

NUTRITION EDUCATION,
BREASTFEEDING
& TRAINING PLAN SYSTEM'S
USERGUIDE

Texas Department of State Health Services

WIC- NE/BF/TR Plan

User's Interface

VERSION: 3.0

REVISION DATE: May 20, 2009

Table of Contents

Table of Contents	2
<i>Initial Creation of Password</i>	3
0.0.1 Setting a password for the first time.....	3
0.0.2 Already registered username.....	3
0.0.3 Email sent to the user.....	3
0.0.4 Password creation email.....	4
0.0.5 Setting the password.....	4
0.0.6 Account set.....	5
<i>0.1 Log In</i>	5
0.1.1 Regular Local Agency Staff:.....	5
0.1.2 Regular Local Agency Staff:.....	6
<i>0.2 WIC Director's Homepage</i>	6
0.2.1 WIC Staff Administration.....	6
0.2.2 New Account.....	7
<i>0.2 NE/BF/TR Plan Homepage</i>	8
<i>1. Nutrition Education Section</i>	10
1.1 Nutrition Education Coordinator Form.....	11
1.2 WIC Certification Specialist (WCS) Program Form.....	12
1.3 WIC PFA Study Coordinator Form.....	14
1.4 Disaster Planning Form.....	16
1.5 Gathering Resources Form.....	17
1.6 Setting Goals and Objectives Form.....	19
1.7 Client-Centered Nutrition Education Form.....	21
1.8 Class Schedule.....	25
1.9 Evaluation of the Nutrition Education Plan Form.....	45
<i>2. Breastfeeding Promotion Plan Section</i>	47
2.1 Breastfeeding Coordinator.....	47
2.2 Gathering Resources.....	50
2.3 Description of Local Agency Breastfeeding Promotion and Support.....	52
2.4 Description of Community Support of Breastfeeding Form.....	60
<i>3. Training Plan Section</i>	63
3.1 Training Coordinator.....	63
3.2 Training Summary.....	65
3.3 Training Plan.....	66
3.4 Training Survey.....	68

Online NE/BF Plan Procedure

Initial Creation of Password

0.0.1 Setting a password for the first time

Texas WIC Login

Username:

Password:

[Forgot/Reset your password?](#) 

0.0.2 Already registered username

Texas WIC Login Support

Trouble Accessing Your Account?

Forgot your password? Enter your login email below. We will send you an email with a link to reset your password.

Username:

[back to NE/BF Site](#)

0.0.3 Email sent to the user

Texas WIC Password Reset

Check your email for resetting your password!

An email has been sent to **john@sample.com** describing how to get your new password. Please be patient; the delivery of this email may be delayed. If you do not receive this email, remember to check your spam or junk folder.

0.0.4 Password creation email

Create your WIC password
System Administrator [admin@dshs.state.tx.us]

Extra line breaks in this message were removed.

To: john@sample.com

Hello

Attached is the link for helping to create/reset your password <http://wwwstage.dshs.state.tx.us/nebf/account/userpassword/default.asp?user=72220062822ab15e03b2371025f4281d>
(If clicking on the link doesn't work, try copying and pasting it into your browser.)

Your password should meet the following criteria:

- Must have a length of at least 8 characters
- Must contain a mix of alphabetic and non-alpha characters with at least two non-alpha characters. Non-alpha characters include numbers (0-9) and special characters such as (!@#\$%^&*+=?/~/~';;<>| \)
- The non-alpha characters should not be at the beginning or the end of the password
- Should contain a mix of upper and lower case characters
- Will expire and must be changed at least every 60 days
- Must not be reused for a period of one year
- Must be treated as confidential information
- Must not be shared with anyone

Thank you,
The WIC Team

Online

0.0.5 Setting the password

Texas WIC - Set your password

Username (Email Account): john@sample.com

Password: [REDACTED]

Password strength Strong

Confirm Password: [REDACTED]

Update Phone

[back to NE/BF Site](#)

0.0.6 Account set

Texas WIC Login

Account set successfully! You can login now.

