

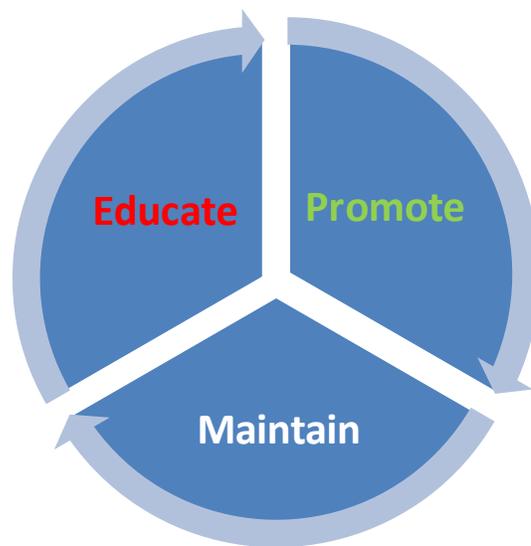
Guidelines for Implementing WICHealth.org in Missouri

WICHealth.org Education via the Web to Missouri WIC Participants

- ✓ Low risk participants can complete two of their four nutrition education contacts online through WICHealth.org.
- ✓ WICHealth.org cannot be used as an education contact for high risk participants; however high risk participants can use WICHealth.org for their personal own knowledge.
- ✓ WIC Staff and non-WIC staff can use WICHealth.org to become familiar with the information provided through WICHealth.org.

3 Steps for successful implementation:

The key elements to implementing wichealth.org successfully are to educate, promote and maintain.



A. Educate

- Educating staff is the first step in implementing wichealth.org and involves:
 - Making staff aware it is being implemented
 - Teaching staff about what wichealth.org is and the theories behind it
 - Providing resources for staff
 - Hands on training

B. Promote

Promotion is an important component of implementation. If your clients do not know online nutrition education is available they will not use it. It is up to the staff to get the word out. There are many activities staff can do to promote wichealth.org. Here are some ideas you could use to promote wichealth.org

- Market wichealth.org in your clinic by using bulletin boards, buttons, poster *etc*
- Inform each eligible participant about wichealth.org

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- Talk about wichealth.org in your nutrition education classes
- Provide each participant with the appropriate materials (wichealth.org inserts)
- Suggest places to access to internet such as the library and book stores.

C. **Maintain**

It is essential to keep up with anything you do in your agency if you desire success in the end.

- Following up with participants to assist participant's progress to the next stage
- Have new employees try wichealth.org as part of their orientation to WIC
- Keep up to date with "What's new?" on wichealth.org such as new learning topics
- Share success, challenges and support with other WIC agencies
- Have a computer available in the clinic for clients to access wichealth.org

1. **Explanation of WICHealth.org to Participants**

- The Nutritionist or CPA should explain WICHealth.org to the participant or parent/guardian.
- Provide the WICHealth.org participant insert and explain how to sign-up for nutrition education. If the participant/guardian is interested in completing their nutrition education online, assist that participant in setting up the account if time allows.
- Review the list of possible lessons with the participant and provide suggestions for lessons to view as appropriate. Only one lesson counts as the educational contact, but participants can complete as many lessons as they like.
- **Clarify** with the participant that they understand which lessons to complete that are applicable to the family members participating on the WIC Program.
- WICHealth.org includes a healthy e-Kitchen component to assist participants with menu development or locating recipes. Healthy e-kitchen does not count as a nutrition education contact. Remind participants that it is on the right side of the nutrition education icon.

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- WICHealth.org is for individual contact and is not meant for a household contact. Lessons can be viewed as often as they choose however it cannot be counted more than once as a nutrition education contact.
2. Once the participant selects WICHealth.org as a nutrition education option, the counseling staff may want to set an alert in MOWINS. This alert will remind the agency that the participant is using WICHealth.org and the date for the class to be completed.
 3. After completion of WICHealth.org lesson
 - A complete list of WIC Clinics for Missouri will be available on the WICHealth.org website. The participant will select the WIC Clinic where they currently get their benefits. **The do not have to know the agency email.** Please communicate this clearly so the participants understand how to send the certificate by e-mail. Note: Each agency/satellite is requested to provide a list of the names that certificates should go to in the agency.
 - After completing the class, the participant will have the option of sending the certification by email or printing off the certificate and presenting it at their next visit.

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- If the participant submits the certificate by email your agency will receive an e-mail notification. LWP staff will document the nutrition education contact in MOWINS by selecting the drop down selection “WICHealth.org” and today’s date. If the participant completes the class on the same day as certification, document using the next day’s date.

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Sample of WICHealth.org Certificate:

The Certificate of Completion



CERTIFICATE OF COMPLETION

WIC Info including WIC ID, state and agency information.
WIC ID: 1234637234
Utah - Salt Lake Valley - Rose Park

This is where the client's name will appear.
This Certificate is awarded to: Jane

This is what I will do with the information I have learned today: I am going to add more fruits and vegetables to my daughter's meals.

