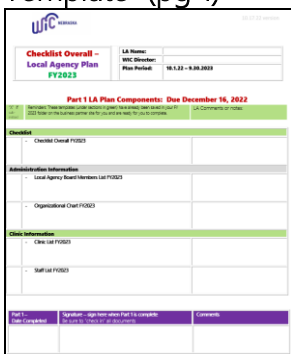


Part I – Guidance for Plan Components Due by Dec 16, 2022

Tip: Before you begin, look over any comments provided by State Staff on your previous plan.
 Areas shaded in **dark green** = templates that need to be completed that are loaded onto the business partner site
 Areas shaded in **gray** = documents that need to be uploaded to the business partner site from your computer

Plan Category - Checklist

Checklist (Overall) Template (pg 1)



Checklist (Overall) template

This template has been preloaded for you in your plan documents library on the WIC BP site under Plan Year 2023. Use this form as an overall tracking sheet:

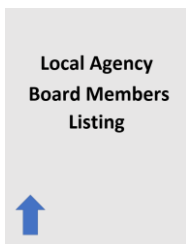
- This two page form outlines all of the components that need to be submitted with your FY2023 LA plan. The items that need to be submitted this year are divided into two parts
 - Part 1 components - due Dec 16, 2022 (page 1 of the check list)
 - Part 2 components - due Jan 31, 2023 (page 2 of the check list)

Completing this template on the BP Site:

- Check out the document; start typing in your information
- Mark things off as you complete them by putting an x in the left column; use the right column for comments that you would like to share as you go along or to write reminder notes to yourself as you are working
- Once completed, sign and date the bottom of the form and check it in on the WIC BP site
- Check in the document: place a check in front of the file name
 Click Files>check in>write version comment>ok

Plan Category: Administration Information

Board Members



Two new items were added to the list to submit this year under Administration Information. These are documents that your Agency should have available that will help provide some background information about your Agency and a picture of how the WIC program fits within your Agency.

Board Members Listing

- Provide a list of the names of members on your Agency’s Board of Directors, including their contact information. There is no specific template for this.

Upload your document to the WIC BP Site Plan Documents Library

- Drag and drop your LA Board Members Listing document from your computer onto the site
- After the document has been uploaded, you will need to code the properties so it will display in the correct area of the site
- There is currently a place holder document showing where the new documents will be stored once coded correctly
- Code the properties so it lays out in the correct section on the site:
 - Click 3 dots>click 3 dots>properties
 - Make sure the plan year drop down says 2023
 - Plan category: set to “Administration Information”
 - Save
 - Check in the document: place a check in front of the file name
 Click Files>check in>write version comment>ok

Organizational Chart



Organizational Chart

- please provide the most recent organizational chart for your Agency.
- If the WIC area is not visibly shown on the organizational chart, please describe where the WIC program is located in the Organizational chart, in the comments section on the Overall Checklist.

Upload your document to the WIC BP Site Plan Documents Library

- Code the properties so it lays out in the correct section on the site:
 - Click 3 dots>click 3 dots>properties
 - Make sure the plan year drop down says 2023
 - Plan category: set to "Administration Information"
 - Save
 - Check in the document: place a check in front of the file name
click Files>check in>write version comment>ok

Category: Clinic Information

Clinic List Template

Nebraska WIC Clinic List FY2023

Agency Name: Central District Health Department Sub Agency: [Click here to enter text.](#)

Clinic Name	Grand Island	Lincoln Elementary	Click here to enter text.
Clinic Number	5	20	Click here to enter text.
Building Name	Central District Health Department	Click here to enter text.	Click here to enter text.
Address (include zip code)	1127 S Locust Grand Island, NE 68801	Click here to enter text.	Click here to enter text.
Clinic Phone Number	402-366-5388		
Caseload August 2022	2173	Unknown (moved into main Site Staffing Code)	
Number of days clinic is open each month	20 (all business days)	Click here to enter text.	Click here to enter text.
List the days clinic is open each month	Monday - Friday each week		Click here to enter text.
Hours clinic is operates	M, T, W, Th, F 8-12 and 1-5 Friday 8-12 and 12:30-4:30	Click here to enter text.	Click here to enter text.
Amount of time spent traveling to/from clinic each day clinic held	na	Click here to enter text.	Click here to enter text.
Number of WIC staff at clinic (include # of staff for each position) * When staff roles indicate the number available on an average day for this clinic	Nutritionist	<input type="text" value="Nutritionist"/>	<input type="text" value="Nutritionist"/>
	Phone	<input type="text" value="Phone"/>	<input type="text" value="Phone"/>
	Bank	<input type="text" value="Bank"/>	<input type="text" value="Bank"/>
	Interpreter	<input type="text" value="Interpreter"/>	<input type="text" value="Interpreter"/>
	Peer Counselor	<input type="text" value="Peer Counselor"/>	<input type="text" value="Peer Counselor"/>
Other	<input type="text" value="Other"/>	<input type="text" value="Other"/>	<input type="text" value="Other"/>
Is clinic accessible for those with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Choose an item..."/>
Is clinic located in or affiliated with a hospital?	No <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Choose an item..."/>