Username:

Password:

[Forgot/Reset your password?](#)

0.1 Log In

Go to <https://webds.dshs.state.tx.us/nebf>

Texas WIC Login

Username:

Password:

[Forgot/Reset your password?](#)

0.1.1 Regular Local Agency Staff:

Texas WIC Local Agency Homepage - Texas - Sample Agency FY

If you do not logout properly, you will not be able to relogin for 30 minutes.

Welcome, Texas - Sample Agency! - john@sample.com

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0.1.2 Regular Local Agency Staff:

In case password is more than 50 days old, user starts to get notifications for 10 days that password is about to expire.

Texas WIC Local Agency Homepage - Texas - Sample Agency FY
If you do not logout properly, you will not be able to relogin for 30 minutes.

Logout

Welcome, Texas - Sample Agency! - john@sample.com

NE/BF/TR Plans

BPOS

WIC Staff Administration

Logout

Your password will expire in 9 days!

Health Services | Contact

0.2 WIC Director's Homepage

Texas WIC Local Agency Homepage - Texas - Sample Agency FY
If you do not logout properly, you will not be able to relogin for 30 minutes.

Logout

Welcome, Texas - Sample Agency! - john@sample.com

NE/BF/TR Plans

BPOS

WIC Staff Administration

Logout

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0.2.1 WIC Staff Administration

Texas WIC: Texas - Sample Agency FY - User Administration
Remember to logout before closing the application.

Logout

New Account

⚠ Please note: any changes in permissions will take effect the next time users log in.

ID	Email Account (Username)	First Name	Last Name	BPOS View	BPOS Edit	NEBFTR View	NEBFTR Edit	
*230	john@sample.com	John	Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
158	jordan@nba.com	Michael	Jordan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

* indicates that this is your account

Back to Main Menu

0.2.2 New Account

Texas WIC: Texas - Sample Agency FY - Create a new account

Remember to logout before closing the application.

[Back to Account List](#)

[Logout](#)

First Name

Last Name

E-mail Address(required)

BPOS View
 Edit

NE/BF/TR Plans View
 Edit

[Back to Homepage](#)

0.2 NE/BF/TR Plan Homepage

Texas WIC Local Agency Homepage - Texas - Sample Agency FY

If you do not logout properly, you will not be able to relogin for 30 minutes.

Welcome, Texas - Sample Agency! - john@sample.com

Logout

NE/BF/TR Plans

BPOS

Logout

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WIC staff would receive notification after login in case password is more than 50 days old for 10 days until he renews it.

Texas WIC Local Agency Homepage - Texas - Sample Agency FY

If you do not logout properly, you will not be able to relogin for 30 minutes.

Welcome, Texas - Sample Agency! - john@sample.com

Logout

NE/BF/TR Plans

BPOS

Logout

Your password will expire in 9 days!

Reset Your Password Now? Remind Me Later

health Services | [Contact](#)

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program

Please choose the fiscal year

2007Archived

2007Archived

2008Previous

2009Current

2010Next Year

Submit

Logout

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Click the Nutrition Education button to begin the Nutrition Education portion of the NE/BF/TR Plan.

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program

Welcome, Cameron County WIC Program!

