



Memorandum

11-064

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: May 20, 2011

SUBJECT: June 2011 Interactive Distance Learning Class Schedule and NECS Qwest Training Schedule

To view the *June 2011 Interactive Distance Learning Class Schedule* and all IDL class descriptions, please log on to www.dshs.state.tx.us/wichd/tng.

The IDL class **VENA Networking: Tools of the Trade** has been updated and will be presented in June. The following classes are new on IDL and will be presented in June: **The Texas Ten Step Program (TTS)** will discuss details of the TTS program, the application process for healthcare facilities and your role in that process.

Bridging the Gap: Marketing Principles to Promote Breastfeeding to Healthcare Professionals, will cover basic marketing principles to keep in mind when approaching doctors, administrators or nursing staff as you are doing breastfeeding outreach. It will assist everyone in the local agency (LA) that does outreach for breastfeeding, and the same principles can be used when doing outreach for WIC programs and services. To better understand the concepts presented in **Bridging the Gap**, we strongly encourage you to first attend **The Texas Ten Step Program** class.

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

- The New Growth XP Plotting Software
- Feeding Preterm Infants
- Screening for Iron Deficiency Anemia
- Formula Policies: Contract and Non-Contract
- Admin Functions
- Dual Participation
- F5 Refuse Benefits
- Void Benefits
- Farmer's Market 2011
- Inventory Reports
- Hot Card Reports

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- Information Systems Security Awareness
- Void Benefits
- Formula Exchange
- End-of-Day Processing
- FoxFire Level I
- RD-1000 Clinic Backup Training
- Clinic Tape/DC-RW/DVD Clinic Backup Training

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 log in:

NOTE: The Qwest WEB Conferencing System can be used at any facility where you have a phone and a PC with internet connectivity

First log in on the phone:

1. Call the toll-free telephone number listed with the class you want to attend.
2. Enter the meeting number, including the asterisks before and after, listed with the class you want to attend.
3. You will be put in the “waiting room” until the session starts.

Then log in via your computer and your WEB Browser:

1. The log in starts from the web page: <http://qwest.conferencing.com/>
2. **Click on** “Participant/Presenter.” This will check your browser settings and then the meeting log in screen will appear.
3. Enter the meeting room number listed with the class you want to attend.
4. Enter your display “name or names.” “Choose Already connected.”
“Click Join Meeting.” **You will be taken into the meeting session.**
Dial the number shown at the bottom of your screen into your telephone to synchronize your phone and web connections.

Please plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter. If you experience technical difficulties during the training, please press *10* on your telephone keypad for 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 via email to yolanda.bazdresch@dshs.state.tx.us.

Attachments

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
			June 1	June 2	June 3
8:30			GENERAL IDL Made Simple	GENERAL IDL Made Simple	
9:30			VENA WHAT IS VENA? Tiffany Brown	Certification SCREENING FOR ELIGIBILITY Megan Downing	
11:00			10:30 Certification HEALTH HISTORY / NUTRITION ASSESSMENT Tiffany Brown	EBT EBT CLIENT DISPUTES Megan Downing	
12:00			Breastfeeding IBCLC STUDY GROUP Kristina Arrieta		
1:00				1:30 Breastfeeding COMMON BREAST COMPLICATIONS ASSOCIATED WITH BREASTFEEDING Kristina Arrieta	
2:30					

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
4:00					
	June 6	June 7	June 8	June 9	June 10
8:30		GENERAL IDL Made Simple			
9:30	Breastfeeding THE TEXAS TEN STEP PROGRAM Veronica Hendrix	Certification WIC APPROVED FOODS Elizabeth Bruns			
11:00	Breastfeeding BENEFITS OF BREASTFEEDING – Why should we teach mothers to breastfeed? Janet Jones	Certification FOOD PACKAGES Elizabeth Bruns			
12:00					
1:00	1:30 General DSHS CHILD ABUSE REPORTING POLICY Rachel Edwards	1:30 General FORMULA APPROVAL 301 Clinic Services Staff			

