

2019 WIC Staff Training Plan

1/2/2019

Training required	Completion requirements
Quarterly In-services	
<p>New food list and cultural foods</p> <ul style="list-style-type: none"> • Release 12/21/2018, due 2/1 for all • PowerPoint presentation • Completion time - about 1 hour • Includes review of the new arrangement and layout of the food list (participant copies may not be available until later, but visual images will be available when the in-service is released) • Includes foods added and removed and the reasons, which include cultural acceptance, avoidance of arsenic and artificial dyes • Includes review of which foods vendors are required to stock (minimum stock requirements) 	<ul style="list-style-type: none"> • All WIC Staff must complete by 2/1/2019 for new food list implementation
<p>Certifier Refresher – Assessment, counseling, referrals, and documentation lessons</p> <ul style="list-style-type: none"> • Release 1/11/2019, due 4/30 for CPAs • 13 individual written lessons • Completion time - about 3 hours to complete all 13 lessons • Completing these lessons is part of a correction action plan required by USDA based on a 2017 Review • Includes a review of material presented in RENEW training plus additional materials that support providing WIC services 	<ul style="list-style-type: none"> • All CPA’s must complete by 4/30/2019 • Record of staff completion to be returned to the state office by 5/31/2019
<p>Introduction to Caseload</p> <ul style="list-style-type: none"> • Release 1/25/2019, due 12/31 for all • Online course • Completion time – about 30 minutes • Includes an overview of what impacts WIC caseload and the role of every staff person to support caseload 	<ul style="list-style-type: none"> • All WIC Staff must complete by 12/31/2019
<p>RISK updates</p> <ul style="list-style-type: none"> • Release 6/1/2019, due 9/30 for CPAs • PowerPoint presentation • Completion time – about 30 minutes • Reviews changes to nutrition risks and risk levels that will be implemented 10/1/2019 	<ul style="list-style-type: none"> • All CPA’s must complete by 9/30/2019
<p>Breastfeeding continuing education – topic TBD</p> <ul style="list-style-type: none"> • Release 9/1/2019, due 12/31 for CPAs • Presentation method and completion time TBD 	<ul style="list-style-type: none"> • All CPA’s must complete by 12/31/2019
Annual training requirement	
<p>Updated Civil Rights refresher</p> <ul style="list-style-type: none"> • Release 2/1, due 12/31 for all • PowerPoint presentation • Completion time – 30 minutes to 1 hour • Meets annual civil rights training requirement • This scenario-based refresher is appropriate for existing staff. 	<ul style="list-style-type: none"> • All WIC Staff must complete by 12/31/2019

Training required	Completion requirements
New staff training module and online course updates	
<p><i>New Certifier Guide</i></p> <ul style="list-style-type: none"> • Release 3/1/2019 • Written lessons – will be available to download from website (includes active links and fillable forms) or can order hard copies through Shopify • Consolidates information from several different sources, including from the <i>Dietary</i> and <i>Nutrition Risk</i> modules. • Covers information from RENEW plus some gaps in training materials. • Guide is written to be learner led, so new certifiers are more involved in their training. • Includes links and guides to completion of all required training modules and online courses to streamline the training process. 	<ul style="list-style-type: none"> • Required for all new CPA’s starting 3/1/2019 or later.
<p><i>Nutrition Risk Module</i></p> <ul style="list-style-type: none"> • Release 3/1/2019 • Written lessons – will be available to download from website (includes active links and fillable forms) or can order hard copies through Shopify • Combines <i>Dietary</i> and <i>Nutrition Risk</i> modules into single module • Complements the <i>Certifiers Guide</i> and makes completion simpler • Risk information sheets will be posted individually on the website for easier reference 	<ul style="list-style-type: none"> • Required for all new WIC CPA’s starting 3/1/2019 or later. • No requirements for existing staff
<p><i>Responsive Parenting and WIC</i></p> <ul style="list-style-type: none"> • Release TBD - target Summer 2019. • Online course based on June 2018 in-service 	<ul style="list-style-type: none"> • Required for all new CPA’s when available • Existing CPA’s will need to pass posttest
<p><i>Toddler Behavior</i></p> <ul style="list-style-type: none"> • Release 1/7/2019 • Online course • Completion time – about 1 hour • Based on Jane Heinig’s work and includes the toddler behavior content covered at the 2018 Statewide Meeting. 	<ul style="list-style-type: none"> • Recommended for all CPA’s • Required for all new CPAs who started after 5/15/2018 • CPA’s who attended Jane Heinig’s course need to pass posttest • Completion of module or pass posttest by 6/30/2019
<p><i>Civil Rights Module for new hires</i></p> <ul style="list-style-type: none"> • Release TBD in 2019 • Updated version will cover all required civil rights topics for staff 	<ul style="list-style-type: none"> • Replaces current civil rights training required for all new WIC staff
<p><i>Introduction to Caseload</i></p> <ul style="list-style-type: none"> • Release 1/25/2019 • Online course • Completion time – about 30 minutes • Counts as a 2019 quarterly in-service for existing staff, and then will be an ongoing requirement for all new WIC staff. 	<ul style="list-style-type: none"> • Will be required for all new WIC staff hired after 4/1/2019

Updates to training for leadership positions	
<p>Breastfeeding Level 3 training</p> <ul style="list-style-type: none"> • Release 1/2/2019, due by 11/1/2019 • Online courses through Lactation Education Services • Completion time – about 45 hours • Provides advanced (level 3) breastfeeding training for breastfeeding coordinators who are not IBCLCs • To support current BF coordinators who haven't completed advanced training, Kelly Sibley will lead a monthly conference call study group during 2019. Time and duration TBD 	<ul style="list-style-type: none"> • Required for all new breastfeeding coordinators who are not IBCLCs within 1 year of hire • Required for existing BF Coordinators who have not completed a 40+ hour training by 11/1/2019
<p>Caseload Management</p> <ul style="list-style-type: none"> • Release TBD • Website resources with narrated instruction, tools, visuals, and videos • Completion time varies • Recommended for all WIC coordinators and the staff they assign to monitor clinic operations, such as running reports or monitoring appointments 	<ul style="list-style-type: none"> • Highly recommended for all new WIC coordinators • Resource available for all WIC coordinators