Nutrition Education **Incomplete**

Breastfeeding **Incomplete**

Training Plan **Incomplete**

Logout

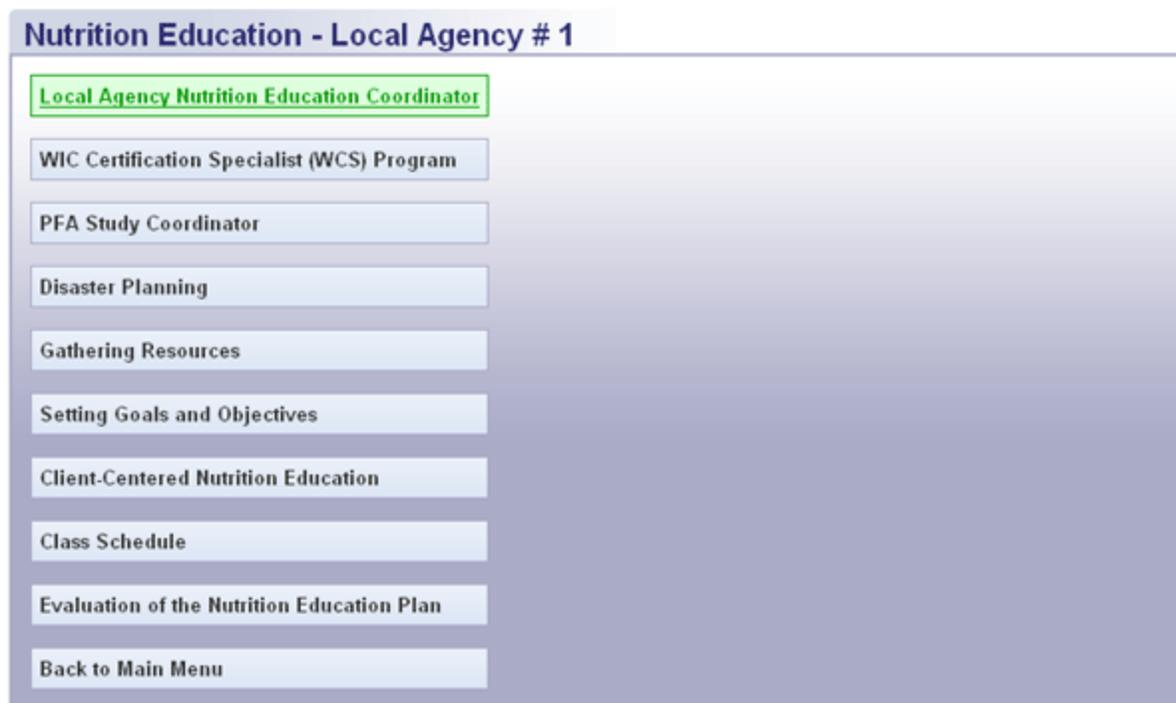
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1. Nutrition Education Section

The Nutrition Education section menu has a button for each form needed to complete the Nutrition Education section of the NE/BF Plan.

Your work is saved as you complete each NE/BF Plan form. If you cannot complete a form, just submit it to save your progress, then log off. You can return later and pick up where you left off.

The forms do not have to be completed in order, but we'll go in order for the sake of this presentation. Click the Local Agency Nutrition Education Coordinator button.



1.1 Nutrition Education Coordinator Form

Clicking the Local Agency Nutrition Education Coordinator button opens the Nutrition Education Coordinator form. Complete the form and click Submit.

Nutrition Education Coordinator: Local Agency #1

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

- R.D.
- L.D.
- R.N.
- L.V.N.
- Nutritionist
- Other:

If someone other than the nutrition education coordinator oversees the delivery of nutrition education and the preparation of this plan, provide that person's contact information:

First Name

Last Name

E-mail Address

Phone Number () - ext.

Last Updated: 2/21/2008 4:13:01 PM

[Back to Main Menu](#)

Submitting the Nutrition Education Coordinator form reopens the Nutrition Education section menu; the Local Agency Nutrition Education Coordinator button is now marked complete.

1.2 WIC Certification Specialist (WCS) Program Form

Click the WIC Certification Specialist (WCS) Program button.

Nutrition Education - Local Agency # 1

Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	
PFA Study Coordinator	
Disaster Planning	
Gathering Resources	
Setting Goals and Objectives	
Client-Centered Nutrition Education	
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Complete the WIC Certification Specialist form and click Submit.

WIC Certification Specialist: Local Agency #1

1. Does your local agency have a WIC Certification Specialist (WCS) program?

Yes
 No

2. If yes, who is currently overseeing the WCS program?

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

R.D.
 R.D. Eligible
 L.D.
 Nutritionist

Last modified: 2/21/2008 3:52:05 PM

[Back to Main Menu](#)

Submitting the WIC Certification Specialist form reopens the Nutrition Education section menu; the WIC Certification Specialist (WCS) Program button is now marked complete.