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
2:30					
4:00					
	June 13	June 14	June 15	June 16	June 17
8:30		IDL Made Simple		IDL Made Simple	
9:30		Certification THE 400s RISK CODES Anita Ramos	9:00 Certification WEIGHING AND MEASURING TECHNIQUES Tiffany Brown	VENA GOAL SETTING: SETTING CLIENTS UP FOR SUCCESS Frances Diep	
11:00	Certification WIC INCOME QUESTIONNAIRE WIC-35-3 Megan Downing	Certification HANDLING INCOME AND ISSUANCE WHEN THERE IS A CHANGE IN CUSTODY Megan Downing	(continued) WEIGHING AND MEASURING TECHNIQUES	VENA VENA Counseling Scenarios Angela Gil	
12:00			General "LUNCH WITH LINDA" STATE AGENCY UPDATED Linda Brumble & Benny Jasso		

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
1:00	Breastfeeding BRIDGING THE GAP: Using Marketing Principles to Promote Breastfeeding to Healthcare Professionals Veronica Hendrix	1:30 Breastfeeding NIPPLE SHIELDS AND SUPPLEMENTAL NURSING SYSTEMS Kristina Arrieta	1:30 Customer Service/Civil Rights Civil Rights Complaints IRM Staff	1:30 Certification FORMULA POLICY: CONTRACT AND NON- CONTRACT Elizabeth Bruns	
2:30		(continued) Nipple Shields and Supplemental Nursing Systems		(continued) Formula Policy	
4:00					
	June 20	June 21	June 22	June 23	June 24
8:30		NBF Conference Austin, TX	NBF Conference Austin, TX	NBF Conference Austin, TX	
9:30					
11:00					
12:00					

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
1:00					
2:30					
4:00					

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

	Monday	Tuesday	Wednesday	Thursday	Friday
	June 27	June 28	June 29	June 30	
8:30		IDL Made Simple		IDL Made Simple	
9:30	Breastfeeding BRIDGING THE GAP: Using Marketing Principles to Promote Breastfeeding to Healthcare Professionals Veronica Hendrix	Certification ADVANCED INCOME SCREENING Megan Downing	Certification MORE ABOUT RISK CODES Tiffany Brown	Breastfeeding SKIN TO SKIN Hellen Sullivan	
11:00	Breastfeeding MEDICATION AND LACTATION Hellen Sullivan	Breastfeeding LATCH-ON AND POSITIONING, USING ASYMMETRICAL LATCH Hellen Sullivan	(continued) MORE ABOUT RISK CODES	Certification OVERVIEW OF GA:01.0 CONFIDENTIALITY OF APPLICANT/PARTICIPANT INFORMATION Megan Downing	
12:00	Nutrition WIC WELLNESS BREAK UT Instructor				
1:00	Breastfeeding HOW PEER COUNSELORS CAN USE THE BF EDUCATIONAL ACTIVITY KITS Kristina Arrieta	VENA VENA NETWORKING: TOOLS OF THE TRADE Frances Diep	1:30 Customer Service/Civil Rights CIVIL RIGHTS COMPLAINTS N. E. Staff	VENA TIPS FOR COMPLETING THE VENA FAMILY DOCUMENTATION TOOL Anita Ramos	
2:30					

Interactive Distance Learning

June 2011 Class Schedule

Tech Support 512-341-4443

4:00					
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Nutrition Education & Clinic Services Qwest Training Schedule June 2011 - Technical Assistance 1-800-860-8000

