



Week ending issue: August 1, 2014 – Issue #221

Policy

From the WIC Services Policy and Procedure Manual – 330.10 Local WIC Agency Data System Guidelines – Security Access Tokens 1 of 2

Local and state WIC staff must use their assigned token when accessing the train and production environments of the data system. Staff shall not use a token assigned to another staff as it is your electronic signature within the data system.

To assure program and data integrity of the WIC data system, there are multiple levels of security access. Data system security access is determined by position and clinic responsibilities. Access levels include:

- Scheduler-only,
- Support Staff,
- Health professional, non-CPA,
- CPA, and
- IWIN Coordinator.

WIC coordinators must fax **OR** mail an **IWIN Token User Information Form** and a **signed New User Request Form** to the WIC HelpDesk when new staff is hired. If the local agency has a token from a vacated position, an IWIN Token User Information Form and signed New User Request Form must be completed each time an individual is hired in that position. This includes staff who may have left the agency and then returned at a later date.

The IWIN Token User Information Form and New User Request Form must be received by the WIC HelpDesk by 2:00 pm Thursday. If forms are received by this deadline, tokens will be processed the following Monday night and will be activated by noon the following Tuesday. The WIC HelpDesk will contact the WIC Coordinator when the token is activated and ready for use.

The Acknowledgement of Receipt of Security Token form will be mailed with the new token. If the staff member already has a token, this form will be e-mailed. This form must be reviewed, signed, and dated by the token user. The completed form must be mailed, faxed, or e-mailed to the WIC HelpDesk.

Token licenses are paid by the state WIC office for local agency staff positions paid $\geq .2$ FTE from WIC grant funds. The token license fee for IWIN user positions paid with $< .2$ FTE WIC grant funds is \$60. Payment is due within 60 days of receipt of the token and invoice. Refer to the bottom of the invoice for proper payment instructions. The state WIC office reserves the right to approve or disapprove token requests.

Passwords and soft pins should be kept in a secure area. Local agencies must report any breach of password of security within 24 hours to the state WIC office.

Information

Farmers Market Checks

Due to the short supply of farmers market checks please make sure you confirm that the Parent/Guardian does in fact want them before recording them in IWIN as well as making sure you are issuing the right number of booklets to the family- although the family may be eligible for more than one set of farmers market checks your agency may want to consider issuing only one booklet per family if you aren't doing this already so more families can be served. We have had multiple issues of erroneously issued farmers market checks the past couple of weeks.

Infant-Child Nutrition Workshop

At the end of the Friday Facts is the Agenda for the Infant-Child Nutrition Workshop that we posted last week. Please note that the Room Number was added to the Agenda - FFA Building Ankeny DMACC-[Room 214](#).

Congratulations to Pat Hildebrand!

Pat recently announced her plans to retire effective September 5, 2014. Pat has worked for the Iowa WIC Program for many years and in several capacities. Her first contact with the state WIC office occurred as a graduate student in 1985-1986. She worked with the state staff to design the annual participant survey to gather information to use to increase the effectiveness of the nutrition education component of the program. Pat was hired as the Health Services Director for Mid Iowa Community Action in Marshalltown in 1987 where she managed and supervised the WIC program, MCH program, the nutrition component of the Head Start program, BASICS program, and the Ryan White HIV case management program. She has been an advocate and champion for oral health throughout her career and was also an integral player in the Story County Community Dental Clinic, the I-Smile Dental Program and several other grants. In 2010 she joined the state WIC office staff as a Community Health Consultant and in late 2012 was named the WIC Nutrition Services Coordinator.

Pat's enthusiasm for the program and her commitment to customer service will be missed! Please join us in wishing her all the best in retirement!

WIC Community Health Consultant Position Posted

The position was posted this week and will remain open until August 13. This position requires state licensure as a dietitian and the position ID is 14110BR. The posting will close on August 13. To learn more about this position, please go to this website <http://www.das.iowa.gov/> and click on the link, How do I apply for a state job?