1.3 WIC PFA Study Coordinator Form

Click the PFA Study Coordinator button.

Nutrition Education - Local Agency # 1

Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	
Disaster Planning	
Gathering Resources	
Setting Goals and Objectives	
Client-Centered Nutrition Education	
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Complete the PFA Study Coordinator form and click Submit.

PFA Study Coordinator: Local Agency #1

1. Does your local agency have a PFA Study Coordinator?

Yes
 No

2. If yes, who is the PFA Study Coordinator for your agency?

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

Nutritionist
 R.D.
 L.D.
 L.V.N.
 R.N.
 Other:

3. Has your local agency conducted a PFA study *within* the past year?

Yes
 No

Last modified: 2/21/2008 3:50:39 PM

[Back to Main Menu](#)

Submitting the PFA Study Coordinator form reopens the Nutrition Education section menu; the PFA Study Coordinator button is now marked complete.

1.4 Disaster Planning Form

Click the Disaster Planning button.

Nutrition Education - Local Agency # 1

- Local Agency Nutrition Education Coordinator Complete
- WIC Certification Specialist (WCS) Program Complete
- PFA Study Coordinator Complete
- Disaster Planning**
- Gathering Resources
- Setting Goals and Objectives
- Client-Centered Nutrition Education
- Class Schedule
- Evaluation of the Nutrition Education Plan
- Back to Main Menu

Complete the Disaster Planning form and click Submit.

Disaster Planning: Local Agency #1

Who is the primary contact person for your agency during a disaster (flood, hurricane, wildfires, etc.)?

First Name

Last Name

E-mail Address

Phone Number () - ext.

Last modified: 2/21/2008 3:50:20 PM

Submitting the Disaster Planning form reopens the Nutrition Education section menu; the Disaster Planning button is now marked complete.

1.5 Gathering Resources Form

Click the Gathering Resources button.

Nutrition Education - Local Agency # 1

Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
<u>Gathering Resources</u>	
Setting Goals and Objectives	
Client-Centered Nutrition Education	
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Click the Resources page button (highlighted below). This button opens the DSHS Resources page in a new browser window. **NOTE: If you have a popup-blocker running in your browser, you will need to disable it for this button to work correctly.**

Gathering Resources - Local Agency # 1

As you review this data, keep in mind that the information provided should be used to help you identify needs and set nutrition goals/priorities for your Nutrition Education/Breastfeeding plan and your schedule of classes.

[Click here for the Resources page](#)

Date last viewed: 3/3/2008 2:02:51 PM

[Back to Main Menu](#)

The DSHS Resources page opens in a new browser window. Once you are done gathering your resources from this page, you can close this window.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas state logo and the text "TEXAS Department of State Health Services". Below the header is a navigation bar with links: "Find Services | News & Information | Rules & Regulations | Business Information". A search box is located to the right of these links. On the left side, there is a vertical menu with various categories: "WIC Home", "WIC Search", "Breastfeeding", "Bulletins & News", "EBT", "Financial", "General Information", "Help Desk", "High Risk RD", "Jobs", "Nutrition", "Policy Manual", "Policy Search", "Program Rules", "Publishing, Promotion and Media Services", "Requests for Proposals", and "Training". The main content area is titled "WIC Nutrition" and features a sub-section "FY 2008 Nutrition Education, Breastfeeding Promotion and Training Plans" with a "Gathering Resources" heading. A note states: "These documents are in PDF format. You'll need the free Adobe Acrobat Reader to read them." Below this is an Adobe Reader icon and a list of links: "Nutrition Risk Reports", "Participant Survey", "List of Lesson Descriptions (251K, PDF, viewing information)", and "Infant Feeding Practices Survey Results (718K, PDF, viewing information)". A second sub-section is titled "FY 2007 Nutrition Education and Breastfeeding Participation Surveys" with links for "Participant Surveys LA 001-010", "Participant Surveys LA 011-020", "Participant Surveys LA 021-029", and "Participant Surveys LA 031-040".

