32.5mm Insert (sold in cases of 10 increments)	17144	\$58.60	
White valve	10110213	\$1.36	
White tubing adapter	620559	\$0.36	
Diaphragm	10110214	\$1.36	
Locking Ring	620551	\$0.36	
Locking Disk	623954	\$0.12	
Cooler	617063	\$1.39	
Multi-User Soft Carrying Case with 2 cooling elements	17018	\$24.14	
Multi-User Hard Carrying Case with foam insert	617606	\$53.80	
Silicone tubing	52100019	\$2.65	
Adapter Cap	623129	\$0.60	
Electric Outlet Adapter	622401A	\$13.47	
Elite Pump Car Adapter	617608	\$15.55	
Using the Elite Breast Pump, Collection Kit and One-Hand Breast Pump from Ameda, bilingual, DVD	Stock # DV0158		
Using the Purely Yours Breast Pump from Ameda with the Collection Kit Milk Collection System, bilingual, DVD	Stock # DV0159		<p>Check with your local agency director for additional ordering details and/or access rights.</p>

Ordering Medela Breast Pump Parts

Item Description	Item #	Pricing	Ordering Information
27mm Personal Fit Flange	87077	\$26.75	<p>Each local agency should designate one or two people to place one (1) order per local agency.</p> <p>Parts should be ordered from Medela during the months of September, December, March, and June via the following methods:</p> <ul style="list-style-type: none"> • Email: customer.service@medela.com • Phone: 888-633-3528 <p>Include your first and last name, telephone number (area code first) the name of your local agency and your agency's account number.</p> <p>Orders will be shipped directly to the local agency within 30 days after the order notification is submitted to the vendor.</p>
30mm Personal Fit Flange	87079	\$26.75	
36mm Personal Fit Flange	87094	\$40.00	
Tubing Only	87212	\$100.00	
Standard Sized Flange (24mm)	87087	\$26.75	
2 Yellow Valve and 2 membranes	87089	\$3.50	
Diaphragm	67091	\$11.28	
Battery Adapter	67553	\$10.00	
Cooler	8997020	\$1.00	
Electric Outlet Adapter	9280043	\$12.80	
Vacuum Gauge	1977005	\$28.99	<p>WIC Catalog: http://www.dshs.state.tx.us/wichd/WICCatalog/contents.shtm</p> <p>Check with your local agency director for additional ordering details and/or access rights.</p>
Advanced Personal Double Breast Pump	Stock # DV0756		