**Guidance for Completing the**

**2018 Nutrition Services Plan (NSP)**



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**Questions?** Contact your agency’s Nutrition Consultant.

**Overview**



One goal in Oregon WIC’s 2018 State Plan is to “Improve local agency capacity to provide effective and meaningful nutrition services.”

To meet this goal, we have launched the ReNEW Initiative – a plan to **Re**vitalize **N**utrition **E**ducation in **W**IC. ReNEW is a continuation of work begun with *Oregon WIC Listens*, which focused on participant-centered services, and *Enhanced Nutrition Assessment Certifier Training* *(ENACT)* which concentrated on improving assessment skills.

The ReNEW Initiative will offer training to help WIC staff improve their counseling skills, deepen interactions with participants, broaden their nutrition knowledge, and better understand the sociological factors that affect both staff and participants. This will be accomplished through regional trainings, a statewide meeting, in-services, webinars and conference calls. The overall goals are:

* To provide services in a manner that acknowledges and accommodates the circumstances of individual families, and
* To help WIC certifiers/counselors feel confident and competent to provide the nutrition education that sets WIC apart as a public health program.

**How does ReNEW affect the Nutrition Services Plan (NSP)?**

In the coming year, Oregon WIC will be using the ReNEW Initiative as a foundation for the 2018 Nutrition Services Plan Goals & Objectives. We also wanted to simplify the process, so you will see several changes on this year’s plan:

* The NSP is a fillable form that you will be able to submit with one click!
* The goals and objectives on this year’s plan have been selected for you.
* Your agency will choose several activities to meet the first two objectives and record them on this form.
* In June of 2018, the state office will provide two assessment tools (after several trainings have occurred) to address the third and fourth objectives. At that time you will be asked to select additional activities to address the results of the assessments.

**Instructions for Completing the 2018 Nutrition Services Plan (NSP)**



1. Review the NSP Fillable Form, and note each area of focus.

* Improving participant centered counseling skills
* Increasing referral resources
* Assessing trauma informed and resiliency practices in your agency
* Completing a breastfeeding program assessment
* Optional goals and objectives

*Your agency may want to develop one or more additional objectives related to nutrition education or breastfeeding, to capture activities you are currently working on or to carry over activities from the 2017 NSP. This is entirely optional. Check with your Nutrition Consultant if you have any questions.*

1. Meet with your staff to discuss ideas for Activities on your 2018 NSP. Initially, you will develop at least one activity for Goal 1 and Goal 2 (and Goal 5, if selected).
   * In early June you will receive information on completing Goals 3 and 4, which include the completion of a *Breastfeeding Assessment* and a *Trauma Informed Practices Checklist*. At that time you will select one or more actions pertaining to the assessment results to implement at your agency. These will be recorded on another fillable form, and submitted to the state office by July 16, 2018.

1. Review the guidance included in this packet on *how* to write an activity or action that is measurable and realistic for the time frame.
2. Complete the *2018 Nutrition Services Plan* form.
3. Click *Submit* to send your **2018 Nutrition Services Plan** form to Bonnie, on or before the due date of **December 15, 2017.** If you do not receive a confirmation email within 2 business days, contact Bonnie.

(971) 673-0048 [bonnie.ranno@state.or.us](mailto:bonnie.ranno@state.or.us)

1. Note: You do NOT need to turn in a list of planned in-services for 2018.

Since the state office will be providing quarterly educational opportunities this next year, this is unnecessary. Instead, you will list the in-services your staff completed on the 2018 Evaluation, due in early 2019.

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1. Your 2018 NSP will be reviewed by your Nutrition Consultant who will check whether your planned activities are:
   * Easy to understand
   * Realistic
   * Attainable in the 1-year time frame
   * Clear about the result to be accomplished
   * Specific enough that the results can be observed

You will be informed by December 31, 2017 if your 2018 NSP is “Approved” or “Needs Modification”. If changes are needed, modified NSPs are due by January 16, 2018.

1. The time frame for implementing your NSP is from January 1 – December 31, 2018.
2. You will receive information on the *Evaluation* of your 20**17** NSP in early 2018. It is due February 28, 2018.

**Important dates:**

**2017**

* Now - Dec 15 Write 2018 Nutrition Services Plan
* December 15 2018 NSP due
* December 31 Notified by your nutrition consultant as to whether

the NSP is approved or needs modification

**2018**

* January 2 2018 NSP implementation begins
* January 16 Information on completing the 2017 NSP Evaluation sent out

Due date for re-submitted NSP, if needed

* February 28 Evaluation of **2017** NSP due – includes list of in-services

completed in 2017

* June 4 Breastfeeding Assessment & Trauma Informed Practices

Checklist sent out

* July 16 Breastfeeding Assessment & Trauma Informed Practices

Checklist due

**2019**

* February 28 Evaluation of **2018** NSP due – includes list of in-services

completed in 2018

**Additional Information**

**What is the difference between a goal, an objective, and an activity?**

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| --- |
| **Goal** |
| Broad statement describing what  the program plans to accomplish |

**Goals** are typically broad general statements that describe *what* the program plans to accomplish. They establish the overall direction and scope of the program, and serve as the foundation for developing program objectives.

|  |
| --- |
| **Objective** |
| Statement outlining the steps that will be taken to meet the goal |

**Objectives** are the specific steps for achieving a goal.

Objectives are usually precise, and measurable statements that explain *how* the goal will be accomplished.

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| --- |
| **Activities** |
| Activities provide the specific details on what will be completed and when |

**Activities** provide further detail on how the objective will

be achieved by listing specifically what will be completed in

a specific time period.

In this year’s NSP, you will write several activities that staff can work on during 2018. Actions are clear, realistic, attainable within a specific time frame and specific enough that you can tell whether it was accomplished or not.

**Examples:**

* During the February staff meeting, staff will watch a video on how to close an appointment with an effective summary, and then pair up to practice making summaries using prompts.
* The Training Supervisor will provide an in-service for staff during the second quarter of 2018 on ways to engage the WIC participant in meaningful conversation by asking probing questions and making deeper reflections.
* During the all staff meeting in April, the WIC nutritionist will share information with staff on how to refer participants to food insecurity resources in the community, and how to document the referral in TWIST.
* At the July staff retreat, the WIC Coordinator will review the referral process used by WIC staff, including mandatory referrals, resources that are available in the community, and how to document each referral appropriately in TWIST.