Iowa WIC Program 1-800-532-1579



Your child has you. And you have WIC

Bureau of Nutrition and Health Promotion

Friday Facts

Week ending Issue: March 11, 2011 – Issue #92

Policy

From the IDPH General Conditions, Section 4, Equipment

4. Equipment

- a. Definition of Equipment: Any item costing \$5,000 or more and having an anticipated life of one year or more. Computer software is excluded from this definition.
- b. Title and Disposition: Title to equipment purchased in whole or in part with DEPARTMENT funds resides with the DEPARTMENT. Upon contract expiration or termination the DEPARTMENT reserves the right to transfer title to the equipment to the State, the CONTRACTOR, or another contractor. The CONTRACTOR must receive written approval from the DEPARTMENT before disposing of any equipment during the contract period.
- c. Records: The CONTRACTOR shall maintain inventory control records and maintenance procedures for all equipment purchased in whole or in part with DEPARTMENT funds or obtained from state surplus or the DEPARTMENT. Equipment records shall include the following for each item: state tag number (or CONTRACTOR inventory number if no state tag has been assigned); description; physical location; name of the contract purchased under; percentage of total cost of item paid for by DEPARTMENT funds; and, if available, vendor name, manufacturer's serial number, purchase price, date of acquisition, date of disposition, disposition price, and type of disposition. Effective October 1, 2009.
- d. Control System: A control system (including an annual physical inventory) shall be implemented to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. Where the CONTRACTOR is authorized to sell the equipment, sale procedures shall provide for competition to the extent practicable and result in the highest possible disposition price.

Reports

Unduplicated Participation Reports

Did you know the Unduplicated Participation by Local Agency and Unduplicated Participation by County reports are both available in IWIN? The **Unduplicated Participation by Local Agency Report** provides an unduplicated count of persons receiving WIC benefits by the local agency during a fiscal year. The **Unduplicated Participation by County Report** provides the same information but at the county level. The data from these reports can be used for grant applications, need assessment activities, and monitoring of participant turnover. For more information regarding this report, please see policy 330.45.

Resources

How to Get Food Help



"How to Get Food Help" is a new brochure created by the USDA-FNS to assist consumers in locating social services and assistance. The brochure explains all FNS programs and gives basic information to assist consumers in identifying appropriate programs to apply for. The brochure is recommended for:

- Program participants
- Outreach presentations
- Employee training

To go along with the brochure, USDA-FNS also created a PowerPoint presentation that can be downloaded and presented to appropriate audiences.

Go to http://www.fns.usda.gov/cga/Publications/ConsumerBrochure.pdf to learn more and download the brochure and PowerPoint presentation.

Pregnant Women and Listeria Education Tool

Pregnant women are at high risk for illness from Listeria which is found in some foods. The USDA has an education tool available for use by pregnant women and educators.

Go to http://www.fsis.usda.gov/PDF/Protect_Your_Baby.pdf to download this valuable tool.

Training

Communication and Rapport Building Workshop – Make hotel reservations now!

The Communication and Rapport Building Core Workshop is scheduled at the DMACC Ankeny Campus on April 29, 2011. This workshop is a requirement for all new professional staff. A block of non-smoking rooms have been reserved at the Quality Inn & Suites in Ankeny for Thursday evening. To receive the state rates please make reservations **before March 28**. To make your reservations call 515-964-8202. Please state your reservation is for the "WIC Workshop".

More information will be coming out soon related to the registration process.

Data System

As a reminder, due to the SQL Server 2008 Upgrade, no clinics are to be scheduled for March 28 - 31. Clinics can be scheduled for April 1^{st} .

Helpdesk Updates

IWIN upgrades scheduled

- 1.7 build will go into production April 16th and will include some certification items; hidden participants; sort on search screen by DOB; and farmers market fixes. State office will provide more information.
- 1.8 build no exact time yet but probably around summer 2011. Will include fixes for VOC; provisional cert; hidden participants; vendor management items for state office; and some other miscellaneous help desk tickets.

What to do if you are having trouble with setting up and downloading the state owned desktops on or after March 28, 2011. Please follow the instructions below.

- 1. Call 515-281-6650 or 1-800-532-1579 and ask for the WIC helpdesk. **Do not call our cell phone number unless we ask you to.**
- 2. Tell the person who answers the phone that you are having trouble setting up your state owned computers, which also includes problems setting up the routers or printers.
- 3. Since there is a possibility that we might be busy taking calls the first day or two making sure IWIN is operational on all state computers you might be put on our desk phone's voice mail. If you are put on voice mail, tell us who you are, what agency ID number you are, the reason for the call "I am having trouble setting up the state computers", and give your phone number so we can call you back.
- 4. We will call you in the order that we receive the message. Please make sure your message is clear, understandable, and includes all the information requested in number 3 above. This will help to ensure we understand your specific needs.

What to do with agency owned desktops on or after March 28, 2011

WIC agencies that have IWIN on their agency owned desktops will need to download IWIN again. In the instructions for downloading IWIN to your agency owned desktops you will need to know the username and password. Please call us when you get to Step 2 so we can give you username and password over the phone we will stay on the line through Step 8. We do not want the username or password written down anywhere.

If this is something your agency will need to do, then follow the instructions we have provided.

- 1. Call 515 281 6650 or 1 800 532 1579 and ask for the WIC helpdesk. **Do not call our cell phone number unless we ask you to.**
- 2. Tell the person who answers the phone that you need the username and password to download IWIN to your agency computer.
- 3. Since there is a possibility that we might be busy taking calls the first day or two making sure IWIN is operational on all state computers you might be put on our desk phone's voice mail. If you are put on voice mail, tell who you are, what agency number you are, the reason for the call "I am at the step where I need the username and password", and give your phone number so we can call you back.
- 4. We will call you in order that we receive the message. Please make sure your message is clear, understandable, and includes all the information requested in number 3 above. This will help to ensure we understand your specific needs.

Dates to Remember

2011

NETC

- April 18 & 19
- July 25 & 26
- October 24 & 25

Advisory Committee Meetings

- July 15
- October 7

Core Workshops

- March 28 & 29 Maternal Nutrition and Breastfeeding Workshop
- April 29 Communication & Rapport Building Workshop
- June 23 & 24 Infant and Child Nutrition Workshop

Available Formula

| Product | Quantity | Expiration Date | Agency | Contact |
|---|---|--|------------------------------------|------------------------------------|
| Enfaport Lipil | 23 – 8 oz cans (ready-to-feed) | 9/1/2011 | Johnson County WIC | Chuck Dufano @ 319-356-6042 |
| Similac Special Care Premmature 24kcal | 5 cases 48 pk 2 oz bottles | 11/2011 | Broadlawns | Nikki Davenport at 515-282-6710 |
| Neosure 12.8 ounces | 7 cans – 12.8 ounces | 1 can expires 1/1/12; 3 cans expire 4/1/12; 3 cans expire 5/1/12 | MICA | Meghan Hansen at 515-232-9020 |
| Elecare, Unflavored and Vanilla | 1 case, 14.1 oz Powdered Elecare Unflavored 4 cans, 14.1 oz Powdered Elecare Vanilla | Elecare Unflavored – October 2011 Elecare Vanilla – March 2012 | Upper Des Moines Opportunity | Julie Erskine @ 712-213-1230 |

Retrieve Participant problem

Explain Steps Taken Example: I looked in the Member Link and found the PID then I created the foster mom and then click on the Retrieve Participant Link. I put the PID in and clicked search. It searched a long time and then a triangle with an exclamation mark popped up.

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