After closing the DSHS Resources browser window, you should see the Gathering Resources form open in the original browser window. Click on the Back to Main Menu button to return to the Nutrition Education section menu. The Gathering Resources button is now marked complete.

The screenshot shows a form titled "Gathering Resources - Local Agency # 1". The form contains a paragraph of text: "As you review this data, keep in mind that the information provided should be used to help you identify needs and set nutrition goals/priorities for your Nutrition Education/Breastfeeding plan and your schedule of classes." Below this text is a button labeled "Click here for the Resources page". Underneath the button, it says "Date last viewed: 3/3/2008 2:02:51 PM". At the bottom of the form is a green button labeled "Back to Main Menu".

NOTE: If you accidentally close your browser completely, re-open your browser and go to <http://www.texaswic.info/nebf>, then Log in with your Local Agency Number. Remember, your progress is saved as you submit your forms, so you will not lose the work you have done on your NE/BF Plan; you can just pick up where you left off.

1.6 Setting Goals and Objectives Form

Click the Setting Goals and Objectives button.

Nutrition Education - Local Agency # 1

Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
<u>Setting Goals and Objectives</u>	
Client-Centered Nutrition Education	
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

The Setting Goals and Objectives form will only accept *exactly* three goals. The form will reappear again and again until exactly three goals are selected. If you select more than three goals, an alert box will appear asking you to “Please pick only 3.”



Complete the Setting Goals and Objectives form and click Submit.

Setting Goals and Objectives: Local Agency #1

Reviewing risk code data and participant survey data is intended to provide you with information necessary for planning your nutrition education schedule of classes. Based on your review of available data and resources, choose your top 3 priorities for topics you want to include in your Schedule of Classes.

- Anemia / Iron Deficiency
- Breastfeeding Promotion
- Child Feeding Practices
- Dental Health
- Folic Acid Supplementation
- Food Preparation / Mealtime Planning
- Healthy Eating / Smart Snacking
- Infant Feeding Practices
- Increasing Fruit / Vegetable Consumption
- Obesity Prevention
- Physical Activity / Active Play
- Portion Awareness / Portion Control
- Prenatal Care / Healthy Pregnancy
- Smart Shopping / Saving Money
- Other (list)

Last modified: 4/22/2008 3:34:29 PM

[Back to Main Menu](#)

Submitting the Setting Goals and Objectives form reopens the Nutrition Education section menu; the Setting Goals and Objectives button is now marked complete.

1.7 Client-Centered Nutrition Education Form

Click the Client-Centered Nutrition Education button.

Nutrition Education - Local Agency # 1	
Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
Setting Goals and Objectives	Complete
Client-Centered Nutrition Education	
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Complete the Client-Centered Nutrition Education form (continues on the next page).

Client-Centered Nutrition Education: Local Agency #1

[Back to Main Menu](#)

A number of local agencies have been offering Client-Centered Nutrition Education (CCNE) to their clients. CCNE is a style of nutrition education that provides clients with more choices and more opportunities for active learning. It can involve methods such as group discussion, cooking demonstrations, hands-on activities, and take-home options for the mid-certification nutrition contact.

Overall, CCNE allows WIC educators more freedom to explore issues that are relevant to clients. CCNE can be as simple as modifying an existing lesson to encourage client interaction or as complex as designing a series of lessons from scratch. The state WIC office is eager to provide CCNE training to local agencies in order to maximize their resources and skills to develop and deliver CCNE.

Please enter your contact information:

First Name:

Last Name:

Position:

Phone: () - Extension:

E-mail:

Client-Centered Nutrition Education form, *continued*

Please indicate your agency's level of involvement and interest in Client-Centered Nutrition Education:	We are already doing this	We plan to do this during the next year and have the staff capability and resources needed	We are interested in doing this but are not ready at this time (would need staff training and lesson material)	We are not interested in this type of NE or this would not work for our agency at this time
Giving clients a choice of class topic	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Giving clients a choice of class time	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discussion-based classes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open discussion led by RDs and/or degreed nutritionists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternatives to class/teacher method: (Health fairs, bulletin board lessons, take home lessons, self-paced lessons)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Web lessons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support groups	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hands-on activities (e.g. cooking demonstrations)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness, physical activity classes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (specify):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter any other information here...

