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**#15-062**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Lindsay Rodgers, Director  
Nutrition Services Section

**DATE:** May 18, 2015

**SUBJECT:** WIC Directors' Orientation –June 23-25, 2015

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The next WIC Directors' Orientation is scheduled for June 23-25, 2015. Please mark your calendars for the orientation dates and times as follows:

- Tuesday, June 23, 1:30-5:30 p.m.
- Wednesday, June 24, 8:30 a.m.-5:00 p.m.
- Thursday, June 25, 9:00 a.m.-4:30 p.m.

This training is intended for new or recently hired Local Agency WIC Directors, Assistant Directors, and Fiscal Officers/Accountants. Fiscal Officers and other staff interested in financial training only should plan to attend the last day of the orientation for information on WIC Financials. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

The orientation will be in the Rio Grande room at 4616 West Howard Lane, Austin, TX 78728, Building 2, Suite 275.

To be better prepared for the WIN System presentation, it is recommended that staff attending the orientation take the following trainings via Century Link conferencing in advance:

- Admin Functions
- Dual Participation
- Inventory Reports
- Hot Card Reports
- End of Day Processing
- RD-1000 Clinic Backup or Clinic Tape/CDRW/DVD Backup Training

Please register online for WIC Directors' Orientation at the WIC website, [www.dshs.state.tx.us/wichd/](http://www.dshs.state.tx.us/wichd/), on the Training page under On-Site trainings, or contact Liz Bruns, Nutrition Training Specialist, Nutrition Education/ Clinic Services Unit, at [Elizabeth.Bruns@dshs.state.tx.us](mailto:Elizabeth.Bruns@dshs.state.tx.us) or (512) 341-4585. Also, contact Liz if you have any questions or require additional information related to the orientation. Contact Rueben Gamez at [Rueben.Gamez@dshs.state.tx.us](mailto:Rueben.Gamez@dshs.state.tx.us) or (512) 341-4450 with questions related to WIN systems Century Link trainings.

# WIC Directors' Orientation Agenda

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**4616 Howard Lane, Building 2, Suite 275, Rio Grande Room  
June 23-25, 2015**

## **Tuesday, June 23, 1:30 – 5:00 p.m.**

- 1:30 - 1:45 p.m. Welcome and Introductions, Liz Bruns
- 1:45 - 2:00 p.m. Meet State WIC Director, Lindsay Rodgers
- 2:00 - 2:15 p.m. State Agency Overview/Meet the Unit Directors, Liz Bruns
- 2:15 - 2:45 p.m. Nutrition Education, Shirley Ellis
- 2:45 - 3:00 p.m. Break
- 3:00 - 3:45 p.m. IRM Overview, Marissa Acosta
- 3:45 - 4:15 p.m. Clinic Services, Rachel Edwards
- 4:15 - 4:30 p.m. Training Requirements and Resources, Liz Bruns
- 4:30 - 5:00 p.m. Tour of Building 2

## **Wednesday, June 24, 8:30 a.m. – 5:00 p.m.**

- 8:30 - 10:30 a.m. TWIN System Computer Training, Rob Wilson
- 10:30 - 10:45 a.m. Break
- 10:45 - 11:45 p.m. Food Issuance and Redemption Services, Casey Wilburn, Denisha Cox, Cynthia Pryor
- 11:45 - 1:00 p.m. Lunch and 12-1 p.m. Updates for WIC Directors
- 1:00 - 1:15 p.m. Outreach and Networking, Angela Gil
- 1:15 - 2:00 p.m. Breastfeeding Promotion, Peer Counselors, and Breast Pumps, Tracy Erikson and Kristi Arrieta
- 2:00 - 2:15 p.m. Dietetic Internship, Mary Van Eck
- 2:15 - 2:45 p.m. Tour of Building 8
- 2:45 - 3:00 p.m. Break
- 3:00 - 5:00 p.m. QA/QI/Quality Management and Contracts, Nancy Taylor, Ponna Sambasivan, Gloria Staats, and Cynthia Wright

## **Thursday, June 25, 9:00 a.m. – 4:15 p.m.**

- 9:00 - 10:15 a.m. Financial/Fiscal, Elsa Rodriguez
- 10:15 - 10:30 a.m. Break
- 10:30 - 11:30 p.m. Financial/Fiscal, cont.
- 11:30 - 1:00 p.m. Lunch (on your own)
- 1:00 - 2:30 p.m. Financial/Fiscal, cont.
- 2:30 - 2:45 p.m. Break
- 2:45 - 4:00 p.m. Financial/Fiscal, cont.
- 4:00 - 4:15 p.m. Wrap Up/Evaluations