

Training Clinic Progress Report
New CPA Training

Trainee Name:	
LA Name:	
Training Dates Attended:	
Trainee Contact Info:	
Trainee Supervisor	

Overview	Anthro	Blood	Nutrition Interview	Risk	Certify	Referrals	Care Plan	Foods Overview	Food Pkg	Food Benefits	Card operation	Audit Trail	Scheduling

1. Live Clinic Practice – type of clients that new trainee worked with during training clinic and how that went

--

2. Additional help – Areas where the trainee may have struggled and will need additional guidance

--

Director follow-up:

--

3. Not completed – Areas we did not have time to cover that need to be trained at the local agency

Director follow-up:

4. Journey Logon Status

5. Additional Resources – such as links to webinars or handouts

Please schedule a time for staff to complete the additional training links below to learn about working with foster clients:

Foster Care - To learn how to work with foster care clients please have new staff listen to the recorded training after they return from training clinic. Please try to complete this training within a couple of weeks or so after returning from training clinic but (before) the scheduled follow up meeting with the training coach. For questions, please contact Marge Blankenship.

<https://youtu.be/rAXBEAzfV7I>



Follow up from WIC Director below:

Date Foster Care Training:
Completed at Home Agency

Questions to discuss to discuss on follow up coach call or with Marge:

Daily Overview Summary:

	Date	Notes
M		
T		
W		
Th		
F		

Electronic signature – each training coach: (type name & date below)

Coach Name	Date	My report is finished: yes or no	Name of coach who will provide follow up phone call or email to trainee:
Day 1:			Name of Training Coach: Method to use to contact trainee:
Day 2:			
Day 3:			
Day 4:			

Follow-up		
Date	Coach Name	Any coach notes from follow-up

2 Trainee Feedback Surveys:

- [Training Clinic Evaluation by Trainee](#) – to be completed by trainees following the training
- [Post Remote Training Clinic Preparedness Survey](#) – to be completed by trainee after having a chance to work in WIC for a couple of weeks

WIC Director Feedback Survey

- [Post-Remote Training Clinic by WIC Directors](#) – to be completed by WIC Director after having a chance to observe new staff work in clinic for a couple of weeks after attending Training Clinic

Coaches Tracking & Communication Sheet

OVERVIEW	
	Journey System & Navigation
	CPA vs Clerk roles
	Separation of Duties
	VENA
	Length of Certification Periods
	WIC Foods
	Education & Care
	Family Panel

ANTHROPOMETRICS	
	Weighing & Measuring Overview
	Measuring Infants & Children < 2 years
	Measuring Children 2-5 Years
	Growth Charts WHO vs CDC
	Measuring Women
	Prenatal Weight Gain Grid
	Entering Information into Journey

BLOOD	
	Hgb Assessment
	When to take Hgb
	Why we test Hgb
	Entering Hgb into Journey
	Refusals
	Reasons for no Hgb; reasons for low Hgb
	Lead Assessment – when to ask
	Referrals & education that may be needed

NUTRITION INTERVIEW	
	Process - Collecting Information
	Health Medical
	Immunizations
	Oral Health
	Lifestyle
	Nutrition Practices
	Social Environment

RISK	
	Determining Risk
	Manual Assignment of Risk

CERTIFICATION	
	Common Errors that Prevent Certification
	Marking Additional Risk
	Collecting Signature
	Rights & Responsibilities

EDUCATION & CARE REFERRALS - PARTICIPANT	
	Required Referrals
	Printing Referrals
	Documenting referrals
	Follow up on Referrals and where to document
	Common referrals – low hgb, lead, immunizations, dental
	Active vs passive referrals

EDUCATION & CARE CARE PLAN - PARTICIPANT	
	Nutrition Ed Requirements
	Documenting
	Goal Setting
	Exit Counseling

WIC FOODS OVERVIEW	
	Foods Provided by WIC Category
	eWIC Approved Stores & Special use NE ONLY
	Supportive BF Friendly Environment
	How WIC Food Packages Support BF
	Contract Formula
	Respond to formula Requests
	PAF – Special Formulas

FOODS FOOD PACKAGE (discussion)	
	Change food Packages (CPA)
	Reading the Food Package Panel
	Model Food Packages per Category
	Using Handout to Explain Food Packages
	Policy on Milk Provided
	Tailoring Milk
	Food Benefit Interval

FOODS FOOD BENEFITS	
	Reading the Food Benefits Panel
	Use of equipment to Print
	Collect Signature
	Print Food Benefits List & Explain how to read the list
	Confirm Accuracy of Food Benefit List
	eWIC Card Education for Client (flip chart explanation)
	Food Benefit Issuance Intervals - # months to issue - Changing interval - Next appt
	Re-issuing benefits: -How to change a food package & reissue benefits
	Recalculating benefits -examples of when to use -ABC corrections & contacting State
	WIC Foods Booklet
	Change Food Package

FOODS CARD OPERATIONS	
	Explain eWIC Card
	Initial Card Set up
	Set or PIN change PIN
	Policy: when & how to
	Card locking if enter incorrect
FOODS AUDIT TRAIL	
	How to read; what information can be gathered from audit trail
SCHEDULING THE NEXT APPOINTMENT	
	Scheduling new, changing existing, and canceling appointment