Instructions for Completing the 2020 Nutrition Services Plan (NSP)

Overview
- The NSP is a fillable form that you will be able to submit with one click!
- There are 4 areas of focus on this year’s plan. Some activities have been selected for you, while others will be determined by your agency.
- Your agency has the option to complete a fifth goal, objective and activity, if desired.

Steps
1. Review the NSP Fillable Form and note each area of focus.
   1) Improving counseling skills when sharing growth/weight information with participants.
   2) Evaluating your agency’s use of WIC Health. 
      See the list of possible activities on separate attachment.
   3) Strengthening breastfeeding education and support services.
   4) Improving community partnerships and referrals related to the social determinants of health. See the list of possible activities on separate attachment.
   5) Optional goal, objective and activity

2. Meet with agency staff to discuss ideas for Activities on your 2020 NSP.

3. Review the guidance included on how to write an activity or action that is measurable and realistic for the time frame.


5. Click Submit to send your 2020 Nutrition Services Plan form to Bonnie, on or before the due date of Friday, December 13, 2019. If you do not receive a confirmation email within 2 business days, contact Bonnie: (971) 673-0048 bonnie.ranno@state.or.us

6. Your 2020 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, 2019 if your 2020 NSP is “Approved” or “Needs Modification”. If changes are needed, modified NSPs are due by January 15, 2020.

7. The time frame for implementing your NSP is from January 1 – December 31, 2020.

8. You will receive information on the Evaluation of your 2019 NSP in early 2020. This includes a document for you to list the in-services your staff completed during 2019. The Evaluation will be due on or before Friday, February 28, 2020.
In-Service Trainings
The state agency will be providing five in-service trainings for 2020 – see chart below. You are free to develop and provide additional in-services. Be sure to keep track of all in-service trainings provided to local agency staff, including the date and who attended.

<table>
<thead>
<tr>
<th>In-Service</th>
<th>Topic *</th>
<th>Target Audience</th>
<th>Release Date*</th>
<th>Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Let’s Talk About Growth</td>
<td>CPAs</td>
<td>2/1/20</td>
<td>4/30/20</td>
</tr>
<tr>
<td>2</td>
<td>How to Talk With Families About Weight</td>
<td>CPAs</td>
<td>5/1/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>3</td>
<td>2020 Risk Updates</td>
<td>CPAs</td>
<td>7/1/20</td>
<td>9/30/20</td>
</tr>
<tr>
<td>4</td>
<td>Breastfeeding CE – topic TBD</td>
<td>CPAs</td>
<td>8/1/20</td>
<td>12/31/20</td>
</tr>
<tr>
<td>5</td>
<td>Civil Rights Refresher</td>
<td>All</td>
<td>3/1/20</td>
<td>12/31/20</td>
</tr>
</tbody>
</table>

* Titles and dates are subject to modification

Calendar

Important dates:

**2019**
- Now - Dec 13 Write 2020 Nutrition Services Plan (NSP)
- December 13 2020 NSP due
- December 31 Notified by your nutrition consultant as to whether the NSP is approved or needs modification

**2020**
- January 1 2020 NSP implementation begins
- January 17 Information on completing the 2019 NSP Evaluation sent out
- February 28 Evaluation of 2019 NSP due – Includes list of in-services completed in 2019

**2021**
- February 26 Evaluation of 2020 NSP due – Includes list of in-services completed in 2020