|  |
| --- |
| Oregon Women, Infants and Children (WIC) Program WIC Review Tool ― Compliance Findings |
| Agency and clinic locations visited: |       |  Reviewer: |       |
| Contact: |       |  Date: |       |

| Program area | Compliant? | Citations | Findings/comments |
| --- | --- | --- | --- |
|  | Yes | No | N/A |  |  |
| I. Program management |
| **A.** | **Caseload**1. Caseload must be maintained at an average of 97-103% of assignment over the last 12 months. Caseload compliance is reviewed quarterly by the state WIC program.
 | [ ]  | [ ]  | [ ]  | * Program Element #40: WIC Services, 1(e)
* [325](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/325.pdf): ¶1.0
 |       |
| **B.** | **Civil rights**1. Has staff received Civil Rights training annually and is the training documented?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶13.0
 |       |
|  | 1. Are forms, materials, and services provided for this program available in the languages of the population groups served?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶6.0
 |       |
|  | 1. Is the nondiscrimination statement posted in a public area where WIC services are provided? (*USDA And Justice For All poster*)
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶2.1
 |       |
|  | 1. Is the program equally accessible to people with disabilities?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶8.0
 |       |
|  | 1. Do outreach materials developed by the local program include the required nondiscrimination statement and notification of where to file complaints?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶4.0
 |       |
|  | 1. Have outreach activities been conducted and documented on a regular basis and at least annually via the media to inform potential participants, particularly high risk populations, of the availability of WIC program services?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶5.0
* [470](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/470.pdf): ¶1.0, ¶3.0
 |       |
| **C.** | **Right to Transfer**1. Is a “Moving?” notification posted in every clinic?
 | [ ]  | [ ]  | [ ]  | * [650:](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/650.pdf) ¶1.0
 |       |
| **D.** | **Local policies and procedures**1. Are all local WIC policies and procedures developed within the framework of USDA, Federal and State requirements?
 | [ ]  | [ ]  | [ ]  | * [420](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/420.pdf): ¶2.0
 |       |
| **E.**  | **Staffing**1. Have all staff who provide WIC services completed all required training modules and are these documented in TWIST?
 | [ ]  | [ ]  | [ ]  | * [[440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶4.0
* [660](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/660.pdf): ¶3.2
 |       |
|  | 1. Is a qualified Registered Dietitian Nutritionist (RDN)/WIC Nutritionist available for high-risk counseling and referral?
 | [ ]  | [ ]  | [ ]  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0
 |       |
|  | 1. Is there documentation that all Competent Professional Authorities (CPAs) have participated in quarterly in-services?
 | [ ]  | [ ]  | [ ]  | * [660](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/660.pdf): ¶3.3
 |       |
|  | 1. Training supervisor
	1. Is there a designated training supervisor?
 | [ ]  | [ ]  | [ ]  | * [[440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶10.0
 |       |
|  | * 1. Does the training supervisor meet the qualifications as outlined in policy?
 | [ ]  | [ ]  | [ ]  | * [440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶10.1
 |       |
|  | 1. Breastfeeding coordinator
	1. Is there a designated breastfeeding coordinator?
 | [ ]  | [ ]  | [ ]  | * [710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶2.0
 |       |
|  | * 1. Does the breastfeeding coordinator meet the qualifications as outlined in policy?
 | [ ]  | [ ]  | [ ]  | * [710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶2.0
 |       |
| **F.** | **Local Agency (LA) self-evaluation**1. Is there documentation on file demonstrating that the LA has conducted a self-evaluationof their program operations, including those of associated clinics, at a minimum of every other year?
 | [ ]  | [ ]  | [ ]  | * [215](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/215.pdf): ¶10.0
 |       |
| II. Certification |
| **A.** | **Processing standards**1. Are processing standards met, or temporary extensions approved by the State WIC program?
 | [ ]  | [ ]  | [ ]  | * [605](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf)
 |       |
|  | 1. Do staff attempt to reschedule pregnant women who miss their first prenatal WIC appointment?
 | [ ]  | [ ]  | [ ]  | * [[605](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf): ¶2.0
 |       |
| **B.** | **Eligibility screening**1. Are appropriate proofs requested and provided:
 |  |  |  | * [610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶1.0
 |       |
|  | * 1. Proof of ID?