Class Title and Description	Date	Time	Qwest room # (include **)	Qwest phone #
Admin Function Automation Training; required for new WIC directors	Thursday June 2	9:00	*2208368*	(866)633-3380
Dual Participation Automation Training; required for new WIC directors		10:30	*2208368*	(866)633-3380
CCNE: Updates and Sharing Session Instructors: Frances Diep & Erin Thornberry Frances.Diep@dshs.state.tx.us Erin.Thornberry@dshs.state.tx.us		12:00	*1796544*	(866) 921-2204
Inventory Reports Automation Training; required for new WIC directors.		1:30	*2208368*	(866) 633-3380
HotCard Reports Automation Training; required for new WIC directors.		3:00	*2208368*	(866) 633-3380
The New Growth XP Plotting Software New software for automated plotting of heights and weights in the WIC clinic Materials Needed: Growth XP User Instructions. Instructor: Elizabeth Bruns, RD., LD Elizabeth.Bruns@dshs.state.tx.us	Friday June 3	11:30	*4776786*	(877) 768-0032
Identifying Participants at Risk for Iron-Deficiency Anemia Review of WIC policies and procedures related to performing and assessing hemoglobin and hematocrits. Instructor: Elizabeth Bruns, RD., LD Elizabeth.Bruns@dshs.state.tx.us	Monday June 6	2:00	*4776786*	(877) 768-0032
“A Storm is Coming:” How to Protect WIC Systems – Automation Training	Tuesday June 7	9:00	*2208368*	(866) 633-3380
Void Benefits Automation Training		10:30	*2208368*	(866) 633-3380
WIC Systems Hardware Training Automation Training		1:30	*2208368*	(866) 633-3380
RD-1000 Clinic Backup Training Automation Training; required for new WIC directors.		3:00	*2208368*	(866) 633-3380
Farmers Market 2011 Automation Training.	Thursday June 9	9:00	*2208368*	(866) 633-3380
Formula Exchange Automation Training;		10:30	*2208368*	(866) 633-3380

Nutrition Education & Clinic Services Qwest Training Schedule June 2011 - Technical Assistance 1-800-860-8000

Class Title and Description	Date	Time	Qwest room # (include **)	Qwest phone #
End of Day Processing Automation Training; required for new WIC directors.		1:30	*2208368*	(866)633-3380
FoxFire Level I Automation Training		3:00	*2208368*	(866)633-3380
Contract and Non-Contract Formula Policy Instructor: Elizabeth Bruns, RD., LD Elizabeth.Bruns@dshs.state.tx.us	Friday June 10	10:30	*4776786*	(877) 768-0032
Information Systems Security Awareness Automation Training	Tuesday June 14	9:00	*2208368*	(866)633-3380
RD-1000 Clinic Backup Training Automation Training; required for new WIC directors.		1:30	*2208368*	(866)633-3380
Clinic Tape/CD-RW/DVD Clinic Backup Training Automation Training; required for new WIC directors.		3:00	*2208368*	(866)633-3380
WIC Systems Hardware Training Automation Training	Thursday June 16	9:00	*2208368*	(866)633-3380
Admin Function Automation Training; required for new WIC directors		10:30	*2208368*	(866)633-3380
Dual Participation Automation Training; required for new WIC directors	Thursday June 16	1:30	*2208368*	(866) 633-3380
F5 Refuse Benefits Automation Training		3:00	*2208368*	(866) 633-3380
Inventory Reports Automation Training; required for new WIC directors.	Tuesday June 21	9:00	*2208368*	(866) 633-3380
HotCard Reports Automation Training; required for new WIC directors.		10:30	*2208368*	(866) 633-3380
“A Storm is Coming:” How to Protect WIC Systems – Automation Training		1:30	*2208368*	(866) 633-3380
RD-1000 Clinic Backup Training Automation Training; required for new WIC directors.		3:00	*2208368*	(866) 633-3380
Formula Exchange Automation Training;	Thursday June 23	9:00	*2208368*	(866) 633-3380
End of Day Processing Automation Training; required for new WIC directors.		10:30	*2208368*	(866) 633-3380
Information Systems Security Awareness Automation Training		1:30	*2208368*	(866) 633-3380
FoxFire Level I Automation Training	Tuesday June 28	9:00	*2208368*	(866) 633-3380

Nutrition Education & Clinic Services Qwest Training Schedule June 2011 - Technical Assistance 1-800-860-8000

Class Title and Description	Date	Time	Qwest room # (include **)	Qwest phone #
WIC Systems Hardware Training Automation Training	Tuesday June 28	10:30	*2208368*	(866) 633-3380
Void Benefits Automation Training		1:30	*2208368*	(866) 633-3380
Formula Exchange Automation Training;		3:00	*2208368*	(866) 633-3380
Feeding Preterm Infants Review of feeding regimen for preterm and low birth weight infants. No Materials Needed. Instructor: Elizabeth Bruns, RD., LD Elizabeth.Bruns@dshs.state.tx.us	Thursday June 30	11:00	*4776786*	(877)768-0032