

Fresh Choices Implementation Check List (4/10/09)

Clinic operations

#	Clinic Task	Time frame	Completed?
1.	Participant notification materials (<i>New WIC foods for...</i>) have been received and are available for distribution.	By May 1	
2.	<p>Providing Fresh Choices anticipatory guidance for participants will take additional time in May, June, and July.</p> <ul style="list-style-type: none"> ▪ Clinic schedules have been adjusted to allow time to provide anticipatory guidance. 	When developing schedules for May, June, and July.	
3.	<p>Every agency is encouraged to send all WIC staff to the statewide meeting scheduled 6/22-23. At a minimum each agency is <u>required to send 1 CPA</u> representative to the statewide meeting.</p> <ul style="list-style-type: none"> ▪ Clinic schedules for June 22-23 have been adjusted to allow staff to attend the statewide meeting. 	When scheduling June 22-23.	
4.	<p>Final Fresh Choices training will be required between 6/23 and 7/31.</p> <ul style="list-style-type: none"> ▪ Adjust clinic schedules to allow for 4-8 hours additional training time for staff. 	When scheduling June and July.	
5.	<p>TWIST will not be available 8/1-2 due to food package conversion.</p> <ul style="list-style-type: none"> ▪ Do not schedule any clinic sessions Saturday 8/1 or Sunday 8/2 	When developing August schedules	

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6.	<p>Educating participants on selection and use of the new food packages will take additional time during August, September and October.</p> <ul style="list-style-type: none"> ▪ Clinic schedules have been adjusted to allow time needed for Fresh Choices participant education. ▪ Group education schedules have been adapted to allow for Fresh Choices education. 	<p>When developing August, September, and October schedules</p>	
7.	<p>Staff are required to complete mandatory in-services by 4/30/2009. Refer to the “Required Training” document on the website for details.</p> <ul style="list-style-type: none"> ▪ Staff have received the appropriate training. ▪ Rosters of staff completing the in-services have been submitted to the state office. 	<p>By April 30</p> <p>By May 8</p>	
8.	<p>Agencies will be sent pads of medical documentation forms.</p> <ul style="list-style-type: none"> ▪ Assess whether the stock is adequate to serve participants coming in 5/1 to 7/31. ▪ Order additional from the mail room as needed. 	<p>By April 30</p>	

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9.	<p>It is expected that the food packages with Fresh Choices will require more vouchers, increasing the volume of FI stock and printer supplies used by about 25%.</p> <ul style="list-style-type: none"> ▪ Order additional toner cartridges if needed. ▪ If your agency has been identified to receive a new voucher printer, set it up and test it. ▪ Order additional quantities of FI stock. ▪ New FI stock has been received and secured 	<p>By June 30</p> <p>By July 31</p> <p>By July 31</p>	
10.	<p>New food packages policies effective 8/1 will be available on the website in June and will be discussed at the June OWCA meeting.</p> <ul style="list-style-type: none"> ▪ Review policies and update staff. 	<p>By July 31</p>	
11.	<p>To minimize confusion with the new fruit and veggie vouchers and Farm Direct coupons –</p> <ul style="list-style-type: none"> ▪ Distribute all Farm Direct Nutrition Program coupons prior to 7/31 	<p>By July 31</p>	
12.	<p>Reports identifying participants with potential conversion issues will be provided in July and then again in August.</p> <ul style="list-style-type: none"> ▪ Address any issues with the food packages of participants listed in the reports. ▪ Ensure “Twins or more” check box is checked appropriately. ▪ Ensure mom and baby categories match. 	<p>As needed</p>	

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13.	<p>The weekend conversion takes place, any pending voucher print jobs (e.g. Print Queue) will be deleted.</p> <ul style="list-style-type: none"> ▪ Print all vouchers and clear print queue by close of business 7/31/2009 	By July 31	

Staff preparation and training

#	Task	Time frame	Completed?
14.	<p>Attendance at the statewide meeting June 22-23 is an important part of the Fresh Choices staff training plan. Re</p> <ul style="list-style-type: none"> ▪ Staff have been registered for the statewide meeting. ▪ Hotel reservations have been made if appropriate. ▪ Staff attend appropriate sessions at the statewide meeting. ▪ If not all staff are attending, submit a training plan for how staff not attending will receive the info presented. ▪ Staff unable to attend the meeting have been trained on the information presented. 	<p>By May 22</p> <p>By June 5</p> <p>June 22-23</p> <p>By May 22</p> <p>By July 31</p>	
15.	<p>A Food Package Assignment module will be available after 6/22. Completion of portions of that module will be required.</p> <ul style="list-style-type: none"> ▪ Staff complete the Food Package Assignment module. 	By July 31	

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16.	<p>The basics of the new TWIST screen will be reviewed at the statewide meeting. Staff will need additional time to review this information and practice the use of TWIST for Fresh Choices.</p> <ul style="list-style-type: none"> ▪ The Practice Database is installed and available on staff computers. ▪ Staff have used the Practice Database to reinforce new skills. ▪ Staff understand the conversion process for food packages in TWIST. 	<p>By June 23</p> <p>By July 31</p>	
17.	What else , if anything?		

Nutrition education and participant preparation

#	Task	Time frame	Completed?
18.	<p>Notify participants of the changes to be expected.</p> <ul style="list-style-type: none"> ▪ Put up Fresh Choices marketing posters in clinic waiting rooms. ▪ Participant materials have been received, <i>New WIC foods for...</i> ▪ Participants understand the removal of canned juice in their current vouchers. ▪ Provide anticipatory guidance as appropriate. 	<p>March/April</p> <p>By May 1</p> <p>May, June, July</p> <p>May, June, July</p>	
19.	<p>Class outlines and materials will need to be updated to reflect new information from Fresh Choices, e.g. infant feeding classes need to include the change in juice. (Note: Fulfills Goal 1, Activity 3 of the NE annual plan)</p> <ul style="list-style-type: none"> ▪ Update materials and class outlines. 	<p>By August 1</p>	

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20.	<p>During the implementation period of August 3 to October 31, all participants must be educated on the use of the new foods and vouchers. This may be the main NE topic during that time frame. Group NE must be adapted to allow this to happen.</p> <ul style="list-style-type: none"> ▪ Develop a class schedule which allows for Fresh Choices Ed that is appropriate to the participant. For example, group participants with similar food packages into a class, e.g. older infants. ▪ Determine how Fresh Choices ed will be done if you currently use a WIC fair or Quick WIC format. ▪ Determine how the new vouchers will get printed for group ed in time for discussion of the vouchers during class. 	By August 3	
21.	<p>Participants on special formulas or food packages may need additional care.</p> <ul style="list-style-type: none"> ▪ The appropriate participants have been instructed on the use of the medical documentation form. 	By August 3 and as needed	
22.	What else, if anything?		

Outreach and partner preparation

#	Task	Time frame	Completed?
23.	<p>Agencies will be sent packets of materials to use with health care providers related to Fresh Choices and the medical documentation forms.</p> <ul style="list-style-type: none"> ▪ Determine any follow up needed with local HCP's. For example, are their local meetings to attend, letters to send. ▪ Determine whether you need support from state staff to assist. 	By May 31	

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24.	<p>There are Fresh Choices resources available to share with partners. (Note: Fulfills Goal 3, Activity 1 of the annual NE plan.)</p> <ul style="list-style-type: none"> ▪ Give a Fresh Choices overview to all non-WIC staff in your agency. ▪ Identify other partners that might benefit from information about Fresh Choices and arrange to share it with them. 	<p>By May 31</p> <p>As needed</p>	
25.	What else, if anything?		