

LOCAL AGENCY ANNUAL WIC PLAN - FY 2017 INTRODUCTION & CHECKLIST

Local agency: _____ Plan Period: 10/1/16 – 9/30/17

Contact person: _____

Part I: Plan components

Due: December 16, 2016

- WIC Staff Listing Form****
Complete template on computer and submit according to directions
- WIC Clinic Site Listing Form****
Update template on computer to include all clinics & all clinic changes and submit according to directions
- All WIC Staff Job Descriptions**
- Local Agency WIC Clinic Procedures**
Submit new or revised procedures since last submission

Submission date: _____

Signature _____

Part II: Plan components

Due: January 31, 2017

- Narrative Summary**
Address the 4 areas identified in the plan guidance
- Breastfeeding Peer Counseling Report**
For agencies with BFPC funding
- Final Progress Notes (3 year joint goals)**
 - Nutrition Goal: Baby Behavior
 - Breastfeeding Goal: Exclusive Breastfeeding
 - Previous Local Agency Specific Goals (optional)
- New FFY 2017 – Joint Goals/Strategies**
 - Exclusive Breastfeeding**
 - Obesity**
 - Caseload**
 - Diversity**
 - Women's Mental health**
 - Local Agency Specific Goals (optional)**
 - Submit any new or ongoing LA specific goals
 - Goals related to PCS (Participant Centered Services) are encouraged

Submission date: _____

Signature _____

Submit all components electronically to Jackie and Kathy at the email address below, including a scanned and signed copy of this check list.

Jackie Johnson & Kathy Fischer
jackie.johnson@nebraska.gov
Kathy.fischer@nebraska.gov

10.26.16

Guidance for FY2017 Local Agency WIC Annual Plan

Part II - Local Agency Plan Items – Due January 31, 2017

	<ul style="list-style-type: none"> • Complete and submit Part II of your checklist form along with ALL of the components electronically • Remember to scan and send a copy of the signed & dated check list along with all required components <p> Jackie Johnson & Kathy Fischer jackie.johnson@nebraska.gov Kathy.fischer@nebraska.gov </p>
<h3>Narrative Summary</h3>	<p>Write a narrative summary to <u>describe</u> each of the following points listed below:</p> <ol style="list-style-type: none"> 1. Successes <ul style="list-style-type: none"> • Successes of your program in the past year 2. Challenges: <ul style="list-style-type: none"> • Challenges encountered during the last fiscal year and how they were addressed 3. Lessons Learned: <ul style="list-style-type: none"> • Describe lessons learned in the past year • New initiatives or projects that your agency worked on 4. Changes <ul style="list-style-type: none"> • Describe changes made impacting clinic services for 2016 • Describe anticipated changes for 2017 such as: <ul style="list-style-type: none"> ○ WIC clinic locations, ○ Services offered at WIC clinics ○ Changes in the ways your agency will provides WIC services ○ Reason for above anticipated changes

**Breastfeeding
Peer
Counseling
Program
Report**

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 the successes of your program in the past year. What has gone really well?
- 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, compliments, complaints 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. Lessons Learned:

- Describe any lessons learned during the past year.

7. Future Plans:

- Describe any BFPC program changes anticipated for 2017.

Final Progress Notes

Final Progress Reviews

Update your progress on each of the goals listed below. Record it directly on your previous action plan.

- Summarize results or progress of major action steps under special notes section
- Identify changes in action steps necessary to achieve goal. Strike through action steps to be deleted & identify why; *italicize* new action steps
- Write a statement about your final progress under the evaluation section at the bottom

Joint Nutrition Goal: by October 1st, 2016, implement a Baby Behavior based nutrition education approach for infant feeding

Joint Breastfeeding Goal: by October 1st, 2016, increase the percent of Exclusively Breastfed infants participating in the WIC program.

