



Memorandum

#10-072

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: June 11, 2010

SUBJECT: July 2010 IDL Class Schedule and Nutrition Education/Clinic Services Qwest Training

Attached please find the *July 2010 Interactive Distance Learning Network (IDL) Class Schedule*. To view all IDL class descriptions log on to www.dshs.state.tx.us/wichd/tng.

The following classes are available in July via the *Qwest WEB Conferencing System*. Please refer to the attached schedule for class dates, times and descriptions:

- *Streamlining the PFA Process*
- *A New Approach to Meeting with Staff on the PFA Results*
- *Using the Right Codes During the PFA Study Session*
- *Strategies for Motivating Staff to do PFA*
- *Capturing Non-face-to face Times in PFA*

If you are interested in participating in a training session over the *Qwest WEB Conferencing* system, please follow the instructions below. The Qwest WEB Conferencing system and the IDL network are two distinct and separate training systems. **Technical assistance for the Qwest system is provided via a Qwest customer service representative at 1-800-860-8000.**

Qwest WEB Conferencing information - Instructions for logging on:

1. **You will need a telephone and Internet access with Internet Explorer**
2. **Go to <http://qwest.conferencing.com/>**
Log on to the conference as a participant with the appropriate room number:
Refer to the July 2010 Nutrition Education/Clinic Services Qwest Training Schedule for the specific room number for each class.
3. **Participants will be asked how they wish to access the voice portion of the meeting. Choose “dial in now”** and then call the phone number listed on the schedule for the class you are attending. Then enter the **room number** to join the meeting and then your *personal identifier number* given to you on your computer screen to link your phone and web connections.

- 4. Plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter.**
- 5. If you experience technical difficulties during the training, press *10* on your telephone keypad to access technical support.**

If you have any questions or require additional information about the IDL network, please contact Yolanda Baz Dresch, IDL Studio Manager, at (512) 341-4443 or yolanda.bazdresch@dshs.state.tx.us.