Find Us on Facebook



<https://www.facebook.com/IowaWIC>

Dates to Remember

2014

- Final Food Rule Changes for Local Agency Staff Training – September 10 at Noon
- Final Food Rule Changes for Local Agency Staff Training – September 15 at 8 a.m.
- 2014 Iowa WIC Training – October 9

New Employee Training Go-to-Meeting

- NETC Go-To-Meeting (All new staff) – September 11, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – September 18 , from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – September 25, from 8:30-11:30
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- NETC Go-To-Meeting (All new staff) – November 6, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – November 13, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – November 20, from 8:30-11:30

Core Trainings

- Infant/Child: August 28, 2014
- Communication and Rapport: October 29, 2014

Contractor's Meetings

- August 26 - 10:00 a.m. - 3:00 p.m.

Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Pregestimil	10 cans (16 oz) Powder	9/2014	Upper Des Moines Opportunity	Tammy Chapman 712-859-3885 Ext. 110
Pediasure Peptide 1.0 cal 8 oz RTU	19 cans 6 case and 18 cans (162 cans)	8/2014 12/2014	HACAP	Angela Munson 319-393-7811
Powder Vanilla Ketocal 4:1	8 containers -11 oz	8/10/14	Webster County	Kathy Josten 515-573-4107
Powder Vanilla Ketocal 4:1	1 container -11 oz	9/28/14		
Powder Vanilla Ketocal 4:1	4 containers -11 oz	11/1/14		
Boost Breeze	24 8-oz containers	11/19/14	Broadlawns	Rose Logan 515-282-6717

Elecare Jr Unflavored Powder	2 case/6 cans each	12/2014	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Elecare Jr Unflavored Powder	3 cases/6 cans each	2/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Vanilla Pediasure 1.5 Calorie w/Fier	3 cases (24 cans/case)	2/2015	MICA	Sierra Meyer 515-232-9020 x105
Elecare Jr Unflavored Powder	2 cases/6 cans each plus 2 cans	5/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Powdered Nutricia Neocate Infant DHA/ARA Amino Acid Based Infant Formula w/iron	5 cans	8/2015	North Iowa Community Action	Carla Miller 641-432-5044 X24
EleCare Jr. Unflavored, powder	2 cans, 14.1 oz	11/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
EleCare Jr. Unflavored, powder	12 cans, 14.1 oz	11/2015	Siouxland	Allyson Woltman 712-279-6636

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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Infant-Child Nutrition Workshop-FFA Building Ankeny DMACC-Room 214

Thursday, August 28, 2014

This workshop will help dietitians, nurses, health educators, and answer parent's questions about food intake, growth, and oral health for infants and children.

Agenda

8:30am to 9:00am	Registration
9:00am to 10:00am	Feeding Your Infant and Child
10:00am to 11:00am	Milk Feedings for Infants
11:00am to 11:15am	Break
11:15am to 12:15pm	Oral Health Recommendations Infancy through Childhood
12:15pm to 1:15pm	Lunch
1:15pm to 2:30pm	Working with Families with Special Health Care Needs
2:30pm to 2:45pm	Break
2:45pm to 3:45pm	Underweight Infants and Children
3:45pm to 4:45pm	Overweight Infants and Children
4:45pm	Adjourn

Speakers

Stephanie Chickering, RDH, Dental Consultant, Iowa Department of Public Health
Patricia Hildebrand, MS, RD, LD, WIC Nutrition Services Coordinator, Iowa Department of Public Health

Kimberly Stanek, RD, LD, Nutrition Consultant, Iowa Department of Public Health
Jody Kealey, RD, LD, Nutrition Services Program Coordinator, Child Health Specialty Clinics

Objectives

After attending this workshop, you will be able to:

1. Describe current recommendations for feeding infants and children.
2. Describe stages of growth and nutrition needs for infants and young children.
3. Describe how stage of development relates to the introduction of solid foods.
4. List recommended practices for infant and child oral hygiene.
5. Discuss feeding and nutrition concerns for children with special health care needs.
6. Identify overweight and underweight children and suggest feeding guidelines.
7. Describe how stage of development relates to the introduction of solid foods.