The lesson that the client completed will appear here.
For Completing the WIC lesson: Child Fruit & Vegetable

This is where the client's behavioral intent will appear. The counselor can take this information during the client's follow-up visit to assist the client in progressing to the next stage.

This is where the client's initial stage of change will appear.
Initial Stage: Preparation (Getting Ready)

This is where the client's ending stage of change will appear.
Ending Stage: Action (Changing)

Signature _____ 11/25/2009

The Certificate of Completion



LINKS VISITED

WIC ID: 1234637234
Lesson: Child Fruit & Vegetable

Preparation
• Safety tips for selecting, storing, and cooking with fruits and veggies.

Action
• Easy recipes that include fruits and veggies.

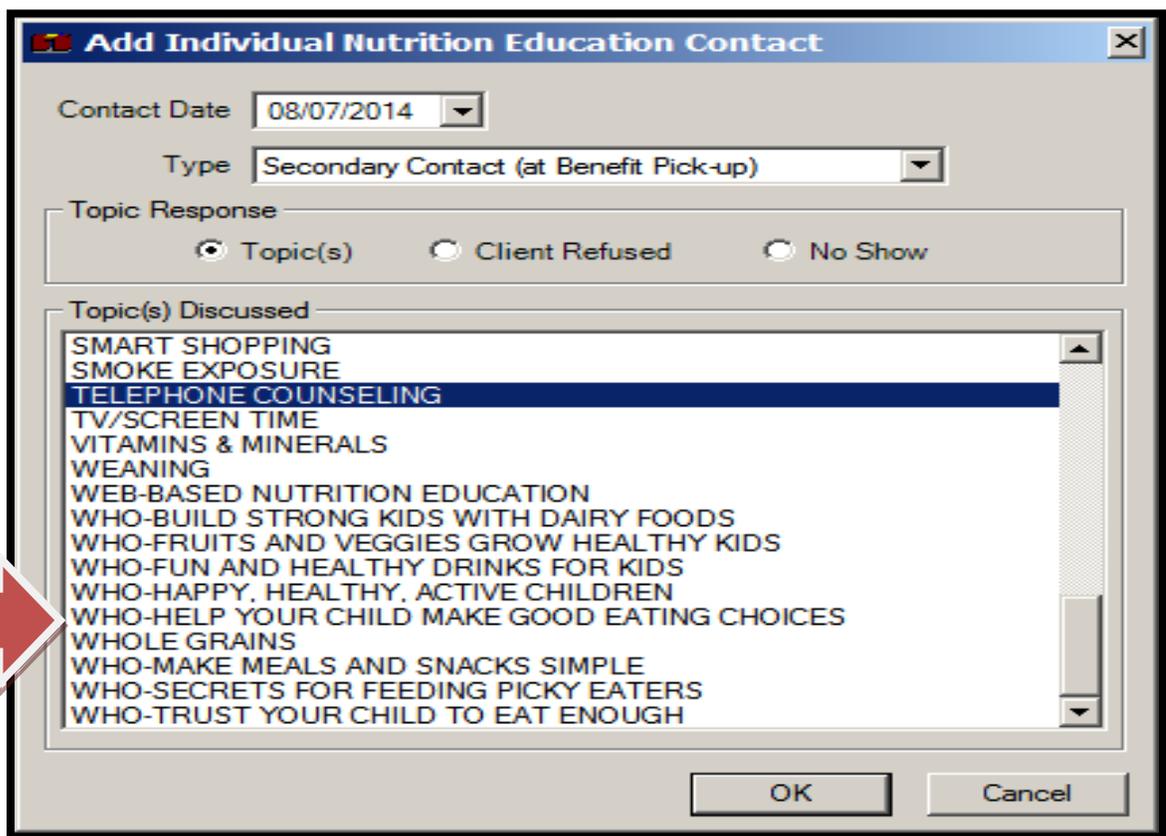
Links that the client's viewed during the lesson will appear on the second page of the certificate.

✓ Use the certificate as evidence of your client's nutrition education completion.

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D. Documentation

- LWP staff will document the nutrition education contact in MOWINS by selecting the drop down selection “WICHealth.org” and today’s date. If the participant completes the class on the same day as certification, document using the next day’s date.
- The WIC Certifier/Clerk (under direction of nutritionist) or CPA/Nutritionist shall copy the certificate into a general note and select *WHO-Lesson title* in the *secondary contact* MOWINS nutrition education tab.
- **Reminder:** Delete the alert set earlier when the class was offered after documentation of completion of the wichealth.org class.



