

WIC Local Agency Conference Call

WEDNESDAY, JULY 19, 2023, 8:30-9:30 AM

Agenda and Summary Notes

Agenda Items:

- Birth Outcomes Tableau Workbook – Joni and Marcia
- ARPA Waivers - Rebecca
- Civil Rights – Jenny
- DocuSign Pilot – Rebecca
- Breastfeeding Month – Carrie
- Participation - Tami

Other Program Updates

Birth Outcomes Tableau Workbook – Joni and Marcia

Overview of the project converting WIC data reports to interactive dashboards using Tableau. Users are encouraged to try out the functionality of the new dashboards. Clicking on graphs and maps will filter data, as will selecting from drop-down menus, to narrow the data to just what you're looking for. Tableau has options for downloading the filtered data as a file, pdf or Powerpoint slide. Most of the breastfeeding data is now available and next to be posted will be birth outcomes data such as low birth weight and preterm births. Check it out by going to the [WIC Reports & Data](#) page – the link is on the left toolbar on all the WIC pages – and look for 'Interactive Data'.

American Rescue Plan Act (ARPA) Waivers– Rebecca

With the expiration of COVID-19 related waivers on August 9, 2023, and implementation of the ARPA waivers on August 10, we wanted to give a reminder where resources are located on the website. The ARPA Guidance document, Q & A document, and other materials are located on the [WIC Local Agencies - MN Dept. of Health](#) page, under 'What You Need to Know'.

We also wanted to give a Reminder about upcoming HuBERT changes related to the ARPA waivers that will be completed on Saturday August 5.

Three changes in HuBERT:

- 1. For Physical Presence, Reason not present.**
Add two reasons:
 - Referral Data Used
 - Measurements Deferred
- 2. For Bloodwork, Reason not collected.**
Add one reason:
 - Measurements Deferred

3. Make all the COVID-19 reasons inactive.

Changes are made on weekends when there is no clinic, and these changes need to occur before the August 10 implementation of ARPA waivers.

If the COVID related waiver is used on August 7-9, staff will need to use the “other” dropdown selection and write a note explaining the COVID related waiver used.

Watch the WU for Additional information. Please reach out to your consultant with questions.

Nondiscrimination Statement Review – Jenny

We provided a review of what version of the Nondiscrimination Statement (NDS) to use and when. Please see Minnesota Operation Manual [Section 1.10: Civil Rights](#) for details.

DocuSign Pilot - Rebecca

- We are currently piloting DocuSign as a platform to collect signatures with two agencies. Pilot has been going well, and their feedback has been positive. The agencies shared:
 - DocuSign is straightforward to use, and participants have found it very easy.
 - Have the document ready to send at the beginning of the appointment and send during the appointment, then you can walk the participant through how to sign. The agencies have seen better success obtaining signatures if they send the document while on the phone with the participant.
- **Nest Steps:** State WIC will provide access to DocuSign for all agencies to use for various documents like the Rights & Responsibilities, Primary Cardholder Signature Register, and the MDH Release of Information in English and Spanish, MOM policy, Exhibit 1-C. Agencies can add agency-specific documents, such as their Release of Information.
- WIC coordinators can request access to DocuSign for WIC staff beginning July 26. The WIC Information User Requests form, which is used to request WIC user access changes, will have a DocuSign option added. Use this form to request or remove DocuSign access for staff. For multiple staff, please send an Excel file with the names and email addresses of staff members to your State WIC Consultant.
 - If your staff already have access to DocuSign through your agency, they are still able to have an account through MDH WIC.
- After a coordinator requests DocuSign access, an account will be created, and WIC staff will receive an email from the DocuSign system to activate the account. We anticipate having accounts created within eight business days at initial roll out.
- A guidance document for DocuSign, which will include links to DocuSign trainings, screenshots showing how to use DocuSign, and tips on using DocuSign, will be in the July 26 weekly update.

