KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2022-03

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: December 30, 2021

RE: KDHE Revamps Website and Issues Related to the Roll Out
Statewide Kansas WIC Conference Canceled
Further Extension of WIC Waivers to April 16, 2022
Zoomin’ with WIC Coordinators
Quarterly Time Studies/Time Sheets
IRS Standard Mileage Rate for Calendar Year 2022
NEW Nutrition Education Materials to Support Remote and In-Person Appointments
Replacement WICHealth.org Lesson Content
WICHealth.org Lesson Selection on KWIC Topics Screen
BFPC Quarterly Report
WIC Advisory Committee – Call for Agenda Items (1/25/22)

KDHE Revamps Website and Issues Related to the Roll Out

KDHE released a re-formatted website on December 29. The intent is to make the content more easily accessible and smart phone friendly. Since the release, we have noticed areas that need additional work in order to be useful for staff. For example, policies are no longer ordered in the Alpha/Numeric system such as CRT 01.00.00. The policies are grouped in categories like “Certification” but are then listed in alphabetical order by the title. Also, some of the actual links may not open properly. This creates a special problem for new employees in training who are trying to read the policies as assigned. Please do the best you can to locate the policies and read them as assigned in the training modules. We are working with the website consultants to resolve these issues.

If you note any additional problems or have any feedback, please send the information and feedback to Kelly Vickers at Kelly.Vickers@ks.gov.

ACTION REQUIRED: Share this information with all staff.
Statewide Kansas WIC Conference Canceled
Statewide Kansas WIC Conference planned for 2022 is canceled due to the amount of required breastfeeding training in 2022, the vacancy of the state WIC training position and the ongoing COVID pandemic.

ACTION REQUIRED: Watch future I-memos for information when planning starts for the next Kansas WIC Conference.

Further Extension of WIC Waivers to April 16, 2022
This is a repeat of a mass email sent on October 19, 2021 to all Kansas WIC staff identified in KWIC to receive I- and P-memos. We are including in this I-Memo to be sure all have seen it.

The Department of Health and Human Services has again renewed the Public Health Emergency (PHE) Declaration. As of October 18, the current HHS PHE has been renewed for another 90 days. The USDA has extended the WIC waivers until 90 days after the end of the nationally declared public health emergency. Therefore, with the updated PHE expiration date as prescribed by HHS, the current WIC waiver expiration date is now April 16, 2022.

Thank you for all you do to improve and protect the health of all WIC family members. Continue to take care of yourselves as well!

ACTION REQUIRED: Continue to serve WIC clients remotely, in-person or hybrid as determined by your Local Agency. Notify your SA point of contact vis email about how you are currently providing services; remotely, in-person or hybrid. As before, continue to watch emails and/or Information/Policy Memos about another extension.

Zoomin’ with WIC Coordinators
Wednesday, January 12, 2022 2-3pm
WIC Coordinators are invited to join this Zoom meeting as a way to have a conversation with your peers about how you operate WIC. After brief updates from the Kansas WIC Director, David Thomason, the floor will be open to talk amongst yourselves about whatever you would like to. Want to know what others are doing? This is the place to ask! You can join using computer audio and webcams, but if you don't have the technology, you can simply join by phone. To limit the number of people, only WIC Coordinators are invited to join.

ACTION REQUIRED: WIC Coordinators, if you would like to join, please use the link below when it’s time to join:

Join Zoom Meeting
https://us02web.zoom.us/j/82352138168

Meeting ID: 823 5213 8168
Using One tap mobile:
+13462487799,,82352138168#
To call in with audio only: Dial the following number
+1 312 626 6799
Meeting ID: 823 5213 8168

**Quarterly Time Studies/Time Sheets**
After reviewing the State policy on LA Time and Effort Reporting ADM 02.03.02, we have discovered that some agencies are not in full compliance with this policy. On a quarterly basis, agencies are responsible to send **daily** time sheets or a completed WIC Time Study form. This means that if your agency has not been providing a daily account of WIC time spent for all salaried/hourly employees or contracted individuals funded in total or in part by WIC funds, we need you to update your method of quarterly time submittal.

**ACTION REQUIRED:** Notify WIC staff, as well as other Health Department or County staff who are involved with providing time studies to the WIC Program. Check to make sure that time sheets record **daily** time spent by each employee for the WIC Program. If you have questions, please contact Linda Speirs at (785) 291-3134 or by email at linda.speirs@ks.gov. Time studies should be sent to KDHE.KSWICFiscal@ks.gov.

**IRS Standard Mileage Rate for Calendar Year 2022**
Effective January 1, 2022, the maximum allowed mileage reimbursement for privately owned automobiles changed for business miles driven. The maximum allowed WIC reimbursement for Calendar Year 2022 will be $0.585 per mile. Each Local Agency’s affidavit spreadsheet should reflect what their agency allows up to this new maximum amount. Please check the affidavit and change as necessary.

**ACTION REQUIRED:** Notify all WIC staff, as well as other Health Department or County staff, who are involved with providing affidavits to the WIC Program. If you have questions, please contact Linda Speirs at (785) 291-3134 or linda.speirs@ks.gov.
NEW Nutrition Education Materials to Support Remote and In-Person Appointments

WICHealth has developed nutrition education materials that staff can share with clients during counseling sessions. PDFs and images are available to print off, send to clients via text or email, or screen share during video appointments. These visual tools are designed to supplement the nutrition education that staff provide, while also creating continuance of care by directing clients to related WICHealth lessons.

