

Week ending issue: July 25, 2014 – Issue #220

Policy

From the WIC Services Policy and Procedure Manual – 330.10 Local WIC Agency Data System Guidelines – Clinic Safeguards

Local agency staff should periodically review their physical locations to determine if equipment or food instrument stock is in any potential danger. Review area for:

- Windows or doors that may be left open that could lead to theft opportunities or damage by weather,
- Windows or doors that leave equipment or records in full view, and
- Exposed water pipes or drain areas that could leak on equipment or materials.

The following safeguards must be in place:

- WIC data system equipment is not to be used for personal use;
- Do not open or download personal files and visit only work-related websites. Visiting certain websites and/or downloading certain files can contain viruses that can harm the computer.
- Computers are locked in a cabinet or in a limited access area when not in use;
- When traveling to satellite clinics, laptops and printers should not remain in an unattended vehicle or overnight;
- To protect against electrical spikes and to keep systems from shutting down prematurely, surge protectors or uninterrupted power supply units should be used;
- When transporting equipment, laptops and printers should be carried in appropriate bags or containers;
- Quarterly cleaning of equipment; and
- Practice good housekeeping with data system equipment. Encourage regular use of canned compressed gas on keyboards, printers, and intake/exhaust ports;

Local WIC agency staff must assure that theft or destruction has not occurred to food instruments and identification cards. This includes:

- Storing all food instrument stock and identification cards in a secure or limited access area during non-distribution, and
- Securing all food instrument stock and identification folders out-of-sight and out-of-reach of participants and never left unattended during clinic.

All WIC participant information must remain confidential. This includes:

- Not displaying electronic participant records on the screen while the computer is unattended;
- Shredding WIC participant information that is no longer needed including voided food instruments; and
- Not allowing non-WIC staff to have access to the WIC data system.

Information

Infant/Child Workshop

At the end of the Friday Facts, you will find the registration materials for the Infant/Child Workshop. The location was is doubt due to construction. It has been moved to the FFA Building on the north side of campus. Please see the map.

Find Us on Facebook



ⁱ <https://www.facebook.com/IowaWIC>

Dates to Remember

2014

- Final Food Rule Changes for Local Agency Staff Training – September 10 at Noon
- Final Food Rule Changes for Local Agency Staff Training – September 15 at 8 a.m.
- 2014 Iowa WIC Training – October 9

New Employee Training Go-to-Meeting

- NETC Go-To-Meeting (All new staff) – September 11, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – September 18 , from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – September 25, from 8:30-11:30
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- NETC Go-To-Meeting (All new staff) – November 6, from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – November 13, from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – November 20, from 8:30-11:30

Core Trainings

- Infant/Child: August 28, 2014
- Communication and Rapport: October 29, 2014

Contractor's Meetings

- August 26 - 10:00 a.m. - 3:00 p.m.

Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Pregestimil	1 can (16 oz) Powder 10 cans (16 oz) Powder	7/2014 9/2014	Upper Des Moines Opportunity	Tammy Chapman 712-859-3885 Ext. 110
Pediasure Peptide 1.0 cal 8 oz RTU	19 cans 6 case and 18 cans	8/2014 12/2014	HACAP	Angela Munson 319-393-7811
Powder Vanilla Ketocal 4:1	8 containers -11 oz	8/10/14	Webster County	Kathy Josten 515-573-4107
Powder Vanilla Ketocal 4:1	1 container -11 oz	9/28/14		
Powder Vanilla Ketocal 4:1	4 containers -11 oz	11/1/14		
Boost Breeze	24 8-oz containers	11/19/14	Broadlawns	Rose Logan 515-281-6716
Elecare Jr Vanilla Powder	4 can 1 can	9/2014 10/2014	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
RTU Pediasure Peptide 1.0	181 8 oz containers	12/2014	HACAP	Angela Munson 319-393-7811
Elecare Jr Unflavored Powder	1 case/6 cans each	1/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Elecare Jr Unflavored Powder	2 cases/6 cans each	2/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Vanilla Pediasure 1.5 Calorie w/Fier	3 cases (24 cans/case)	2/2015	MICA	Sierra Meyer 515-232-9020 x105
Elecare Jr Unflavored Powder	2 cases/6 cans each	5/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488
Powdered Nutricia Neocate Infant DHA/ARA Amino Acid Based Infant Formula w/iron	5 cans	8/2015	North Iowa Community Action	Carla Miller 641-432-5044 X24
Duocal Powder	2 cans 1 can	8/2015 6/2015	Mid Sioux Opportunity	Glenda Heyderhoff 712-786-3488

EleCare Jr. Unflavored, powder	12 cans, 14.1 oz	11/2015	Siouxland	Allyson Woltman 712-279-6636
Duocal	1 can – 14 oz	4/2016	Mid-Sioux Opportunity	Glenda Heyderhoff 712-786-3417

ⁱ The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer

Infant-Child Nutrition Workshop

Thursday, August 28, 2014

This workshop will help dietitians, nurses, health educators, and answer parent's questions about food intake, growth, and oral health for infants and children.