 | [ ]  | [ ]  | [ ]  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶3.0-¶8.0
 |       |
|  | * 1. Proof of income?
 | [ ]  | [ ]  | [ ]  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶15.0-¶20.0
* [611](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/611.pdf)
 |       |
|  | * 1. Adjunctive Eligibility?
 | [ ]  | [ ]  | [ ]  | * [612](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/612.pdf)
 |       |
|  | * 1. Proof of residency?
 | [ ]  | [ ]  | [ ]  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶9.0-¶12.3
 |       |
|  | 1. Is the participant being certified physically present for the visit?
 | [ ]  | [ ]  | [ ]  | * [601](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/601.pdf)
 |       |
|  | 1. Is “eligibility pending” box checked if applicable?
 | [ ]  | [ ]  | [ ]  | * [616](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/616.pdf)
 |       |
|  | 1. Is the “No Proof” affidavit signed if all proofs are not provided?
 | [ ]  | [ ]  | [ ]  | * [616](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/616.pdf)
 |       |
| **C.** | **Physical assessment**1. Are anthropometric measurements taken and documented correctly?
 | [ ]  | [ ]  | [ ]  | * [625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶2.0
* [628](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/628.pdf)
 |       |
|  | 1. Are biochemical measurements taken and documented correctly?
 | [ ]  | [ ]  | [ ]  | * [626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶4.0,¶13.0
 |       |
|  | 1. Are low hemoglobin values rechecked per policy?
 | [ ]  | [ ]  | [ ]  | * [626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶3.1
 |       |
|  | 1. Are timeframes met for hemoglobin testing?
 | [ ]  | [ ]  | [ ]  | * [626](file://pubs/pubNAS/%21%20INACTIVE%20PROJECTS/OHA/Public%20Health/%21%21%21Triennial%20Review%20Forms%20%28RECURRING%29/OHA%209804G%20WIC%20Review%20Tool%20-%20Compliance%20Findings/12.2018/Working/1.%09On%20the%20WIC%20tool%20%28OHA%209804g%29%2C%20there%20is%20a%20missing%20link%20in%20Section%20C%2C%20Physical%20Assessment%2C%20#4.): ¶1.0
 |       |
|  | 1. Are refusals documented per policy?
 | [ ]  | [ ]  | [ ]  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶1.2.1
 |       |
|  | 1. Does the program follow a standard procedure and document routine testing and, if needed, calibration of scales based on industry standards for the equipment to ensure accuracy in measurements of risk evaluation?
 | [ ]  | [ ]  | [ ]  | * [[628](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/628.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶1.1
 |       |
|  | 1. Does the program follow a standard procedure and document routine cleaning of the blood testing equipment based on industry standards to ensure accuracy in measurements and risk evaluation?
 | [ ]  | [ ]  | [ ]  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0
 |       |
|  | 1. Is a current CLIA certificate or waiver displayed per policy?
 | [ ]  | [ ]  | [ ]  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶9.0
 |       |
|  | 1. Microcuvettes
	1. Is the room temperature where microcuvettes are stored checked and documented as per policy?
 | [ ]  | [ ]  | [ ]  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0
 |       |
|  | * 1. Are all of the microcuvettes within expiration date?
 | [ ]  | [ ]  | [ ]  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0
 |       |
| **D.** | **Participant Notification/Rights and Responsibilities (R&R)**1. Are program rights and responsibilities reviewed with the participant?
 | [ ]  | [ ]  | [ ]  | * [635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶1.0
 |       |
|  | 1. Participant Signature Form
	1. Is the Participant Signature Form signed by the participant?
 | [ ]  | [ ]  | [ ]  | * [635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶1.3-¶1.4
* [640](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/640.pdf): ¶4.0
 |       |
|  | * 1. Is a copy retained on file for the required time, as defined in policy?
 | [ ]  | [ ]  | [ ]  | * [426](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/426.pdf): ¶1.0
 |       |
|  | 1. Is information in appropriate languages?
 | [ ]  | [ ]  | [ ]  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶6.0
 |       |
|  | 1. Are minimum orientation requirements provided at initial certification?
 | [ ]  | [ ]  | [ ]  | * [[635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶3.0
 |       |
|  | 1. Are ineligibility or graduation letters issued within appropriate timelines?