This template has been preloaded onto the WIC BP site for you and is located in the "Clinic Information" category for Plan Year 2023. When you open the document, you will notice there is information about your clinics already in this document from last year. Review the information and update as needed.

Completing this template on the BP site:

- Click the link on the file name >open word>check out button
- Start typing and UPDATE this form as needed
- Note, there are some cells (ie caseload numbers) that are locked on this form that have information prefilled in for you that we don't want you to change
- When finished click save > close out of the form by clicking on the X in the top right corner > follow the prompts to save and to check in the form
- Note the caseload numbers has been prefilled and updated for you based on Sept participation data in Journey; so you will not be able to change those numbers
- Tips - At the bottom where it asks for number of WIC staff at clinic; use the number that is normal or average for that clinic if it varies from day to day
- For further questions or if you are having any difficulty using this form, contact Marge Blankenship

Staff List Template

Staff List Template

This Excel template has been preloaded into your Plan Documents Library, located under the category, Clinic Information in Plan Year 2023. This blank document is ready for you to complete

Completing this template on the BP site:

- Click on the file name; Click check out > enable content> begin typing in the form to complete the form > save > close the form and you will be prompted to check it in; click yes to check in the form > add in any version comments > OK >
- Complete the WIC staffing template as per directions on the form
- Choose the correct tab at the bottom, where applicable, to open a chart for each team/location of staff at your agency.
- Include names of staff (including contract staff) who have WIC responsibilities
- Add in information about each staff in that area on the chart such as level of education, credentials, job title, years with WIC, FTE hours. Refer to the instructions on how to mark tasks based on frequency that they perform the task
- Further questions about or difficulty entering information into this form - contact Marge Blankenship

Part 2 – Guidance for Plan Components Due by Jan 21, 2023

Plan Category - Checklist

Checklist (Overall) Template (pg 2)

Checklist (Overall) template

This template has been preloaded for you in your plan documents library on the WIC BP site located under the plan category heading: checklist under Plan Year 2023. Use this form as an overall tracking sheet:

- This 2 page form outlines all of the components that need to be submitted with your FY2023 LA plan. The items that need to be submitted this year are divided into 2 parts
 - Part 1 components - due Dec 16, 2022 (page 1 of the check list)
 - Part 2 components - due Jan 31, 2023 (page 2 of the check list)

Completing this template:

- Check out the document; start typing on it (complete part 2 components)
- Mark things off as you complete them by putting an x in the left column; use the right column for comments that you should like to share as your go along or to write notes to yourself as you are working on this
- Once completed, sign and date the bottom of the form and check it in on the WIC BP site
- Check in the document: place a check in front of the file name
Click Files>check in>write version comment>ok

Plan Category – Checklist

Checklist (Procedure Tracking)

Checklist Procedure Tracking

This is a new template this year we are including to help your keep track of minimum procedures that you are submitting with your plan.

This checklist template has been saved on the WIC BP site. It is located under the plan category heading: Checklist under Plan year 2023.

- Use this form as an overall tracking sheet to keep track of the minimum procedures that were submitted and uploaded onto the BP site
- The procedure checklist is divided into 2 sections
- one section is labeled for WIC Program Operations Procedures
- the other section is labeled for Financial Management Procedures

Completing this template:

- Check out the document; start typing on it
- As you are updating or working on new procedures be sure to refer to the bulleted point listed in the chart to help identify content that needs to be addressed in the procedures.
- Mark procedures off as you complete them by placing an X in the first column of the procedure topic submitted
- List FFY 2023 to indicate you are uploading those procedures for this plan year

Plan Category – Narratives & Reports

Narrative Summary

Narrative Summary

The narrative summary template has been preloaded for you onto the BP site. It is located under the plan category, "Narratives & Reports". Help us to learn more about your agency by completing information using the prompts provided.