Agenda

8:30am to 9:00am	Registration
9:00am to 10:00am	Feeding Your Infant and Child
10:00am to 11:00am	Milk Feedings for Infants
11:00am to 11:15am	Break
11:15am to 12:15pm	Oral Health Recommendations Infancy through Childhood
12:15pm to 1:15pm	Lunch
1:15pm to 2:30pm	Working with Families with Special Health Care Needs
2:30pm to 2:45pm	Break
2:45pm to 3:45pm	Underweight Infants and Children
3:45pm to 4:45pm	Overweight Infants and Children
4:45pm	Adjourn

Speakers

Mary Kay Brinkman, RDH, Dental Consultant, Iowa Department of Public Health
Patricia Hildebrand, MS, RD, LD, WIC Nutrition Services Coordinator, Iowa Department of Public Health

Kimberly Stanek, RD, LD, Nutrition Consultant, Iowa Department of Public Health
Jody Kealey, RD, LD, Nutrition Services Program Coordinator, Child Health Specialty Clinics

Objectives

After attending this workshop, you will be able to:

1. Describe current recommendations for feeding infants and children.
2. Describe stages of growth and nutrition needs for infants and young children.
3. Describe how stage of development relates to the introduction of solid foods.
4. List recommended practices for infant and child oral hygiene.
5. Discuss feeding and nutrition concerns for children with special health care needs.
6. Identify overweight and underweight children and suggest feeding guidelines.
7. Describe how stage of development relates to the introduction of solid foods.

General Information

Registration fee The registration fee for the workshop is \$40.00. This fee covers lunch, breaks and print materials.

Deadline Space is limited so pre-registration is required by August 22, 2014.

How to register You may register by

- Mail using the enclosed registration form or
- Telephone by calling (515) 964-6800 or 1-800-342-0033.

Location The workshop will be held at the Ankeny campus of the Des Moines Area Community College. The workshop will be in the Conference Center — Building 7 in the Maple and Oak Rooms.

Parking Parking is available at no charge. A map of the campus is enclosed. Please notice the change in location. This workshop is on the north end of campus in the FFA building. (See campus map.)

CEUs

- Continuing education units have been requested for registered nurses through CRN #18408.
- Certificates of attendance will be provided to dietitians.
- In order to receive a certificate attendance for files, CEUs must be requested.

Infants attending Mothers may bring quiet breastfeeding babies less than 6 months of age to the workshops. Due to the professional nature of the sessions, mothers are expected to care for their babies outside the meeting room when needed. It may be easiest to bring a support person along to provide baby care outside the meeting room.

Continued on next page

General Information, Continued

Directions from Interstate 35 Follow these directions if you will be traveling to Ankeny on Interstate 35.

Step	Action
1	Exit the interstate at Exit 90 and turn west onto Oralabor Road (also known as Highway 160). <u>Note:</u> This exit is marked for the community college.
2	Move to the right lane and continue on Oralabor Road to the intersection with Highway 69.
3	Turn north (or right) onto Highway 69 and move to the left lane.
4	Continue on Highway 69 to the first stoplights and turn west into the campus.
5	Watch for signs to the Conference Center.

Directions from Interstate 80 Follow these directions if you will be traveling to Ankeny from Interstate 80.

Step	Action
1	Exit the interstate at Exit 136 and turn north onto Highway 69.
2	Move to the left lane and continue north on Highway 69 approximately three miles. At the intersection with Highway 160, you can see the campus across the intersection and to the left.
3	Continue north through the intersection. Turn west (left) at the next stoplight to enter the campus.
4	Watch for signs to the Conference Center.

Meeting sponsors

These workshops are sponsored by the

- Iowa WIC Program, Iowa Department of Public Health and
 - Bureau of Food and Nutrition and Transportation, Iowa Department of Education.
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Questions

Use the table below to determine who to call with questions.

IF you have questions about...	THEN call...
registration	(515) 964-6353.
the agenda	1 (800) 532-1579 and ask for Jill

REGISTRATION

Infant & Child Nutrition Workshop

August 28, 2014

Name: _____ Daytime phone: _____
Address: _____ Social Security #: _____

Agency: _____

Please check the box below if you would like a vegetarian meal. The meal may contain dairy products.

