

Procedures for Clinic Modifications

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I. Procedures for Opening or Re-opening a Clinic:

- The Nutrition Services Compliance Manager will contact the Contracts Manger and Nutrition Services Compliance Manager at the State Agency for prior approval and to provide the following information necessary to open or re-open a clinic:
 - Potential caseload of clinic.
 - Site of clinic location to be opened.
 - Anticipated date of the clinic opening.
 - The clinics hours and days of operation.
 - Number of checks this clinic will use in a month.
 - Contact information for the clinic opening.
 - All services the clinic will provide (including classes etc.).
 - Identify the equipment (computer, anthropometric, etc.) the clinic will need or report inventory that will be obtained from another clinic within the agency.
 - This includes:
 - Printer numbers (tag number) or if another clinic will print checks
 - If the equipment will be stationed at the site.
 - The SA may be able to assist with inventory costs to open a clinic if funding is available. In order to make this request, please submit an itemized list with the estimated cost in a formal letter to the SA.
 - Contracts may not be impacted immediately after opening a clinic, revisions to caseload and funding may be adjusted as needed with continued monitoring of participation trends.

II. Procedures for Merging a Clinic:

- The LA Clinic Coordinator will contact the Contracts Manger and Nutrition Services Compliance Manager at the State Agency with the following information necessary to merge two or more existing clinics:

- Site of clinics merging and the clinic location(s) closing.
- Anticipated date(s) of the clinics timeline for closing the current clinics, merging, and re-opening.
- The clinics hours and days of operation.
- All services the clinic will provide (including classes etc.).
- Identify the equipment the new clinic will need or report inventory that will be obtained from another clinic within the agency.
 - This includes:
 - Printer numbers for those that need to be moved/installed.
- The LA will submit a plan of how they will notify participants of the clinic merger and provide the clinic contact information for the participant to continue obtaining WIC benefits.
- Please note: The mainframe may not be impacted by the region, but there is the potential for technical difficulties with the IP address routing.
- Contracts may not be impacted immediately after merging a clinic, revisions to caseload and funding may be adjusted as needed with continued monitoring of participation trends.

III. Procedures for Relocating or Temporary Relocating a Clinic:

- The Contractor will notify the Contracts Manger in writing of the relocation of any WIC clinic(s) at least 60 days prior to the actual relocation change date and include the following information necessary to temporarily relocate a clinic:
 - The name of the clinic that will be relocating.
 - Anticipated transfer date to new location and when clinic will operate.
 - Anticipated transfer date back to the original clinic location and when clinic will operate (if applicable).
 - Plan for notifying participants impacted by the relocation.
 - Include check printer information. Please note accommodations should be evaluated based on length of time for the relocation, clinic size, distance of nearby clinics etc. Please consult the State office with questions or concerns.
 - If equipment will be brought to the new/temporary location. Please note hook-up for check printers usually require 45 days to complete the set-up.
 - For smaller satellite clinics that choose to not set-up a check printer temporarily, please include your plan for alternate methods of issuing checks.
 - State staff may assist will suggesting acceptable methods.
- Upon confirmation of the relocation notice, the Contracts Monitor will send notification of approval to the Contractor.

IV. Procedures for Closing a Clinic:

- The Contractor will notify the Contracts Manger in writing of the closing of any WIC clinic(s) at least 30 days prior to the actual closure date and include the following information necessary to close a clinic:
 - The name of the clinic that will be closing.

- Anticipated closing date.
- Plan for notifying participants impacted by the closure.
- Please provide a list of inventory purchased with WIC funds and whether the equipment will be brought to another clinic or surplus the equipment [OMB Circular A-87 and Idaho Code 67-5722].
- Upon confirmation of the closure letter, the Contracts Monitor will send an approval letter to the Contractor.
- The LA will send a letter to the participants notifying them of the clinic closure and provide the clinic contact information for the participant to continue obtaining WIC benefits.
- If applicable, notify the surrounding clinic of the closure and desire to refer patients to their nearby clinic.
- Once the letter has been obtained by the LA Coordinator and the participants have been notified, the SA will transfer participants to the main clinic in WISPr and close the satellite clinic. Participants will be allowed to transfer to another surrounding clinic if desired.
- Contracts may not be impacted immediately after closing a clinic, revisions to caseload and funding may be adjusted as needed with continued monitoring of participation trends.

V. Procedures for Closing an Agency:

- The Contractor will notify the Contracts Monitor in writing of the closing of any WIC clinic(s) at least 30 days prior to the actual closure date and include the following information necessary to close a clinic:
 - Anticipated closing date.
 - Plan for participants impacted by the closure.
 - Please provide a list of inventory purchased with WIC funds and plans to surplus the equipment [OMB Circular A-87 and Idaho Code 67-5722].
- Upon confirmation of the closure letter from the Contractor, the Contracts Monitor will send:
 - Initial closure notification letter: This letter lets the Contractor know the date the contract will expire and that no services shall be performed under contract after that date.
 - Final closeout letter: The letter lets the Contractor know that the contract has expired.
 - Final report: This report is designed to rate the Contractor's performance and gives Department staff feedback on Contractors for future use.

**For the State Agency, these forms can be found in the E-Manual on the Infonet under Staff Info/Contracts and Purchasing/Contracts and Purchasing E-Manual/Forms.*

- The LA will send a letter to the participants notifying them of the clinic closure and provide the clinic contact information for the participant to continue obtaining WIC benefits.
- If applicable, notify the surrounding clinic of the closure and desire to refer patients to their nearby clinic.

- Once the letter has been obtained by the LA Coordinator and the participants have been notified, the SA will transfer participants to the closest main clinic on WISPr and close the agency. Participants will be allowed to transfer to another surrounding clinic if desired.
- Contract with the agency will expire on the date confirmed in the final closeout letter.