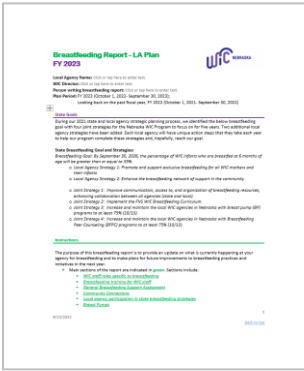
Here you provide information about what happened in 2022 (events, activities or accomplishments you felt good about, barriers/challenges, desired improvements, adjustments needed). Then we ask you to list anticipated changes for FY2023 and to describe any recent community or environmental impacts that have influenced or will influence your program and how services are provided.

Completing this template

- Check out the documents to start editing
- Complete the information requested on the template
- Check in and save the document

Plan Category – Narratives & Reports

Breastfeeding Report



Breastfeeding Report

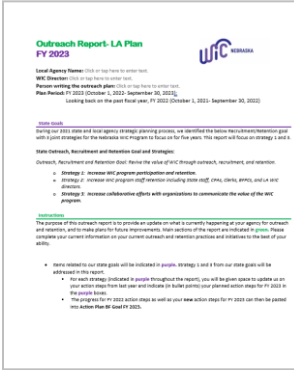
This template has been preloaded for you in your plan documents library on the WIC BP site under the plan category heading, Narratives & Reports for Plan Year 2023.

This document was previously discussed by Nicole at the BF Coordinators meeting. Follow the detailed instructions provided in this template to complete the form. Contact Nicole Christensen for questions.

Please complete this report “prior to” completing your Action Plan BF Goal FY2023 as this report will help you to determine your action steps for the upcoming year.

Plan Category – Narratives & Reports

Outreach Report



Outreach Report

This template has been preloaded for you in your plan documents library on the WIC BP site under the plan category heading, Narratives & Reports for Plan Year 2023.

This document was previously discussed by Nicole at a recent Outreach Committee meeting. Follow the detailed instructions provided in this template to complete the form. Contact Nicole Christensen for questions.

Please complete this report prior to completing your “Action Plan Requirement Retention Outreach FY2023” as this report will help you to determine action steps for Strategy 1 and 3 for the upcoming year.

Midpoint Review Progress on
Joint Goals & Action Steps

Data Goal

Modernize Services Goal

Outreach, Recruitment &

Retention Goal

Breastfeeding Goal

LA Specific Goals (optional)

Mid-Point Progress Review

A copy of your action plans that were submitted last year for FY2022 has been moved into the plan library for FY2023 for our Joint Goals & Strategies.

So this year you will review your action plans and make any updates.

Record your progress and updates on these 4 joint goals directly on the action plans that has been saved in the FY2023 plan library under the plan Category, Goals & Action Steps. For each of the goals:

- Double check that the date at the top now says FY 2023
- Fill out the data section in each of the data charts using information from the data packet
- Summarize results or progress of major action steps under the progress session – date your progress notes
- 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. They need to include what, why, who and when.
- For examples to show how to record progress, see the 2023 State Plan goals and the Data Packet.

Plan Category: Job Descriptions

WIC Job Descriptions

WIC Job Descriptions



Job Descriptions

- There is currently a place holder document on the BP site for your WIC Job descriptions to show you the location that your job descriptions need to be placed onto the site
- There is no specific template or style; whatever format your agency uses is fine
- Before uploading your job descriptions to the site, make sure that the file name is edited to include "FY2023" at the end. Including the date in your file name will help to ensure that this job description that you upload does not overlay another job description with the same name that was submitted for previous years

Upload your Job Descriptions

- Drag and drop the job descriptions from your computer onto your "plan documents" page on the BP site

Set the Document Properties

- Once you upload the job descriptions, code the properties so that they lay out in the right place on the BP site
- There are two properties that you need to set for your procedures and job descriptions once they are uploaded to the site
- To go to into the properties (click on 3 dots by the file name > click on the 3 dots again in the pop-up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select Job Descriptions
 - Click the drop down for the Plan Year – select 2023
 - Click save and check in the document
 - Repeat this process to code each of your Job Descriptions
 - You will need to refresh your page at the end
 - Look to make sure you have all of the documents checked in

