

EIPH WICSmart - Draft

Protocol:

Module Assignment and Scheduling

1. During appointments identify participants eligible for WICSmart and who desire WICSmart.
2. Record the family number on a User Guide trigger card, review User Guide and WICSmart use with the participant.
3. Record date range on the participant folder. Encourage participants to take the module during the last month. To prevent an overflow at the end of the month, assign date of the month to date of the month (i.e. July 11 – Sept. 11), not month end to month end. If they are late taking WICSmart be cognizant of the day of the month to assure they get the full package.
4. Verbally recommend category appropriate modules and/or assign appropriate modules in WICSmart.
5. Record module recommendation and/or assignment and date range in the Family Plan and or Care Plan if applicable.
6. In Office Hours (OH) schedule the participant in a WICSmart column as close as possible to the last day in the range but not before.

Staff Verification

1. A staff member will be assigned to the OH WICSmart column.
2. WICSmart staff member will log in to WICSmart and verify nutrition education for each participant on the schedule.

3. WICSmart staff member will document completion of WICSmart in WISPr per QRCs. Completed modules need to be category appropriate to be counted as a Nutrition Education contact (can be a different module than what was recommended/assigned if it's category appropriate).
4. WICSmart staff member will call the participant and verify address, verify desire to have checks mailed and schedule the next appointment. You do not need to set a goal with the participant.
5. Participants who did not complete WICSmart will be called and encouraged to take WICSmart training. Move them to the next WICSmart column. Keep in mind the day of the month so they receive the full food package.
6. Participants who do not complete WICSmart by the time they are out of checks will be treated like a no show. Staff who call on the no show class page will also call on the no show WICSmart page.

Office Verification

Idaho Falls – Staff and Date Assigned weekly in OH

Rexburg – Staff and Date Assigned weekly in OH

Rigby – Staff and Date Assigned weekly in OH

Mud Lake and Dubois – Marisela or Angelee monthly office day

Salmon and Challis – Leslie weekly

Driggs and St. Anthony – Staff and Date assigned weekly in OH,
done by Idaho Falls Staff

Mailing Checks

1. Use a district envelope
2. Add address with a printer, do not handwrite address

3. Include a postcard
4. Stamp envelope confidential
5. Checks can be mailed with district mail the following day

7-19-18

SAMPLE