 | [ ]  | [ ]  | [ ]  | * [636](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/636.pdf)
 |       |
| **E.** | **Nutritional risk assessment/documentation**1. Is a full health and diet assessment completed?
 | [ ]  | [ ]  | [ ]  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶1.0
 |       |
|  | 1. Are all applicable risks selected?
 | [ ]  | [ ]  | [ ]  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶6.0
* [670](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf): ¶1.1
 |       |
|  | 1. Are all selected risks documented correctly?
 | [ ]  | [ ]  | [ ]  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶6.0
* [640](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/640.pdf): ¶2.0
* [[670](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf): ¶1.2
 |       |
|  | 1. Did the CPA change the risk level from medium to high if required?
 | [ ]  | [ ]  | [ ]  | * [661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)**:** ¶1.1
 |       |
|  | 1. Is the food package assignment appropriate for the participant’s category and nutritional risk?
 | [ ]  | [ ]  | [ ]  | * [769](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/769.pdf): ¶1.0
 |       |
|  | 1. Is the food package documented correctly if required (*e.g. Infant Fresh Fruit and Vegetable benefit issued per policy and required education provided and documented*)?
 | [ ]  | [ ]  | [ ]  | * [769](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/769.pdf): ¶9.1.2
 |       |
|  | 1. Is a connection made between the participant’s program eligibility and desired health outcomes?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0-1.3
 |       |
|  | 1. Medical documentation
	1. Is there medical documentation on file to support the food package assignment? (*if applicable*)
 | [ ]  | [ ]  | [ ]  | * [765](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/765.pdf): ¶4.0-¶5.0
 |       |
|  | * 1. Is medical documentation reviewed and signed by WIC nutritionist or another health professional?
 | [ ]  | [ ]  | [ ]  | * [765](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/765.pdf): ¶4.0-¶5.0
 |       |
|  | 1. Mid-certifications
	1. Are measurements completed for mid-cert health assessments?
 | [ ]  | [ ]  | [ ]  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1
 |       |
|  | * 1. Is health questionnaire completed for mid-cert health assessments?
 | [ ]  | [ ]  | [ ]  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1
 |       |
|  | * 1. Is diet questionnaire completed for mid-cert health assessments?
 | [ ]  | [ ]  | [ ]  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1
 |       |
| **F.** | **Referrals**1. Are required referrals made and documented on behalf of participant? (*e.g. OHP and Drug and Alcohol*)
 | [ ]  | [ ]  | [ ]  | * [880](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/880.pdf): ¶1.0, ¶4.0
* [885](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/885.pdf): ¶1.0, ¶2.0
 |       |
|  | 1. Are other referrals made upon request or when a need is assessed, and are the referrals documented in TWIST?
 | [ ]  | [ ]  | [ ]  | * [885](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/885.pdf) ¶4.0, ¶7.0
 |       |
|  | 1. Immunization screening and referral
	1. Does the local program screen infant/ child immunization status using a documented record at certification visits and at the mid-certification health assessment for children between 3-24 months of age?
 | [ ]  | [ ]  | [ ]  | * [481](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf): ¶3.0
 |       |
|  | * 1. Does the local program provide a referral to immunization services if needed?
 | [ ]  | [ ]  | [ ]  | * [[481](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf): ¶4.0
 |       |
| **G.** | **Voter registration**1. Is the participant, parent or caregiver (*who is eligible to vote*) given an opportunity to register to vote at both certification and recertification?
 | [ ]  | [ ]  | [ ]  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶1.0-¶3.6
 |       |
|  | * 1. Does the agency mail completed registration cards within five (5) calendar days of receiving the completed form?
 | [ ]  | [ ]  | [ ]  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶9.0
 |       |
|  | * 1. Does the agency report voter registration activity weekly or monthly to the Elections Division?
 | [ ]  | [ ]  | [ ]  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶10.0
 |       |
| III. Nutrition education |
| **A.** | **Nutrition Education at Certification/Recertification** 1. Is nutrition education provided to all participants at certification and recertification?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0
 |       |
|  | 1. Do the nutrition counseling topics and materials offered relate to the nutrition risk, category and/or the participant’s interests or concerns?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0
 |       |
|  | 1. Is minimum competency in participant centered skills demonstrated during nutrition counseling sessions?