**Plan Category:
Procedures – Financial
Management**

**Financial
Management
Procedures**



Financial Management - Procedures

- New this year we are requesting that you submit several minimum procedures
- Refer to the Checklist Procedure Tracking Form to see the list of procedures that need to be submitted
- The procedures requested in this checklist are the LA policy/procedures that apply to all programs within the agency, and not just the WIC program
- These should be procedures that your Agency has available on file
- Bulleted items are provided on the checklist to give an idea of the policy/procedure content that could be addressed in the Agency policy/procedure
- Individual local agencies may or may not use the same titles as those listed in the Topic-Policy Required column; we are requesting policies/procedures that address the content listed in the bulleted items
- Submit all relevant Agency Procedures that address the topic areas and bulleted information
- There is currently a place holder document on the BP site for your Financial Management Procedures to show you the location that the procedures you upload need to be placed onto the site
- There is no specific template or style; whatever format your agency uses is fine
- Before uploading these procedures from your computer to the site, make sure that the file name is edited to include "FY2023" at the end. Including the date in your file name will help to ensure that this procedure that you upload does not overlay other procedures with the same name that were submitted for previous years

Upload your Job Descriptions

- Drag and drop the procedures from your computer onto your "plan documents" page on the BP site

Set the Document Properties

- Once you upload the job descriptions, code the properties so that they lay out in the right place on the BP site
- There are two properties that you need to set for your procedures once they are uploaded to the site
- To go to into the properties (click on 3 dots by the file name > click on the 3 dots again in the pop up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select WIC Procedures – Financial Management
 - Click the drop down for the Plan Year – select 2023
 - Click save and check in the document
 - Repeat this process to code each of your procedures
 - Refresh your page; look to make sure you have all of the documents check in

**Plan Category:
Procedures – WIC
Operations**

**WIC Operations
Procedures**



WIC Operations - Procedures

- There is currently a place holder document on the BP site for your WIC Operations Procedures to show you the location that those procedures that you upload need to be placed onto the site
- There is no specific template or style; whatever format your agency uses is fine
- Before uploading these procedures from your computer to the site, make sure that the file name is edited to include "FY2023" at the end. Including the date in your file name will help to ensure that the procedure that you upload does not overlay other procedures with the same name that were submitted for previous years

Upload your Job Descriptions

- Drag and drop the procedures from your computer onto your "plan documents" page on the BP site

Set the Document Properties

- Once you upload the job descriptions, code the properties so that they lay out in the right place on the BP site
- There are two properties that you need to set for your procedures and procedures once they are uploaded to the site
- To go to into the properties (click on 3 dots by the file name > click on the 3 dots again in the pop up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select WIC Procedures – Operations
 - Click the drop down for the Plan Year – select 2023
 - Click save and check in the document
 - Repeat this process to code each of your procedures
 - Refresh your page; look to make sure you have all of the documents checked in

Nebraska WIC Program

5 Year Joint Goals FY 2022 - 2026

The following joint goals were developed during our 2021 state/local agency strategic planning process to be included in the State Plan.



- **Data Goal – Identify and use data consistently to drive evidenced-based and participant-centered decisions within WIC**



- **Modernize Services Goal – Develop flexible options for participants and modernize services**



Client & Staff Retention

- **Outreach, Recruitment, Retention Goal: Revive the value of WIC through outreach, recruitment and retention.**



- **Breastfeeding Goal: By September 30, 2026, the percentage of WIC infants who are breastfed at 6 months of age will be greater than or equal to 35%.**

The Nebraska WIC Program Mission Statement

"To make a positive difference in the nutrition and health of families and individuals by providing services in a professional and respectful manner."

11.23.21

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

Date – action plans with this submission should be dated FY 2023

LA Name – be sure to put your LA name on your action plan

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

ACTION STEPS: (what & why)	WHO:	WHEN:	Progress	Performance Measure
<ul style="list-style-type: none"> □ Do not change the goals or strategies for joint goals □ When updating your action steps, you may change, strike through or add anything needed to make updates for 2023. □ Add any new action steps as needed □ Identify “why” you are doing this in the action steps. □ Sufficient detail should be provided within the action steps 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> 	Identify who will be responsible for completion of each action step. Update as needed	Identify dates or time frames for completing each action step. Update as needed	Enter Progress information for the previous year in italics . Begin with the year progress was completed, then describe what was done. If nothing was started for a specific action step, enter the year and “Not started”.	Use this column to evaluate your action step. In Italics , enter Met or Not Met if the action step is complete. You may update any measures based on edits to action steps.

Refer to the State Agency Joint Goals in LA Plan Resources as an example of how to complete updates to your local agency goals.

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.

Reminders: Make sure the actions plans for your goals include all of the necessary information listed (what & why, who, when etc.)

Write action steps that are important and meaningful for your program. Involve your staff. If your action plans don’t make sense, or don’t provide enough information, edit them.