Scheduling Clients for WICSmart (Pilot)
SAMPLE

PURPOSE: To create consistency within WIC clinics when scheduling low-risk WIC clients for online nutrition education.

PROCEDURE:

1. Determine if client is eligible for online nutrition education via WICSmart.
   a. Client must be low risk whose next appointment would be an IE.

2. Ask WICSmart eligible client if they would like to utilize online nutrition education in place of their face-to-face IE appointment.
   a. If no, identify why and mark it on the WICSmart Pilot Participant Response Sheet. Schedule the next appointment in clinic as an IE.
   b. If yes, identify why and mark it on the WICSmart Pilot Participant Response Sheet.

3. If client agrees to WICSmart as his/her next appointment, recommend module based on current appointment's assessment, discussion and categories involved. EMPHASIZE MODULE IS TO BE COMPLETED DURING THE LAST MONTH OF REMAINING BENEFITS (OR THE MONTH MODULE IS DUE).

4. How to schedule WICSmart appointments in Office Tracker:
   a. Schedule the WICSmart "appointment" in Office Tracker under the column "WICSmart" on the first day of the month the module is due (even if it is a weekend day and/or holiday). Due date is the month you would normally bring them back for an IE. For example, if current month is June and you assign July, August, and September checks, then their due date for their module to be completed would be September so you would schedule their WICSmart "appointment" for September 1st.

Procedure Approval

Office Services Supervisor/Date:_____

WIC Coordinator/Date:_____

    b. Add event in any 15-minute time slot under the WICSmart column. It's okay to double or triple book if needed.

    c. In the Event description, include name, phone #, and recommended module.

    d. For Keyword, select "Online Nutrition Education."

    e. For Label, select the clinic the client is seen in.

    f. In the Details tab, it crucial to put the F# (make sure it is correct and include the F).

    g. Also document in WISPr in Staff Notes on Family page that the next appointment is WICSmart, with due date and recommended modules.

Procedure Approval

Office Services Supervisor/Date:_____

WIC Coordinator/Date:_____