

WIC Advisory Committee Minutes

Tuesday, January 23, 2024

9:00 – 11:00 AM

Facilitator – Ernestine (Mookie) Holmes, Wyandotte

Welcome and Attendance (Facilitator). Welcome new members and thank you to departing members.

Region		Representative		Alternate
Southwest	o	Yolanda Erives -Seward	x	Rachel Clowdis - Meade
Northwest	o	Departing: Cheryl Goetz (Gove) New:	o	Amy Teeter (Gove) (Amy would stay on as Alternate is Ness or Norton would like that.)
South Central	x	Kelli Waggoner (Cowley)		
North Central	x	Kaylyn Speth (Riley)	o	Lori Fortin (Riley)
Southeast	o	Departing: Vicki Brown (Linn)	x	Departing: Shera Lyn Schwindt (Lyon)
Northeast	x	Departing: Ernestine (Mookie) Holmes (Wyandotte)	x	Departing: Vacant
	x	New: Norma Cosio (Johnson)	x	New: Jody Hammerschmidt (Leavenworth)
LA NWA Rep	o	Tracy Sabo (Konza Clinic, Junction City) (Out of town at NWA meeting)		
State Staff	x	Kelly Vickers	x	Patrice Thomsen
State Staff	x	Linda Speirs	x	Danica Pelzel
State Staff	x	Amanda Owsley	x	Casey Florea
State Staff	x	Suzan Lewis	o	Krista Sanders
State Staff	x	Junna Hutchinson	x	Amy King
State Staff	x	Chelsea Miller	o	Brooke Stich
State Staff	x	Annette Moreno	x	Taylor Stout – First Day, January 22

Minutes from the October Zoom meeting were approved by email and posted to the [WIC Advisory page of the website](#).

Revision/Approval of Ground Rules – Attached to the end of this agenda. Please review and consider need to changes. Patrice Thomsen Revised to add: The use of cameras during virtual meetings is encouraged to build relationships. See full text at the end of these minutes.

Determine 2024 WAC Meeting Dates and facilitators (and first meeting of 2025). Patrice Thomsen. Have been 4th Tuesday, 9:00-11:00 CT of April 30 (5th Tuesday due to State Conference) Kelli Waggoner Cowley, July 23 – Kaylyn Speth, Riley , October 22 Norma Cosio (Johnson), January 28, 2025 TBD

Spreadsheet with LA contacts by region for use by WAC members. Updated only annually. Will be sent by the end of February. Patrice Thomsen.

National WIC Association Report – Tracy Sabo. No report. Tracy away at a NWA board meeting. WAC members reminded about the NWA education and training conference in Chicago, April 7-10.

KWIC Immunization screen and Web IZ - Back to old issue – are there still any discrepancies? Should have been corrected some time ago. Patrice.

Tracy had been a primary reporter of the problem and she's not on today. Kaylyn – Back when the SA asked for problem examples, she had identified 2-3 clients where the KWIC Demographics was not showing the client's Registry ID number even though could see in Web IZ that the client had data in the Registry. And was marked in KWIC to allow WIC – Web IZ exchanges. Today she found those clients again and they still did not seem to have an exchange. Opened a recent client and the Registry number displayed in KWIC but she was not able to look in the Registry to see if the KWIC Imm Status screen displayed the same info as the registry. This screen shot is a client Kaylyn had reported some time ago. client does have a Web IZ info, from looking in Web IZ, but the Demographics field is blank instead of auto-populated. And Immunization Status was not correct then.

12361377 Gender Male Client not Certified
DOB 12/22/2022, 1 Year 1 Month

Immunization Status Demographics Notices
Matias Matias Lourdes

Client Information Initial Contact Date 01/16/2022

Client ID 12361377 Local ID Medicaid # 00110598343 Client Immunization Registry ID

Release of Information to Web-IZ for all family members? ☒ Allowed ☐ Not Allowed

LA staff are asked to report problems to the KWIC Help Desk with detailed information and screen shots.

Missing Measures Report - How other agencies are using the Missing Measures Report and how they are filtering that to be most effective? What are WAC suggestions for strengthening information provided to Local Agencies? Kaylyn Speth and Casey Florea

Jody goes through the report and said that it takes a long time. Plus when it was weekly, clients that she'd made appts to resolve in the near future would still show up on the report.

Casey – The SA can edit the email templates to include more information and suggestions to use the report. We're interested in LA ideas. Please email both Casey Florea and Amy King with questions and ideas.

Direct Ship Formula – How, if possible, we can have more families getting these through DMEs. Norma Cosio. In Mission – several clients on three different versions of Kate Farms that are similar in appearance and can be difficult for staff to track. Hard for clients to get in during clinic hours for monthly pick up. Can it be provided through DME?

Annette, Patrice, Danica: Historically the Kansas WIC program wanted to cover as many highly specialized formulas as possible. Concern was if they received the formula through Medicaid, they would be less likely to stay on WIC. Thus in Kansas, WIC is considered by Medicaid as the "first payor". If the requested amount is over the WIC maximum, or WIC cannot get through McKesson, Local Agency staff can provide a letter to the client stating the situation.

