

LOCAL AGENCY ANNUAL WIC PLAN - FY 2019
INTRODUCTION & CHECKLIST

Local agency: _____

Plan Period: 10/1/18 – 9/30/19

Contact person: _____

Local Agency Plan components – Due Dec 21, 2018

- Narrative Summary
Address the 3 areas identified in the plan guidance
- Breastfeeding Peer Counseling Report
For agencies with BFPC funding

Midpoint Progress Update FFY 2019 - for our 5 Joint Goals/Strategies in areas of:

- Exclusive Breastfeeding
 - Obesity
 - Caseload
 - Diversity
 - Women's Mental Health
 - Local Agency Specific Goals (optional)
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- WIC Staff Listing Form
 - Clinic Site Listing Form
 - WIC Staff Job Descriptions
 - Local Agency WIC Clinic Procedures

Submit all components via email to
jackie.johnson@nebraska.gov
Including a scanned signed copy of this check list

Submission date: _____

Signature: _____

Guidance for Plan Components

Due by Dec 21, 2018

Introduction Checklist Form

- Complete and submit all components via email
- Remember to scan and email a copy of the signed & dated check list along with all required components

Send to
Jackie.johnson@nebraska.gov

Narrative Summary

Write a narrative summary to describe each of the following points listed below:

1. Update for the past year for your WIC program
 - a. Important events and activities that happened over the past year, large or small
 - b. What you feel good about
 - c. What you are struggling with
 - d. What you would like to improve
2. Past changes made in 2018 impacting your program or clinic services:
 - a. To prepare for or implement e-WIC during 2018
 - b. Other Program and clinic changes made during 2018
3. Future changes for 2019
 - a. Changes anticipated or planned related to e-WIC
 - b. Describe something you would like to do and why. Include what you need to make this happen.
 - c. Describe anticipated changes such as:
 - WIC clinic location changes
 - WIC clinic remodeling
 - Services offered at WIC clinics
 - Changes in the way your agency will provides WIC services
 - Anticipated staffing changes
 - Reason for above anticipated changes

Breastfeeding Peer Counselor Program Report

Instructions: Provide a narrative report to address the following points listed below: This report should be separate from your Narrative Summary.

1. Program Structure: Please include the following information:

- Number of Peer Counselors
- Approximate hours worked per each counselor
- Approximate caseload of each peer counselor
- Length of time each peer counselor has been employed
- Clinic(s) the peer counselors are working in
- Describe how clients are referred/assigned to peer counselors and the name and credentials of the BFPC program coordinator
- Approximate number of hours/week BFPC program coordinator spends on BFPC program
- Name of person who writes the BFPC report

**If your agency has received BFPC funding but has not yet started the program – please provide your plans for the program structure, including timelines for implementation/training of breastfeeding peer counselors.

2. Successes and Best Practices:

- Describe successes of your program in the past year.
- What “best practices” has your agency implemented that has contributed to your successes?

3. Challenges:

- Identify any challenges encountered during the implementation or continuation of your agency BFPC program.
- How were you able to address these challenges?

4. Staff/Client Perspectives:

- Describe feedback and observations that have been heard from clients or staff related to the BFPC program.
- What effect does the BFPC program have on the breastfeeding friendly environment in clinics?
- How does having a BFPC program help staff promote and support breastfeeding?

5. Community Connections:

- Describe outreach related the BFPC program being done in the community and/or with other partners such as physicians, healthcare providers, local hospitals, community agencies, breastfeeding advocates, etc. Include any activities the breastfeeding peer counselors are involved in within the community.

6. Future Plans:

Describe any BFPC program changes anticipated in the coming year

5 Joint Goals - Mid-Point Progress Review

Instructions: Locate your previous 2018 Action Plans that were submitted last year. Record updates and progress made for your 5 joint goals and action steps directly on your previously written action plan:

- Change the date at the top of your action plan
- Record your most recent data comparison figures on the action plan. Your most recent data is included in your data packet.
- Summarize results or progress of major action steps under special notes section
- Identify changes in action steps necessary to achieve goal. Strike through any action steps to be deleted & identify why; *italicize* new action steps.
- If your action steps don't make sense or don't include all of the information needed, edit them or write new action steps. They need to include what, why, who and when.
- Write a statement about your overall progress under the evaluation section at the bottom
- For examples to show how to document this information, see the 2019 State Plan goals and the Data Packet. Link: [FY2019 State Plan - 5 Joint Goals](#); [FY 2019 Data Packet](#)

WIC Staff, Clinic Site Listing, Procedures

WIC Staff Listing

- The clinic listing form will be emailed to you from [Marge Blankenship](#)
- Complete the FY 2019 WIC staffing chart template on your computer as per directions on the form
- List all staff that who have WIC responsibilities, including contract staff
- Use the [submit button](#) to send the form electronically to the state
- [If you encounter problems submitting this form, please contact the WIC Help Desk or Marge Blankenship](#)

WIC Clinic Site Listing

- The clinic listing template form will be emailed to you from [Marge Blankenship](#)
- Complete and submit this form as part of your local agency plan
- Update the template to include all clinic changes
- *Be sure to make your changes electronically directly on the form that is e-mailed to you*
- Use the [submit button](#) to send the form electronically to the state
- [If you encounter problems submitting this form electronically, please contact the WIC Help Desk or Marge Blankenship](#)

WIC Job Descriptions

- Email any new or revised job descriptions since the 2018 plan
- Please label job descriptions submitted and [new or revised](#)
- Be sure to [update job descriptions impacted by implementing Journey and eWIC](#)

WIC Minimum Procedures

- Submit electronic copies of [all new or revised procedures](#)
- Be sure to update procedures, as needed, as a result of rolling out to Journey and going paperless; or if your agency has rolled out to eWIC , you will want to begin updating procedures impacted by eWIC as well