



Memorandum

#15-007

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 9, 2015

SUBJECT: WIC 2015 Quality Assurance Monitoring Review Tools and Worksheets

The new WIC 2015 quality assurance monitoring review tools and worksheets are available on the Department of State Health Services (DSHS) Quality Management Branch (QMB) website at <http://www.dshs.state.tx.us/qmb/>

The revised WIC 2015 quality assurance monitoring review tools will be used by QMB staff for all reviews conducted after January 1, 2015. The updated 2015 review tools, worksheets, and checklists are available at the link listed above so that local agencies can conduct internal monitoring, as well as prepare for monitoring reviews of their organizations by DSHS. Please refer to WIC policies cited on the tools for details. You may add the QMB web address to your browser's "Favorites" to ensure the link works for future reference.

There will be a series of trainings regarding the revisions to the tools beginning in January. Special emphasis will be placed on the revisions to the DSHS QMB Review Tools for 2015. Attendees will gain the information necessary for successful monitoring of the new/revised criteria. The dates and times for the training are as follows:

January 7th 11:00 AM -12:00PM
January 13th 9:00 AM -10:00AM
January 21st 11:00 AM -12:00 PM
January 29th 9:00 AM – 10:00 PM

To attend this class:

1. Log in on the phone — Call 1-877-820-7831, then enter access code 402483#.
2. Log in on your computer as "guest" at

<https://stateoftx-dshs.centurylinkccc.com/CenturylinkWeb/DSHSQMBToolChanges>, enter your name and email address, then click "Join meeting" and "I'm Already Dialed In."

If you have any questions or require additional information, please contact Ponna Sambasivan, WIC Group Manager, QMB, at 512-776-3798 or at ponna.sambasivan@dshs.state.tx.us. If you have questions regarding the worksheets and record review self-audits, please contact Gloria Staats at 512-776-2176 or at gloria.staats@dshs.state.tx.us.