Originally the direct ship policy was to cover a very few metabolic formulas. The variety of special formulas has greatly expanded, including many not available through store pharmacies and WIC Vendors, especially WalMart has changed their ordering practice and are now not able to easily order by asking at the store. And Kate Farms cannot be ordered through stores at all. In The State Agency has just started meetings with Kansas Medicaid to change this policy and have at least very special formulas go through Medicaid instead of WIC. This will be a long process and we will keep WAC updated.

Direct ship policy <https://www.kdhe.ks.gov/DocumentCenter/View/10934/FCI-020600-Direct-Shipments-of-Specialized-Formulas-PDF>

10:00 WIC Approved Food List – Annette Moreno. Shifting to using format of the current Vendor WIC Approved Food List to be one list for clients too. Reviewed some of the mock-up changes. Discussing format with Brush Art so might be able to be inserted into the new WIC Program Booklet for a new client. Still expect clients to use digital info in the WIC Shopper app. There will be a few actual food changes, but not taking the time now to do a major review.

Egg change – One of the few changes now. Will approve all possible eggs as long as a dozen (different sizes, cage-free, specialty etc.) Annette has put the eggs into KWIC to be active and scan at store as of Jan. 29. Having a little delay in when it will appear in Shopper App until Feb 5 to allow Annette some time to test out in stores.

Kaylyn- What will the vendor expectations be for labeling the eggs? Annette: Stores will need some grace so we don't expect to have every egg product labeled. Encourage LA vendor managers to take shelf labels out so can provide to vendors. (Current carpet replacement project means SA staff will not be able to fulfill LA publication orders, including shelf labels, for a few weeks.)

10:05 KWIC Update – Amy King

- Release 5.1 is currently in UAT and will be released in Spring.
- New – Online Pre-Application. What is it and how will it be tested. Amy will soon send out an email to all LAs with complete instructions on how to test the Online Pre-Application form using zip codes in their county. This will need to be completed by every LA before we can make this live to use for potential WIC clients. There will be training for LA staff.
- Reporting KWIC bugs to CDP. Reminder to be sure your staff reports any bugs or defects to CDP Support with a clear explanation and screenshots if possible (e.g.: things that do not work in KWIC as they should, you click on something and it does not function correctly). This is the only course of action to get these things fixed in KWIC. There will be a reminder in an I-Memo.

Director's Update – Danica Pelzel

- New Food Rule will be released in spring. We'll start considering changes and involve LA staff.
- On-line shopping is being worked on by other states. Kansas will be considering what they've done and lessons learned.
- Overall modernization efforts
 - Portal for client use – SA has been considering "build or buy". However decided to step back to assess what our needs really are instead of making a quick decision to build or buy an existing client portal. Considering how to make our digital tools more client-centered and still comply with regulation, policies.
 - Texting service – Thinking we will still be able to contract with a texting service within the next 8 months. Watch for more info.
 - Separately, USDA has contracted with a company who is doing work on assessing what is being done in different states related to texting services and what needs are. They would like to interview 2 Kansas LA who do NOT have texting now.
 - Riley, Johnson, Leavenworth, Wyandotte – would like to have their names put forward to the USDA contractor

10:30 Round Table Discussion –All.

Thank you to our departing members! – Mookie especially because she was the only one on the call.

Reminder of Future Conference calls/Facilitators (Facilitator)

- April 30 (5th Tuesday due to State Conference) Kelli Waggoner (Cowley)
- July 23 – Kaylyn Speth (Riley)
- October 22 - Norma Cosio (Johnson)
- January 28, 2025 – Facilitator TBD

Adjourn by 11:00 (Facilitator)

WIC Advisory Committee - Ground Rules

The purpose of the WIC Advisory Committee is to provide the State Agency with Local Agency and client input and recommendations on proposed, new, or revised policies and procedures. Questions about policy and procedure implementation should be directed to the State Agency, rather than to the WAC (ADM 09.00.00).

In order to maintain good order, we agree to the following ground rules:

- Be on time and actively participate in meetings
- Establish and adhere to meeting time frames
- Listen and respect opinions and ideas of others
- No side conversations, only 1 person speaks at a time
- Provide honest and open feedback--All comments, questions and ideas are valuable
- Maintain confidentiality
- Speak for your region, participants or the group you represent
- Keep discussions focused on the issue presented
- Disagreements are expected, but dealt with in the meeting
- Support decisions of the group once made
- As much as possible, submit items for the agenda rather than waiting to bring up in the Round Table.
- As indicated in policy ADM 09.00.00, the meeting may be cancelled if there are no agenda items submitted by 2 weeks in advance of the scheduled date.
- Be sure your sound is muted.
- The use of cameras during virtual meetings is encouraged to build relationships.
- Have Fun.

Revised 1/2024