_____ I would like a vegetarian meal

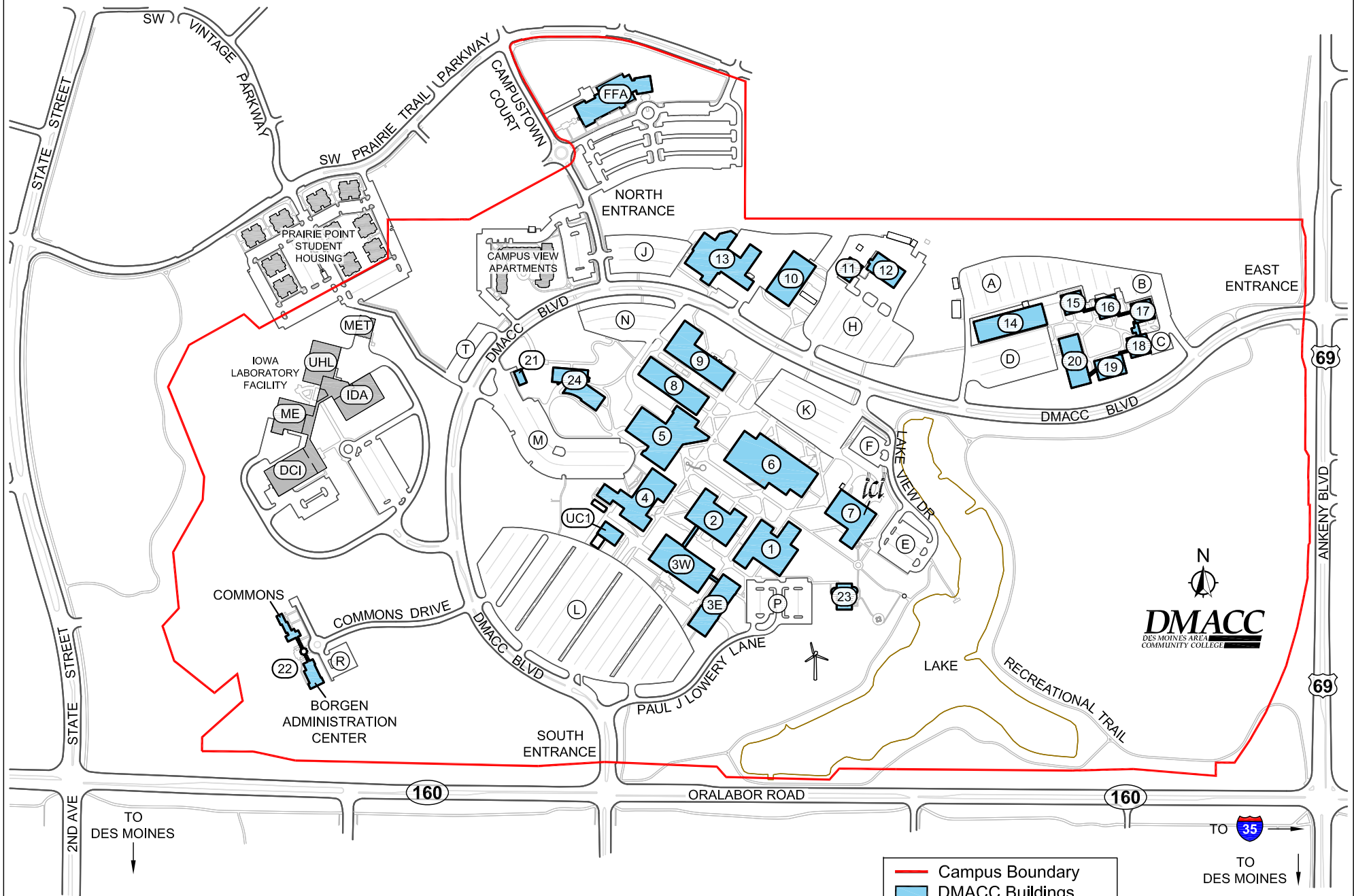
The registration fee is \$40 for the workshop. Please make checks payable to Des Moines Area Community College.

Temperature in this room may be variable, please bring a sweater. Please notice the change in location. This workshop is on the north end of campus in the FFA building.

Send this form and payment by August 22, 2014 to:

Des Moines Area Community College
Registration Building 1
2006 Ankeny Blvd.
Ankeny, Iowa 50021

ANKENY CAMPUS



- Campus Boundary
- DMACC Buildings
- Non-DMACC Buildings