Last modified: 4/15/2008 6:04:53 PM

[Back to Main Menu](#)

Depending upon the responses selected in the Client-Centered Nutrition Education form, there may be more questions. Finish the Client-Centered Nutrition Education form and click Submit.

Client-Centered Nutrition Education: Local Agency #1

[Back to Main Menu](#)

Please indicate the types of support and training that would be most useful for your agency:

- Information and sample lesson/resource material
- Training in group/class management
- Training on CCNE principles and methods
- Training on developing and evaluating lessons
- Training on developing objectives

[Submit](#)

Last modified: 4/15/2008 6:04:53 PM

[Back to Main Menu](#)

Submitting the Client-Centered Nutrition Education form reopens the Nutrition Education section menu; the Client-Centered Nutrition Education button is now marked complete.

1.8 Class Schedule

Click the Class Schedule button.

Nutrition Education - Local Agency # 1

Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
Setting Goals and Objectives	Complete
Client-Centered Nutrition Education	Complete
Class Schedule	
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

The Class Schedule initially has no class records listed. Click the Add a Class button (highlighted below).

Class Schedule: Local Agency #1

Back to Main Menu **Add a Class** Enter a New/Uncoded Class Top Risk Codes for Texas

Mark this Section Complete Mark this Section Incomplete Create a Class Schedule Report

No class records were found. [Click here](#) to add a class from the class list.

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The Add a Class page lists approved WIC classes, sorted alphabetically by Class Code. For example, “Healthy Kids Need Healthy Moms” has Class Code BB-054-01.

Add a Class: Local Agency #1

[Back to Class Schedule](#)

Class Number and Name (Click to add to the Class Schedule)	Year Created
BB - 054 - 01 : Healthy Kids Need Healthy Moms	2005
BF - 000 - 08 : Benefits of Breastfeeding	1995
BF - 000 - 09 : Giving You The Best That I Got, Baby	1995
BF - 000 - 12 : Infant Feeding Cues	1998
BF - 000 - 13 : A Helping Hand for Breastfeeding Moms	1998
BF - 000 - 14 : The Best Investment	1998
BF - 000 - 15 : Teen Breastfeeding: Why Breastfeed?	1999
BF - 000 - 18 : The Best Thing/EsLo Mejor	1999

For this example, we'll click "BB-054-01: Healthy Kids Need Healthy Moms" to add it to the Class Schedule.

After clicking the class title, a more detailed description of the class appears in a box at the top of the Add a Class form. If you do not want to add this class to the schedule, you can return to the class list by clicking the “Back to the Class List” button at the top of the page.

To add the class to the schedule, complete the Add a Class form and click the Add this Class to the Schedule button.

Add a Class: Local Agency #1

[Back to the Class List](#)

BB - 054 - 01 : Healthy Kids Need Healthy Moms

Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05

Published: 2005

Available in: English and Spanish

Is this is a core class (taught year-round)?

Yes
 No

If this is not a core class, please provide the starting and ending months:

Starting Month: Ending Month:

Client Category (check all that apply)

Infant
 Pregnancy
 Breastfeeding
 Children
 Post-Partum
 General

Is this class taught at all clinics?

Yes
 No

If not, at which clinics is this class taught?

1, 2, 3, 4

Submitting the Add a Class form returns you to the Class Schedule page. The added class now appears in the list, along with the schedule information you supplied.

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

BB-054-01: Healthy Kids Need Healthy Moms
Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05
Published: 2005
Available in: English and Spanish

Class dates: January through February
Client Categories: Pregnancy, PostPartum, General
Offered at the following clinic(s): 1, 2, 3, 4

Last Updated: 4/24/2008 10:56:16 AM

[Edit](#) [Cancel](#)

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If the schedule information is not correct, you may edit it. Click the Edit button in the class description box (highlighted below).