Previous Local Agency Specific Goals: (if applicable)

Example: showing how to document Final Progress of major action steps in the notes section

WHEN:	SPECIAL NOTES:
May 2015 2016	<p><i>Progress 2015 Local agencies have been evaluating need for clinic flow changes prior to Journey implementation; this step will continue after implementation</i></p> <p>Final Progress 2016: Multiple changes to clinic flow were implemented as a result of Journey implementation. Clients and staff consistently share that the process is much easier and faster. They also report that there is more time to spend with clients for education and one on one interaction with Journey compared to the old computer system. Clinic flow evaluation and modifications will continue in the future.</p>
June 2015 2016	<p>Final Progress 2016: Over 90% of all procedures have been evaluated and revised to incorporate Journey changes. The process included evaluation of each procedure for participant centered focus.</p>

Example showing how to document Final Evaluation:

FINAL EVALUATION - 2016

- The Baby Behavior work group was not active during MIS rollout creating a delay in completion of action steps. The action steps will be completed in the fall of 2016. The workgroup will remain active to provide continued support of baby behavior approach to nutrition education.

FINAL EVALUATION 2016

- Activities to promote and support exclusive breastfeeding continue to be a priority for Nebraska WIC State and Local Agencies.
- Nebraska completed a joint planning process with State and Local WIC agencies to select a new Breastfeeding Goal and Strategies for FY2017-2019. The goal, strategies and action steps are included with the FY2017 Goals.

New Nebraska WIC: FY 2017 Joint Goals & Strategies



1. Joint Breastfeeding Goal – Exclusive breastfeeding:

By October 1st, 2019, the percent of WIC infants who are exclusively breastfed at 6 months of age will be greater than or equal to 20%.

Joint Strategies:

- #1: Promote and support exclusive breastfeeding for all WIC mothers and their infants.
- #2: Incorporate Breastfeeding Backpack initiative to educate and encourage mothers to exclusively breastfeed for the first 6 months.



2. Joint Nutrition Goal – Obesity:

By October 1st, 2019, the percent of WIC children ages 2-5 who are overweight/obese will be less than or equal to 18%.

Joint Strategies:

- Support the role of WIC in preventing childhood overweight and obesity for WIC participants within the ages of 2-5.



3. Joint Caseload Management Goal:

By October 1st, 2019, average State participation will be increased by 5%.

Joint Strategies:

- #1: Participate in National WIC Association (NWA) media campaign statewide.
- #2: Focus on Child Retention Ages 1-4 years.



4. Joint Diversity Goal:

By October 1st, 2019, WIC agencies will demonstrate an increased capacity in delivering culturally competent WIC services as measured through an evidence based assessment tool.

Joint Strategies:

- Identify and implement an evidence based tool to assess culturally competent WIC services.



5. Joint Women’s Mental Health Goal:

By October 1st, 2019, increase percent of mental health referrals by 25%.

Joint Strategies:

- Implement a maternal mental health screening, referral, and education policy/process.

Action Plan Reminders:

Complete the action plan templates for each new joint goal. The Joint goal and joint strategy have already been listed for you on each template. Complete the rest of the form.

Action Plans should be complete, and include the following information:

DATA: Refer to your Data Resource Packets to locate your data and record your baseline figures on your action plan templates, as well as the date and the data source. If data is not yet available, leave this section blank and add it in when you receive it.

ACTION STEPS: (what & why)	WHO:	WHEN:	SPECIAL NOTES:
<ul style="list-style-type: none"> □ Include what action steps will be completed. □ Identify “why” you are doing this action step. □ Sufficient detail should be provided within the action step or the special notes to provide a clear description of the actions to be taken and why they are necessary. □ <i>Consider actions steps that are proven as promising, best practices, or evidenced based.</i> 	<p>Identify who will be responsible for completion of each action step.</p>	<p>Identify when each action step be completed.</p>	<p>This section may be used to provide additional detail on the action step(s) and to make note of process evaluation measures for specific steps.</p> <p>Additional descriptions of <i>evaluation measures</i> for the strategy or the action steps may be included in the evaluation section below**</p> <p style="text-align: center;">↓</p>
<p>**Evaluation:</p>			

**** Symbol to note your joint action steps**

Local agencies should develop any local agency specific goals, strategies, and action plans based upon other needs that have been identified. A blank template is provided.

These planning documents are available on our WIC Website located at:

http://dhhs.ne.gov/publichealth/Pages/wic_local-agency-staff_data_index.aspx