WIC Resources

PURPOSE: Why are we providing this training?

❖ The purpose of the training is to familiarize WIC staff with where to find tools they can use for their job on the Idaho WIC website.

OBJECTIVES: What do we plan those participating in the training will know/do?

❖ WIC Staff will become familiar with:
   1. The Idaho WIC website
   2. WISPr Quick Reference Cards (QRCs)
   3. Training tools available on the website
   4. Accessing the WIC Policy Manual via the website
   5. The steps needed to search the WIC Policy Manual for a specific topic
   6. Locating and navigating through the LMS Guidebooks

AUDIENCE: Who will we be reaching with this training?

❖ All Idaho WIC Staff

METHOD: How will we provide this training?

❖ Training can be done individually or as a group by accessing the Idaho WIC website and finding the answers from the scavenger hunt

MATERIALS: What materials do we need to provide for this training?

❖ Handout: WIC Resources
❖ Access to the Idaho WIC website

TIMELINE: What is the timeline for providing this training?

❖ Annually by all WIC staff

Scavenger Hunt

- ❖ ID WIC Website

    1. How do you get to the Idaho WIC Website? List the steps.

    2. Locate the LMS Training and Guidebooks. How many Circle Charts are available under the Participant Centered Education (PCE) section?

    3. How many Quick Reference Cards (QRCs) are available on the website? (Hint: Click the "expand all" button under the Quick Reference Cards (QRCs) header. Count the number of documents listed, not folders).

    4. What (2) forms are located on the Health Partners page? What other information is available on this page?

    5. Where can you find both English and Spanish forms, such as the Check Audit form, Letter of Ineligibility form, Data Request form, Rights and Responsibilities/Consent form, etc.?

    6. Locate the most current WIC Connections newsletter; list (2) updates that are noted.

    7. Locate the phone numbers and email addresses for the WIC Helpdesk and Vendor Team.

    8. Locate the Breastfeeding page. List (2) resources or articles provided.

- ❖ Policy Manual

    1. How do you access the WIC Program Policy Manual through the website? List the steps.

    2. How do search for a topic in the Idaho WIC Policy Manual? List the steps.

    3. On which page will you find the Certifying Infants policy?

    4. On which page will you find the Change in Custody policy?

    5. On which page will you find information to Determine Eligibility (i.e. income, residency, etc.)?

    6. Open the Computer Down Kit. What is stated as the Purpose on the first page?