Breastfeeding Month – Carrie

Updated Resources – August is National Breastfeeding Month

There are updated communication resources available for local agencies to use to promote breastfeeding during August’s National Breastfeeding Month. These resources are now available on the [WIC Communications and Outreach](#) page:

- Social media toolkit: [Breastfeeding Support and Promotion – August 2023](#)
- [World Breastfeeding Week National Breastfeeding Month News Release Template 2023](#)

MN WIC will post to our Facebook and Instagram pages frequently during August. Follow [Minnesota WIC on Facebook](#) and [Minnesota WIC on Instagram](#) to interact with and share our posts.

Minnesota Workers’ Rights and Protections for Pregnant and New Parents Webinar

Date: Thursday, August 17, 2023: 8:30 am to 10:00 am

Join us for a live webinar discussing the updates to worker protections for pregnant and new parents. Corey Walton (U.S. Department of Labor/Wage & Hour Division) and David Skovholt (Minnesota Department of Labor and Industry) will share updates and case examples highlighting the 2023 changes to the law.

Registration will be completed on Microsoft Teams:

[Minnesota Workers’ Rights and Protections for Pregnant and New Parents](#)

MDH WIC at the State Fair

Minnesota WIC will again sponsor the TPT nursing nest at the State Fair! Visit the Twin Cities PBS Nursing Nest, during the Minnesota State Fair (Aug. 24-Sept. 4, 2023). Find us and other dedicated nursing and pumping spaces using the Map - [A hungry baby needs to eat anytime, anywhere](#).

Participation – Tami

WIC Coordinators should be receiving an email from their Nutrition consultant reminding them of where they can get their current caseload count and to contact them if they want to determine if they will receive additional funding with the closeout reallocation.

When running the Year-to-Date Participation reports out of HuBERT or Infoview, the closed-out months of October 2023 to April 2023 will only be available on the WIC Website in the [Monthly Participation](#) section. Beginning with May you can use those reports for counts of May 2023 and after. The reports posted to the website will have the numbers manually added but the close out averages will not be updated until September 2023 is closed out.

Please contact your State Consultant with questions.

Questions & Answers

Will we be getting our new And Justice For All posters soon?

Great question! We are all anxiously waiting the And Justice For All Posters, we have not heard any updates at this time about them. When we do receive them from FNS, we will let you know through the Weekly Update and other avenues.

In the meantime, if you need any more copies of the AJFA poster please request them through our website: [WIC Materials Order Form - MN Dept. of Health \(state.mn.us\)](#)

With the additional funds being added by error being put into end of year funds. Will these be prioritized over other distribution?

Yes, please see the email sent to Local Agency Coordinators from Nutrition Consultants.

If an agency wants a participation report, to clarify when the regular current participation report was mentioned in the meeting, which report is that?

Year-to-Date Participation and Outlays in HuBERT or Year-to-Date Participation Report in Infoview.

Will our counts for July-September 2022 be updated before our caseload is looked at for next year funding?

Yes, we have already updated these counts that we will use internally to calculate FY24 funding.

Reference – Complete Listing of Hyperlinks

WIC Reports & Data (<https://www.health.state.mn.us/people/wic/localagency/reports/index.html>)

WIC Local Agencies (<https://www.health.state.mn.us/people/wic/localagency/index.html>)

Section 1.10: Civil Rights

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch1/sctn1_10.pdf)

WIC Communications and Outreach

(<https://www.health.state.mn.us/people/wic/localagency/comm.html>)

Breastfeeding Support and Promotion – August 2023

(<https://www.health.state.mn.us/docs/people/wic/localagency/comm/bfpromotion.docx>)

World Breastfeeding Week National Breastfeeding Month News Release Template 2023

(<https://www.health.state.mn.us/docs/people/wic/localagency/comm/wbwtemplate.docx>)

Minnesota WIC on Facebook (<https://www.facebook.com/MNWIC>)

Minnesota WIC on Instagram (<https://www.facebook.com/MNWIC>)

Minnesota Workers' Rights and Protections for Pregnant and New Parents

(<https://events.gcc.teams.microsoft.com/event/fc359a55-d06d-476b-a3b1-a89628553e3a@eb14b046-24c4-4519-8f26-b89c2159828c>)

A hungry baby needs to eat anytime, anywhere

(<https://www.health.state.mn.us/docs/people/wic/bf/statefairmap.pdf>)

Monthly Participation

(<https://www.health.state.mn.us/people/wic/localagency/participation.html>)

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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