Materials are currently available in English only but will be available in Spanish soon.

ACTION REQUIRED: Refer appropriate staff to the materials. Materials can be found on the WICHealth staff website. Click on ‘Resources.’ Click the ‘Category’ dropdown to reveal WICHealth categories. Choose from English or Spanish in the ‘Language’ dropdown. Click on a resource and select ‘Download’ for the PDF or JPG file. Learn more about WICHealth-To-Go from the WICHealth-on-Demand webinar: https://www.wichealth.org/Support/Academy/Lesson/87

See attached “Locating WICHealth-to-Go Materials” and “Baby’s First Cup” sample pdf.

For at least the time being, these topics will not be entered into the Topic screen of KWIC. Staff are encouraged to document if they are sent using Notes.

If you have questions about WICHealth.org, refer to the Implementing WICHealth.org In Your Clinic webinar recording from July 2021.

Replacement WICHealth.org Lesson Content

WICHealth.org has some changes in lessons

- New lesson – “Time To Eat! What’s On your Plate?” replaces “Choose MyPlate to Build Healthier Families.” The new title has been put into KWIC for all client categories, just as the Choose MyPlate was marked.
- “Make Meals And Snacks Simple” has completely updated content, but the title remains the same.
- “Mothers In Motion Introduction And Overview” was new a while ago but only recently added to KWIC. (PG, BF, PP)
The WICHealth instructions and lesson title list for clients will not be revised for a few weeks because WICHealth staff are planning more changes in the next few weeks. We will wait and update the list then.

**ACTION REQUIRED:** Notify staff. Recommend to clients as appropriate. Staff might want to use their WICHealth staff account to view the new lessons.

**WICHealth.org Lesson Selection on KWIC Topics Screen**

KWIC Client Services 4.5 Release in Spring 2021 included the following:

1. The system will now import records for completed Online Nutrition Education lessons completed by Active WIC clients. The completed lesson name will be displayed in the **Discussed Topics** section of the **Nutrition Education Topics** window.

2. The **Nutrition Education Topics** window in Client Services has been updated to accommodate Online Topics with new All, Online, and Non-Online filter radio buttons in the Available Topics section of the window. A new column will display a “Y” to indicate which completed topics are flagged as Online topics in the Discussed Topics section.

During design, we decided that the default in the Available Topics would be “All”. The unintended consequence is that staff are selecting Online wichealth.org lesson titles as counseling topics at certification and secondary education. This makes the record confusing because the client did not actually complete that lesson.

Also, before the importation of wichealth.org lessons, those topics began with a prefix of “wichealth-org” so staff could find them when the client certificates were emailed to the clinic. Staff should no longer be using these topics. Assignment from wichealth.org should be automatically imported. Removal was overlooked after Julie retired and they will be removed soon.
ACTION REQUIRED: During counseling, staff are encouraged to change the Available Topics radio button from “All” to “Non-Online” to reduce the risk of mistakenly selecting an Online wichealth.org lesson title.

If you’d like a refresher about the online nutrition education through wichealth.org, see the recording and other information on the training website under the “wichealth.org” dropdown. http://www.kansaswic.org/local_agencies/training.html

BFPC 1st quarter Quarterly Reports due January 20, 2022
This is a reminder to please submit the 1st quarter BFPC Quarterly report by January 20, 2022.

ACTION REQUIRED: Submit the report to Casey Florea at Cassandra.florea@ks.gov.

WIC Advisory Committee – Call for Agenda Items (1/25/21)
The next WIC Advisory Committee conference call is Tuesday, January 22, 2022 at 9:00 AM.
Please submit agenda items to your WAC representative or Patrice Thomsen by January 18 You can find your representative name and contact information on the WIC Advisory Committee page of the Kansas WIC website. As a reminder, questions about policy implementation should be directed to your agency’s assigned state staff member. Alternates are also invited, but may choose not to attend, unless notified that your Representative will not be attending. The facilitator for the January call is Mookie Holmes, from Wyandotte County. This meeting is the changeover meeting in which departing and new members both participate.)

ACTION REQUIRED: Read minutes. Submit any agenda items by January 18, 2022.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Items included below and/or provided as separate documents:

- “Locating WICHealth-to-Go Materials”
- “Baby’s First Cup”
When can I start LEARNING TO USE A CUP?

<<< At around 6 months of age, I may be able to start learning how to use a cup! Help me learn by using an OPEN CUP.

When I am ready for an OPEN CUP, I will show you these signs:

- I bring my head towards food or cups when adults or older children have them.
- I am able to sit up without help. This includes helping from a cushion or chair.
- I have control over my head. I can hold my head up without help.
- I have a strong grip. I pick up and hold objects.
- I can curve my lips around the rim of the cup.

OPEN CUPS ARE:

- Better for my teeth than bottles or sippy cups.
- Great for developing hand-eye coordination.
- Easier to clean than bottles.

YOU CAN HELP ME LEARN!

Offer a very small amount of liquid in the cup at first. One ounce is enough to get in great practice. You can fill the cup gently to help me practice swallowing small amounts.

AN OPEN CUP IS A CUP WITHOUT A LID, SIPPY SPOUT, OR STRAW.

WHAT GOES IN MY CUP?

When I am 6 to 12 months old, you can put human milk, infant formula, or small amounts of water in my cup.
LOCATING WICHEALTH-TO-GO MATERIALS

Click on Resources on the WICHealth Support page.