



GROUP SESSION LEADER'S GUIDE

Session Focus:

Target Audience: Any staff working directly with WIC participants

Session Goal: To learn how to use WICSmart

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

- Objective 1: Explain Idaho WIC's Online Nutrition Education (NE) Policy
- Objective 2: Access WICSmart participant information
- Objective 3: Identify WICSmart Modules
- Objective 4: Use WICSmart Features
- Objective 5: Determine who is eligible to take WICSmart modules
- Objective 6: Know how to document WICSmart education

Session Planning:

Materials Needed:

- WICSmart Leaders Guide
- WICSmart Training Idaho PowerPoint
- Access to the internet, computer and projector.
- WICSmart Poster
- WICSmart User Guide/Instruction Card (Handout)
- Frequently Asked Questions
- State Online NE Procedure
- 4 Sample Local Agency Protocols
- Practice Scenarios and Discussion Points (Handout)
- Modules with log in directions (Handout)
- WISPr Quick Reference Cards
- List of Mock Accounts (Created by your Local Agency trainer)

Preparation Needed:

- Trainers review the PowerPoint first. See your WIC Coordinator to get the password for staff to use when doing the initial login.
- Using information provided in the PowerPoint, trainers will need to log in and become familiar with WICSmart then create a few mock accounts using any 4 numbers as the account number.

Mock account examples: **Test12, Account 1234** **Test44, Account 4455**

Under mock accounts trainers should view 1-2 modules, this will allow staff to practice looking up participants and assigning modules. This will take approximately 2 hr. **Mock accounts are automatically cleared out weekly.**



Additional considerations:

- Prior to training key staff (this could include; coordinators, RD’s, supervisors and or trainers) review the State Online NE Procedure and Sample Local Agency (LA) protocols to determine how WICSmart will be implemented within your Agency. This will allow you to train staff on your LA Protocol while training on WICSmart.
- The State is encouraging LAs to mail checks for low risk participants after online education is verified and documented. Exceptions are to be made for a participant who needs to come to the office for another reason, prefers to come to the office or has a difficult time receiving mail. Mailing 3 months of checks is acceptable.
- In an effort to keep WICSmart participant centered, participants are not required to take the modules which have been assigned or recommended by staff. In order for WICSmart modules to be counted as a NE Contact, participants need to take a module specific to their category. See the handout Modules with log in directions. Only one module every 6 months per eligible participant will be counted as a NE Contact.
- 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 presentation session, determine the “next steps” and summarize.

Session Outline:

Facilitator notes:

- Estimated training time 6 ½ hr.
- If you are unable to complete the training in one session, modules can be watched individually.
- If you are unable to complete Activity 4 due to lack of computers, staff can complete this at another time.
- Have staff be cautious not to accidentally delete or alter an existing account. Staff should only work in mock accounts with 4 numbers.

Estimated time	Important concepts to cover, learning activities
15 min.	<p>Opening the session: <i>Activity 1 – Break into teams of 2-3 discuss your thoughts and feelings about WICSmart. Describe your team’s thoughts and feelings about WICSmart in ONE word. Share your team’s word with the group and discuss why your team picked this word.</i></p> <p>WICSmart Introduction: WICSmart Poster and WICSmart User Guide/Instruction Card <i>Display the Poster and pass out the User Guide/Instruction Card Review as a group These are available in English and Spanish. Encourage staff to hold off on questions until you review FAQs and the PowerPoint. These will answer most of their questions.</i></p>



<p>1 hr. 45 min.</p>	<p>WICSmart Use <i>Review as a group in the following order</i></p> <ul style="list-style-type: none"> • Frequently Asked Questions • PowerPoint Training • Online Nutrition Education Procedure <p>Activity 2 – Break into teams of 2-3 have staff answer the Practice Scenarios. Discuss answers as a group. Activity 3 – Have staff work with a partner, take turns explaining the User Guide/Instruction card to each other.</p>
<p>15 min</p>	<p>WICSmart Documentation</p> <ul style="list-style-type: none"> • Quick Reference Cards
<p>3.0 hr.</p>	<p>Module Review: <i>Log in using one of the mock accounts created by your trainer. Have staff take turns running the computer, take the modules as a group. Make sure to schedule breaks. Keep a list of any module misspelled words and errors. These can be submitted to the State office for correction.</i></p>
<p>1.0 hr.</p>	<p>Time to Practice: Activity 4 - Have staff break into pairs and find a computer. Each staff member should practice logging in and changing their password. They should have mock account numbers to practice locating a mock participant, identifying modules taken, assigning modules and adding a mock participant.</p>
<p>30 min.</p>	<p>Closing: <i>Come back together discuss what you learned while working in mock accounts. Discuss next steps and Local Agency WICSmart procedure</i> Questions?</p>
<p>Thank you for participating!</p>	

Facilitator review:

How well did the session support the learning objectives?

What suggestions do you have regarding this training?

Feedback may be given to:

Your WIC Coordinator

or

Angy Harwood, WIC Coordinator WICSmart lead

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or

Marie Collier, State office WICSmart lead

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