 | [ ]  | [ ]  | [ ]  | * [FNS Policy Memorandum2006-5](http://www.fns.usda.gov/sites/default/files/2006-5-VENA-WICNutritionAssessmentPolicy.pdf): Value EnhancedNutrition Assessment (VENA)
 |       |
|  | 1. Are nutrition education topics discussed with the participant documented per policy?
 | [ ]  | [ ]  | [ ]  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶1.0
 |       |
|  | 1. Is quarterly nutrition education offered?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0
 |       |
|  | 1. Is the participant actively involved in setting a nutrition related next step?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.2
 |       |
|  | 1. Is participant nutrition education attendance documented in TWIST?
 | [ ]  | [ ]  | [ ]  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶1.0
 |       |
| **B.** | **Quarterly nutrition education contacts** 1. Does the local program provide or make available quarterly nutrition education opportunities for participants?
 | [ ]  | [ ]  | [ ]  | * [810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶1.0
* [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0
 |       |
|  | 1. Are there education opportunities available to meet the needs of each WIC category and risk?
 | [ ]  | [ ]  | [ ]  | * [810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.0
* [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0
 |       |
|  | 1. If nutrition education is provided by non-WIC programs, is there a written agreement between agencies on file and is attendance and nutrition education documented?
 | [ ]  | [ ]  | [ ]  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶7.0
 |       |
|  | 1. If a participant does not attend scheduled quarterly nutrition education, are benefits issued according to policy?
 | [ ]  | [ ]  | [ ]  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶8.0
 |       |
|  | 1. If the quarterly nutrition education was attended, is it documented per policy?
 | [ ]  | [ ]  | [ ]  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶3.0, 4,0, 5.0
 |       |
|  | 1. If agency offers online nutrition education, do they follow their local procedure for offering, tracking and documenting online nutrition education?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶4.0
 |       |
|  | 1. Group nutrition education
	1. Does the program have nutrition education session guides on file for all groups offered?
 | [ ]  | [ ]  | [ ]  | * [[810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.2.3
* [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶3.0
 |       |
|  | * 1. Was the intent or main objectives of the session covered by the instructor?
 | [ ]  | [ ]  | [ ]  | * [[810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.2
* [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶3.0
 |       |
|  | * 1. Were the participants’ cultural/language needs met?
 | [ ]  | [ ]  | [ ]  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0, 3.0
 |       |
|  | * 1. Are participant centered facilitation skills used during group education sessions?
 | [ ]  | [ ]  | [ ]  | * [810](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/810.pdf): ¶1.3
* [FNS Policy Memorandum2006-5](http://www.fns.usda.gov/sites/default/files/2006-5-VENA-WICNutritionAssessmentPolicy.pdf): Value EnhancedNutrition Assessment (VENA)
 |       |
| **C.** | **High risk requirements** 1. Are high-risk participants referred to the Registered Dietitian Nutritionist (RDN)/WIC Nutritionist?
 | [ ]  | [ ]  | [ ]  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0
* [[830](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf): ¶2.0
 |       |
|  | 1. Is a care plan documented for all high-risk participants?
 | [ ]  | [ ]  | [ ]  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.3
* [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶9.0
 |       |
|  | 1. Is the care plan written by a Registered Dietitian Nutritionist (RDN)/WIC Nutritionist and are required components included per policy?
 | [ ]  | [ ]  | [ ]  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0
* [[830](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf): ¶2.0
* [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶9.0
 |       |
| **D.** | **Annual Nutrition Services Plan**1. Has the approved Nutrition Services Plan been implemented?
 | [ ]  | [ ]  | [ ]  | * [[850](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/850.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/850.pdf)
 |       |
| IV. Breastfeeding promotion and support |
| **A.** | 1. Is breastfeeding promoted to all pregnant women at their certification visit?
 | [ ]  | [ ]  | [ ]  | * [[710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶1.0
 |       |
|  | 1. Do women have access to breastfeeding promotion and support activities during the prenatal and postpartum periods?
 | [ ]  | [ ]  | [ ]  | * [[710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶1.1
 |       |
|  | 1. Supplemental formula
	1. Are breastfeeding mothers who request formula provided assessment and counseling from a qualified staff according to policy?
