



Memorandum

TO: WIC Regional Directors **#07-065**
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager **(Original Signed)**
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: May 18, 2007

SUBJECT: FY 2008 NE/BF Plan Online

The *FY 2008 Nutrition Education, Breastfeeding Promotion and Training Plan* (Plan) will be available online at <http://web.austin.utexas.edu/loyojj/> beginning Tuesday, May 15, 2007. This is the first year that the Plan will be completed and submitted entirely online. Access to the nutrition education, breastfeeding promotion and training sections are conveniently located on one page of the Plan. Instructions for completing the Plan are attached.

Join us on Interactive Distance Learning (IDL) throughout May, June and July 2007 for *How to Complete Your 2008 Nutrition Education and Breastfeeding Promotion Plan Online*. The IDL training will take you through the online plan step-by-step and answer any questions you may have. The scheduled trainings for May and June 2007 are:

May 31 at 9:30am
June 19 at 1:00 pm

June 26 at 1:00 pm
June 28 at 9:30am

The due date of the 2008 Nutrition Education and Breastfeeding Promotion Plans is July 16, 2007. The *Training Plan* is due October 15, 2007. Once your plan is complete and ready for your nutrition education liaison to review, save your work and let your liaison know via email or telephone.

If you have any questions or require additional information, please contact your Nutrition Education and Breastfeeding Liaison. You will find your liaison listed in the *Gathering Resources* section of the Plan.

Attachment

Instructions for Completing the 2008 Nutrition Education, Breastfeeding Promotion and Training Plans Online

Read all the directions before entering data to the *Nutrition Education, Breastfeeding Promotion and Training Plan (Plan)*. This year, the Plan will be completed and submitted entirely online. This will allow information to be automatically saved to your local agency's nutrition education database. Some features of the 2008 Plan:

- The Plan has been simplified and is now much shorter! Gone are the minimum requirements for nutrition education; nutrition education staff survey; *Frequency of Issuance of WIC Food Vouchers*; and optional forms such as the *Media Order Blank* and *Statement Of Responsibility, Local Agency Lesson Summary And Facilitated Discussion Outline*.
- The Plan may be completed in sections. Your local agency's nutrition education database is updated every time the Plan is saved.
- There is a convenient link to *Nutrition Risk Reports, Participant Survey Information*, and a *List Of Lesson Descriptions*.
- The current class schedule may be edited or classes may be canceled online while you are working on the Plan or anytime throughout the Plan year.
- Automatic e-mail notification to your state nutrition education liaison of changes to the current *Class Schedule*.
- The Plan may be saved directly to a computer at your local agency.

INSTRUCTIONS

- Use the Internet browser and type <http://web.austin.utexas.edu/loyojj/> to access the Plan online.
- The entry page to the *FY2008 Nutrition Education, Breastfeeding Promotion, And Training Plans* will appear.

ENTRY PAGE

This page is the entry page to the rest of the Plan. Typing your local agency number saves the information in a nutrition education database and allows you to return to it later. Typing the password will keep those who stumble onto the page from accessing the Plan.

- Type your local agency number
- Type the password: nutrition (no capitals)
- Click submit. The main menu will appear

To bookmark the Plan at the entry page, click on *Favorites* and choose *add to favorites* from the pull down menu at the top of the Internet browser screen.

MAIN MENU

This page is the directory of the Plan. Access to each of the Nutrition Education, Breastfeeding, and Training Sections will be found on the main menu. You can complete the sections in any order and at your own pace. Each section may be printed as it is finished or the entire plan may be printed when it is completed.

Opening files. Clicking on the *start* button will open the selected page.

Closing files. Clicking on *update local agency info* will save the data and open the main menu

SELECTED SECTION

Each section will have questions to answer. Use the radio buttons, check boxes and text boxes to answer questions.

- Radio buttons –
Click on *radio buttons* to answer multiple choice questions.
- Check boxes –
To answer yes/no questions, click on *check boxes* (*checked* means yes, *not checked* means no).
- Text boxes
Click inside a *text box* to begin typing longer narrative answers.

To save information to your local agency's nutrition education database, click *update local agency info*. Save information often. If the *update local agency info* is not clicked, the information will not be saved.

To print the section, click on the *print* button at the bottom of the page, or print from the Internet browser. To print the entire page, the layout will need to be changed to *landscape*. To set the Internet browser's printer to *landscape*, click on the *File* drop down menu, then *Page Setup*, then *Orientation - landscape*, then click *OK*.

FOLLOW THESE INSTRUCTIONS TO SAVE THE SECTION AS A COMPUTER FILE.

- Create a folder on the hard drive of the computer. Do not save it as a bookmark or as a favorite on the Internet browser.
- On the *File* drop down menu at the top of the screen, click *Save as*.
- In the *File name* box, use the name that appears or rename the file.
- Click on the *Save as type* list, and then click the file format *Web Page, complete (*.htm, *.html)*.
- Click *Save*.

If you need to stop working on a section in the middle, go to the bottom of the page and click on *update local agency info*. You will be able to return to any work you previously entered, if you have already clicked on *update local agency info* for that section. You will also be able to change your answers. You can print everything you have submitted at anytime.

Once your plan is complete and ready for your Nutrition Education Liaison to review, save your work and let your liaison know via e-mail or telephone.

FOLLOW-UP

If you have questions about the online process, you may contact Matt Harrington at (512) 458-7111 extension 3528, or matt.harrington@dshs.state.tx.us, or please contact your Nutrition Education Liaison.