



Memorandum

#10-091

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: July 16, 2010

SUBJECT: Growth XP Plotting Software Rollout in WIC Clinics

This memo announces the rollout of the new Growth XP Plotting software for automated plotting of heights and weights in the WIC clinics. We have been working with members of Texas Association of Local WIC Directors (TALWD) to streamline procedures in your clinics, and we finally have the software program you have requested. We hope this automated system will decrease plotting time and increase accuracy.

The Growth XP plotting software will come already installed on the computers that will be used exclusively for this function. WIC Directors were consulted on the total number of computers that they needed for their local agency as well as the placement of these computers in their clinics. Clinic personnel will be required to activate the Growth XP plotting software based on the instructions that are imaged on the computer. There are two sets of instructions, 1) a detailed step-by-step version (Growth XP User Instructions) and 2) a general quick reference version (Growth XP – Desk Reference). A hard copy of the Growth XP Equipment Set-up Guide instructions will come packed with the computer. In addition, the following will be needed:

Tracking:

- Each record entered will require a Medical Record Number (MRN) which can take up to 13 characters. The Client ID (CID) is not assigned in Texas WIN until after the initial certification. Therefore, a temporary MRN should be assigned for new clients. Old clients use CID. The temporary MRN can be alphanumeric. For example, 01/08/10 JB, using birth date and initials may be used until the CID can be entered at the next visit. The MRN can be changed at any time. All previously certified participants will already have a CID assigned. Using the CID will also help with the transition to WIN Evolution.
- All records will be saved to the hard drive of each individual computer. Therefore, local agencies that have more than one lab location must come up with a method of differentiating which computer each participant's lab results were initially entered on in order to track participants' history.

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Premature Infants:

All premature infants need to be manually plotted. Growth XP will not accurately adjust for prematurity. Do not use the Premature growth chart/folder.

Security:

Each clinic must purchase and install a security cable for the Growth XP computer. Using a steel security cable prevents the unauthorized removal of the computer and must be installed immediately after set-up is complete. The security cable that is purchased may be either a bicycle cable and lock or a locking cable such as the Master Lock Python adjustable cable.

Training:

All training will be conducted via Qwest. The first trainings will be scheduled for the following dates:

- Tuesday, July 27, 2010: 9:30 AM – 11:00 AM
- Thursday, July 29, 2010: 2:00 PM – 3:30 PM

Future Qwest trainings will be attached to the Interactive Distance Learning Network Class Schedule and Qwest Training Schedule memo that is distributed via email to local agency directors.

If you are interested in participating in a training session discussing the new Growth XP Plotting Software over the **Qwest WEB Conferencing** system, you must 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 – Instruction for logging on:

1. You will need a telephone and Internet access with Internet Explorer.
2. Go to <http://qwest.conferencing.com/>
3. Log on to the conference as a participant with the appropriate room number.
4. Participants will be asked how they wish to access the voice portion of the meeting. Choose “**dial in now**” and then call **1-877-768-0032**. Then enter the room number as: ***2836113*** to join the meeting.
5. Plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter.
6. If you experience technical difficulties **during** the training, press ***10*** on your telephone keypad to access technical support.

If you need assistance with the Growth XP instructions or set-up, please contact Leona Duong, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4520 or at Leona.Duong@dshs.state.tx.us. If you have questions regarding the training, please contact Tiffany Brown, Training Specialist, at (512) 341-4587 or at Tiffany.Brown@dshs.state.tx.us.