



GROUP SESSION LEADER'S GUIDE – ONE YEAR CERTIFICATION

Session Focus:

Target Audience: WIC staff performing nutrition risk assessments (RDs, CAs)

Session Goal: To inform WIC staff of the January 5, 2015 implementation of one year certification for eligible children and to train staff in their role of providing a mid-certification health screen for participants receiving one year certification (children, infants and breastfeeding women).

Session Objectives: By the end of the session staff will be able to...

- 1) Understand the definition of one year certification and which participants are eligible.
- 2) Identify the time frame for one year certification, health screen and nutrition education contacts.
- 3) Review and identify the steps needed to complete a health screen.
- 4) Complete practice scenarios.

Session Planning:

Materials Needed:

Staff handouts:

- Health Screen Helpful Tips Handout
- Health Screen Quick Reference Sample (category infant and breastfeeding; children will be available soon)

Additional materials for session leader:

- WIC Connects Group Session Leader's Guide – One Year Certification (this leader's guide)
- One Year Certification PowerPoint
- Health Screen Practice Activity

Preparation Needed:

- Participate in the NEAT train-the-trainer conference call November 13, 2014, 2:00 – 3:30 pm MT. Call in number 888-706-6468, participant code 811393.
- Review materials in advance of the group training session.

Prior to leading the in-service session, spend time reflecting on how you can 'model' participant centered services (PCS) skills throughout the session. Read the in-service outline below and think about where you might use open-ended questions (see the activities), affirmations (affirm staff for their comments/answers during the session), reflections (acknowledge when the group seems apprehensive, excited, confident, etc.), and summarizations (anywhere it seems to fit during the session discussions). At the conclusion of the power point presentation session, determine the "next steps" (see slides 26 and 27 below) and summarize.

Session Outline:

Facilitator notes – (total time needed about 60 minutes; 90 minutes with practice activity time)

PPT Slide:	Important concepts to cover, learning activities:
Slide 1	Opening the session: introduce the topic, length of session, invite questions as they arise.
Slide 2	Objectives: Review the session objectives (see above or see slide).
Slide 3	One Year Certification - Introduction: Review the introduction to one year certification (see slide). This slide highlights key facts about one year certification.
Slide 4	Ice-breaker Activity: have the group discuss <i>What do you think staff and participants will like about extending the length of child certifications to one year?</i> (Leader may wish to list group answers on a board, flip chart or overhead projector).
Slide 5	Health Screen - Advantages: Discuss some of the listed advantages with this change (see slide). In summary, there are several advantages to the participant and clinic staff. <i>Did you notice any overlap between this slide and the discussion from slide 4?</i>
Slide 6	Health Screen - Introduction: Review introduction to the health screen (see slide). This slide highlights key facts about the HS. In summary, the HS is a required piece of having one year certification for children and for any other category that has one year certification (infants and breastfeeding women).
Slide 7	Health Screen - WISPr Access: Review where to access the HS function in WISPr (see slide). Note: The step by step QRC's are available as a training tool and reference for staff.
Slide 8 & 9	Health Screen - WISPr Prompts: Explain what prompts will display in WISPr for alerting and completing a HS. Discuss the difference for a transfer/VOC (see slide 8). Note: The prompt for the HS being due will never prevent staff from printing out checks. Use screenshot to show a visual image of the left navigation menu location for HS access and WISPr prompts (see slide 9).
Slide 10 & 11	Health Screen - Check Function: Review why the 'Run HS Check' button is not needed since this function occurs automatically for the HS (slide 10). Use screenshot to show a visual image of the check function (slide 11).
Slide 12	Health Screen - Steps: Explain the steps required to complete a HS (slide 12). Note: There are no changes to current policy on the collection of ht, wt, hgb, feeding tab or immunizations.
Slide 13, 14 & 15	One Year Certification & HS - Additional Details: Review the additional details that may be required or considered to completing a HS for a one year certification including referrals (see slide 13 & 14). See additional details for risk code assignment (see slide 15).
Slide 16 & 17	One Year Certification & HS - Critical Thinking Activity: Have the group discuss <i>"Why is it important to have a health screen appointment during the middle of a certification?"</i> (slide 16). Discuss some of the listed values with this change (see slide). In summary, there are many valuable changes to the participant and clinic staff with the HS mid-year (slide 17). <i>Did you notice any overlap between this slide and the discussion from slide 17?</i>
Slide 18	One Year Certification & HS – Nutrition Education: Review with staff the policy requirements for providing nutrition education for certification yearly (see slide)

Slide 19	One Year Certification & HS – Documentation: Explain the documentation expectation for recording nutrition education and missed appointments (see slide).
Slide 20 Slide 21 22 & 23	One Year Certification & HS – Care Plan Updates: Review the updates to the care plan that will be implemented with the one year certification and the HS projects in WISPr (slide 20 & 22). These updates also apply to care plan documentation for other appointments. Use screenshot to show a visual image of the care plan changes (slide 21 & 23). Explain: <ul style="list-style-type: none"> • The Education Topics section is meant to reflect what is discussed during the education part of the appointment (not the assessment; if no education was provided regarding a topic then it shouldn't be listed as an education topic). • Staff are encouraged to limit nutrition/breastfeeding education handouts to 1 or 2 relevant handouts per appointment. Three lines are provided in the care plan so there's also space for referral handouts to be documented. • The goal lines were reduced to two to encourage focusing on one or two specific relevant measureable goals at a time.
Slide 24 & 25	Documentation – Critical Thinking Activity: Have the group discuss <i>“Why is documentation (assessment information and care plan) an important part of the Health Screen?”</i> (slide 24). After discussing, review the key points listed on slide 25.
Slide 26	One Year Certification & HS – Practice Activity: Work as a group or in pairs of two using the 'Practice activity' handout. A list has been provided of participants in each agency that have a HS due in the training (UAT) environment for staff to practice entering a HS (see slide 26) Note: Only one group or pair can work on the same participant in WISPr.
Slide 27	Questions: If staff has feedback or unanswered questions, please contact the State office (Marie Collier for nutrition assessment/education, Michele Faiella for policy/procedure). Thank you for participating!

Facilitator review:

How well did the session support certifier understanding of One Year Certification?

What suggestions do you have for the State Office regarding future training and related materials?

Feedback may be given to:

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