 | [ ]  | [ ]  | [ ]  | * [713](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf)
 |       |
|  | * 1. Are breastfed infants’ food packages tailored so as to support continued breastfeeding?
 | [ ]  | [ ]  | [ ]  | * [[713](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf): ¶2.3
 |       |
| **B.** | 1. Breast pumps (*if applicable*)
	1. Are the required procedures followed when issuing breast pumps? (*observe or review procedure*)
 | [ ]  | [ ]  | [ ]  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶5.0, ¶7.0, ¶8.0, ¶9.0
 |       |
|  | * 1. Are the required procedures followed for tracking multi-user breast pumps?
 | [ ]  | [ ]  | [ ]  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶8.0, ¶11.0, ¶12.0
 |       |
|  | * 1. Does the local program ensure security of breast pumps?
 | [ ]  | [ ]  | [ ]  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶4.0
 |       |
| V. Program integrity |
| **A.** | **eWIC card security procedures**1. Are unissued eWIC cards kept in locked storage during non-use times including breaks, meal times and overnight?
 | [ ]  | [ ]  | [ ]  | * [501](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/501e.pdf): ¶3.0
 |       |
|  | 1. Is a monthly physical inventory performed with the actual eWIC card stock on hand?
 | [ ]  | [ ]  | [ ]  | * [501](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/501e.pdf): ¶4.2
 |       |
| **B.** | **Separation of duties**1. Is there a separation of duties between staff determining income eligibility and staff responsible for risk determination?
 | [ ]  | [ ]  | [ ]  | * [595](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/595.pdf)
 |       |
|  | 1. Are staff following State policy regarding serving relatives, friends and co-workers?
 | [ ]  | [ ]  | [ ]  | * [620](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/620.pdf)
 |       |
|  | 1. Does the local WIC Coordinator or appropriate designee run and audit the separation of duties report every two weeks?
 | [ ]  | [ ]  | [ ]  | * [595](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/595.pdf): ¶2.0
 |       |
| **C.** | **Confidentiality** 1. Does the local program protect the WIC applicant or participant’s confidentiality by
	1. Maintaining confidentiality of participant’s electronic snd hardcopy records?
 | [ ]  | [ ]  | [ ]  | * [450](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/450.pdf): ¶2.3
 |       |
|  | * 1. Assuring privacy of participant information when interviewing or counseling participants?
 | [ ]  | [ ]  | [ ]  | * [450](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/450.pdf): 1.0
 |       |
| **D.** | **Returned formula** Does the local program manage returned formula per policy? | [ ]  | [ ]  | [ ]  | * [735](http://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/735.pdf): ¶6.0
 |       |
| **E.** | **Homeless facilities/institutions** 1. Does the local agency ensure, where appropriate, that WIC services benefit the WIC participant and not the facility?
 | [ ]  | [ ]  | [ ]  | * [655](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/655.pdf): ¶2.0, ¶4.0
 |       |
|  | 1. Is there documentation that the local agency has communicated WIC requirements to homeless facilities in their service area that serve WIC participants?
 | [ ]  | [ ]  | [ ]  | * [655](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/655.pdf): 2.3
 |       |
| **F.** | 1. Have all employees signed the Oregon WIC Employee Signature Form? (*required within 30 days of hire and annually*)
 | [ ]  | [ ]  | [ ]  | * [596](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/596.pdf): ¶1.1
 |       |
| VI. Fiscal management |
| **A.** | **Payroll charges**1. Do all staff paid for with WIC Funds accurately fill out quarterly time studies as outlined by policy?
 | [ ]  | [ ]  | [ ]  | * [316](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/316.pdf): 1.4
 |       |
|  | 1. Does the Personel Summary and on-site observations demonstrate that WIC Funds are only used to provide WIC services?
 | [ ]  | [ ]  | [ ]  | * [300](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/300.pdf)
* [315](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/315.pdf): ¶2
 |       |
| **B.** | **Nutrition education and breastfeeding promotion expenditures**1. Do expenditures reflected for nutrition education and breastfeeding promotion meet the program expenditure requirements?
 | [ ]  | [ ]  | [ ]  | * [315](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/315.pdf)
 |       |