Suggested Oregon eWIC Readiness Activity Time Line

How to use this time line:
- Use the month column to tell you the suggested number of months before or after your agency’s scheduled conversion date that you could complete each activity.
  - Use your conversion month to identify the target month for each activity for your agency.
- Use the Clinic eWIC Readiness Toolkit section and resources from the website to help you complete each activity.
- Go to the website to find the recorded one hour webinars to review as needed.
  - The final webinar will be live as it is a “Celebration of Pilot contributions - Report from Pilot on conversion and lessons learned” – Suggested audience: WIC Coordinators. Date 12/3
- For more information, consider participating in monthly eWIC Technical Assistance (eTA) conference calls the 3rd Wednesday of each month from 8:30-9:30 starting in July 2015 and running through December 2015.

<table>
<thead>
<tr>
<th>Month</th>
<th>View this Webinar</th>
<th>Complete this Readiness Activity</th>
<th>Use this Clinic eWIC Readiness Toolkit section</th>
</tr>
</thead>
<tbody>
<tr>
<td>-7 mo.</td>
<td>#1 eWIC Basics – Suggested audience: All WIC Staff #2 eWIC in TWIST – Suggested audience: All WIC Staff</td>
<td>• Review Section 1: Introduction to the Clinic eWIC Readiness Toolkit (CeRT) and develop a plan for completing the readiness activities. • eWIC Card stock  o Plan for receipt, storage and distribution  o Plan for card inventory</td>
<td>#1 Introduction to the Clinic eWIC Readiness Toolkit (CeRT) #6 eWIC Cards and Inventory</td>
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<tr>
<td>-6 mo.</td>
<td>#3 Conversion Plan – Audience: All WIC Staff</td>
<td>• Participant notification materials available for use in clinics – posters, individual flyers • Estimate amounts of existing equipment and materials needed through conversion and adjust ordering accordingly • Clinics receive new equipment for eWIC: cards, card readers • Record total number of sleeves of cards received on Monthly eWIC Card Inventory Log.</td>
<td>#2 Conversion and Participant Notification #5 Equipment #6 eWIC Cards and Inventory</td>
</tr>
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| -5 mo.  | #4 Appt scheduling and maintaining caseload during conversion – Suggested audience: WIC Coordinators #5 Changes that Impact Clinic Flow – Suggested audience: WIC Coordinators and key staff | • Local Agency conversion discussion and decisions needed to support caseload and clinic flow during transition to eWIC  
  o Individual and group appointments  
  o Formula Warehouse  
  • Review eWIC NE Session Guide (if using)                                                                 | #2 Conversion and Participant Notification  
  #3 App Scheduling and Caseload Management  
  #4 Clinic Flow  
  #5 Equipment  
  #7 Participant Materials  
  #9 eWIC Policy Drafts                                                                                   |
| -4 mo.  |                                                                                   | • Clinic Flow Discussion and Decisions related to:  
  o Policy changes for separation of duties  
  o Printing Benefit List  
  o Adding Cardholder information  
  o Participant PIN set up  
  o Compliance Issues  
  • Plan for Clinic schedule when staff attend eWIC training  
  • Appointment schedule adjustments for month(s) of conversion  
  • Review inventory of state produced materials and review locally produced materials for changes necessary for eWIC | #3 Appointment Scheduling and Caseload Management  
  #4 Clinic Flow  
  #5 Equipment  
  #7 Participant Materials  
  #9 eWIC Policy Drafts                                                                                   |
| -3 mo.  | #7 Vendor perspective – Suggested audience: All WIC Staff  
  #8 Outreach planning for partners – Suggested audience: WIC Coordinators                             | • Distribute notification materials to participants re: their specific month for conversion                                                                                    | #2 Conversion and Participant Notification  
  #8 Partner Notification and Promotion  
  #9 eWIC Policy Drafts                                                                                   |
| -2 mo.  | #9 Formula Warehouse – Suggested audience: Certifiers and Nutritionists          | • Identify how and where benefit balance list will be printed  
  • Develop plan for communicating with partners  
  • Submit draft local agency procedures to your state nutrition consultant                                                                                   | #5 Equipment  
  #4 Clinic Flow  
  #8 Partner Notification and Promotion  
  #9 eWIC Policy Drafts                                                                                   |
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| -1 mo  |                   | • All agency WIC staff attend 1 day eWIC training  
• Agencies with laptops and air cards will bring them with the card readers to the training  
• TWIST Practice Database will be available 2 weeks prior to conversion  
  ○ Staff will need access to Practice Database  
• Practice eWIC Group NE session if using  
• Consider having one or two staff attend a regional eWIC Vendor training and shopping demonstration | #3 Appointment Scheduling and Caseload Management |
| Conv. Mo. |                   | • eWIC cards issued to new participants and participants without vouchers printed for future months | |
| +1 mo  |                   | • eWIC cards issued to new participants and participants without vouchers printed for future months  
• Plan for what to do with voucher stock and MICR printers post conversion | #5 Equipment |
| +2 mo  |                   | • eWIC cards issued to new participants and participants without vouchers printed for future months | |
| +3 mo  |                   | • eWIC cards issued to new participants and participants without vouchers printed for future months | |
| +4 mo  |                   | • eWIC Conversion complete  
• Outdated materials are removed  
• Final equipment disposition | |