Add Individual Nutrition Education Contact

Contact Date: 08/07/2014

Type: Secondary Contact (at Benefit Pick-up)

Topic Response:

Topic(s) Client Refused No Show

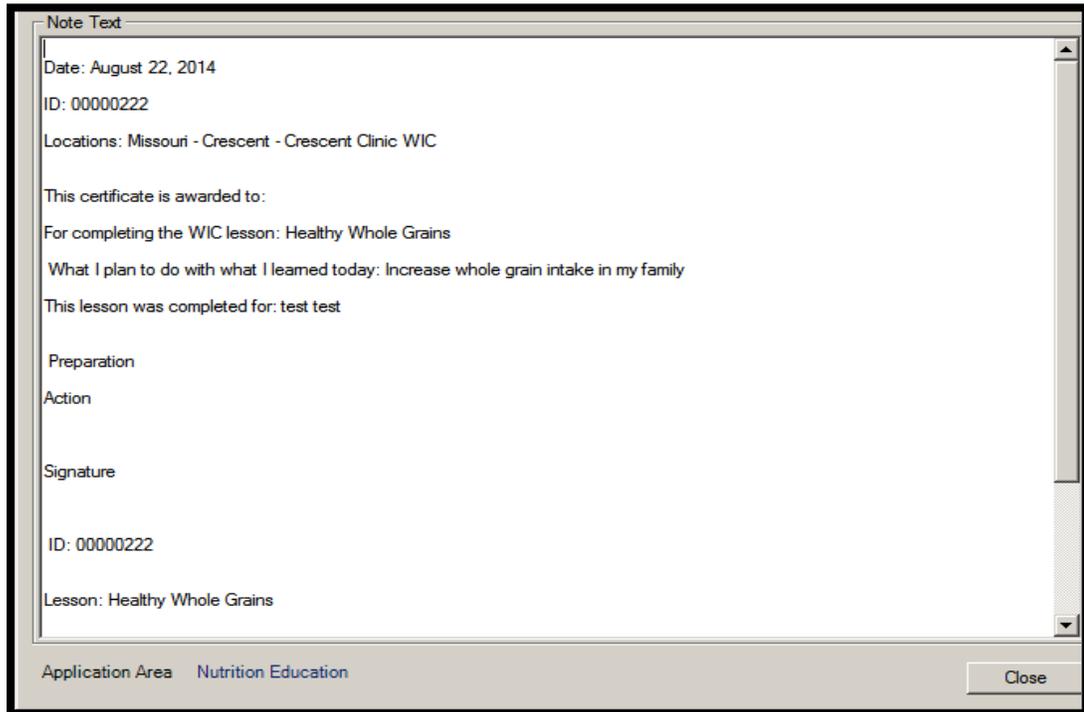
Topic(s) Discussed:

- SMART SHOPPING
- SMOKE EXPOSURE
- TELEPHONE COUNSELING**
- TV/SCREEN TIME
- VITAMINS & MINERALS
- WEANING
- WEB-BASED NUTRITION EDUCATION
- WHO-BUILD STRONG KIDS WITH DAIRY FOODS
- WHO-FRUITS AND VEGGIES GROW HEALTHY KIDS
- WHO-FUN AND HEALTHY DRINKS FOR KIDS
- WHO-HAPPY, HEALTHY, ACTIVE CHILDREN
- WHO-HELP YOUR CHILD MAKE GOOD EATING CHOICES
- WHOLE GRAINS
- WHO-MAKE MEALS AND SNACKS SIMPLE
- WHO-SECRETS FOR FEEDING PICKY EATERS
- WHO-TRUST YOUR CHILD TO EAT ENOUGH

OK Cancel

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Sample certificate copy in a general note in MOWINS - see screen shot below



The screenshot shows a 'Note Text' window with the following content:

Date: August 22, 2014
ID: 00000222
Locations: Missouri - Crescent - Crescent Clinic WIC

This certificate is awarded to:
For completing the WIC lesson: Healthy Whole Grains
What I plan to do with what I learned today: Increase whole grain intake in my family
This lesson was completed for: test test

Preparation
Action
Signature

ID: 00000222
Lesson: Healthy Whole Grains

Application Area Nutrition Education

Close

6. **Nutrition Education Follow Up**

Nutrition education follow up shall be done at any time during the certification period. Nutrition education follow up should be relevant to nutrition assessment, risk assignment, participant's capacities, strengths, needs and/or concerns. Document in a general note that follow - up was done.

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Sample 1

Non high risk Child: Extended Certification and WICHealth.org for Nutrition Education.

Nutritionist Present on Certification Day

12 Months Certification	Initial contact – Face to face Nutrition Education. WICHealth.org offered. Checks for issued 3 months.
↓	
15 Months	WICHealth.org F/U . Checks issued 3 Months
↓	
18 months MCA and Hgb	Face to Face Nutrition education Contact. WICHealth.org offered. Checks issued 3 for months.
↓	
21 months	WICHealth.org F/U . Checks Issued 3 months
↓	
24 months Certification	Initial contact –Face to face Nutrition Education

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Sample 2

WIC Certifier Only - Present on Certification Day

12 Months Certification (WIC Certifier)	Initial contact – Face to face Nutrition Education.
14 Months (Seen by Nutritionist in 60days)	Face to face Nutrition Education. WICHealth.org offered. Checks issued for 3 months
17 months Hgb	Checks issued for 3 months WICHealth.org F/U.
20 months MCA	Face to Face Nutrition education Contact. WICHealth.org Checks Issued 3 Months
23 months Certification (Can shorten certification Period)	Initial contact –Face to face Nutrition Education