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

BB-054-01: Healthy Kids Need Healthy Moms
Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05
Published: 2005
Available in: English and Spanish

Class dates: January through February
Client Categories: Pregnancy, PostPartum, General
Offered at the following clinic(s): 1, 2, 3, 4

Last Updated: 4/24/2008 10:56:16 AM

[Edit](#) [Cancel](#)

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The Edit button opens the Edit Class form. Each time changes are made, the time/date stamp for the class is updated. The time/date stamp is displayed at the bottom of the class description box for each class on the Class Schedule page.

Edit Class: Local Agency #1

[Back to the Class Schedule](#)

BB - 054 - 01 : Healthy Kids Need Healthy Moms

Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05

Published: 2005

Available in: English and Spanish

Is this is a core class (taught year-round)?

Yes
 No

If this is not a core class, please provide the starting and ending months:

Starting Month: Ending Month:

Client Category (check all that apply)

Infant
 Pregnancy
 Breastfeeding
 Children
 Post-Partum
 General

Is this class taught at all clinics?

Yes
 No

If not, at which clinics is this class taught?

In this example, we changed the Ending Month from February to March and clicked “Edit this Class” to make the change.

This brings us back to the Class Schedule page, where the updated ending month (“Class dates: January through March”) is now reflected in the class description box.

Class Schedule: Local Agency #1

Back to Main Menu Add a Class Enter a New/Uncoded Class Top Risk Codes for Texas

Mark this Section Complete Mark this Section Incomplete Create a Class Schedule Report

BB-054-01: Healthy Kids Need Healthy Moms
Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05
Published: 2005
Available in: English and Spanish

Class dates: January through March

Client Categories: Pregnancy, PostPartum, General

Offered at the following clinic(s): 1, 2, 3, 4

Last Updated: 4/24/2008 10:57:37 AM

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Now suppose we want to cancel the class. We click the Cancel button (highlighted below).

Class Schedule: Local Agency #1

Back to Main Menu Add a Class Enter a New/Uncoded Class Top Risk Codes for Texas

Mark this Section Complete Mark this Section Incomplete Create a Class Schedule Report

BB-054-01: Healthy Kids Need Healthy Moms
Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05
Published: 2005
Available in: English and Spanish

Class dates: January through March

Client Categories: Pregnancy, PostPartum, General

Offered at the following clinic(s): 1, 2, 3, 4

Last Updated: 4/24/2008 10:57:37 AM

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Clicking the Cancel button brings us to the CONFIRM – Cancel Class page. Here, we have the option to either confirm the class cancellation or return to the Class Schedule page.

CONFIRM - Cancel Class: Local Agency #1

OR

BB - 054 - 01 : Healthy Kids Need Healthy Moms

Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy.
12/05

Published: 2005

Available in: English and Spanish

Starting Month: **Ending Month:**

Client Category (check all that apply)

- Infant
- Pregnancy
- Breastfeeding
- Children
- Post-Partum
- General

Is this class taught at all clinics?

- Yes
- No

If not, at which clinics is this class taught?

1, 2, 3, 4

We choose to cancel the class and click the CANCEL THIS CLASS button (highlighted below).

CONFIRM - Cancel Class: Local Agency #1

CANCEL THIS CLASS OR [Back to the Class List](#)

BB - 054 - 01 : Healthy Kids Need Healthy Moms

Description: A flannel board lesson for women to learn all about how they can be a Healthy Mom. They will read about eating healthy, maintaining a healthy weight, exercising, taking folic acid, avoiding substance abuse, and staying emotionally healthy. 12/05

Published: 2005

Available in: English and Spanish

Starting Month: **Ending Month:**

Client Category (check all that apply)

- Infant
- Pregnancy
- Breastfeeding
- Children
- Post-Partum
- General

Is this class taught at all clinics?

Yes

No

If not, at which clinics is this class taught?

This returns us to the Class Schedule, where we no longer have any classes scheduled.

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

No class records were found. [Click here](#) to add a class from the class list.

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Now, suppose we want to add a new class that does not appear in the list of 200+ WIC approved classes – a new class that our Local Agency has put together. We click on the Enter a New/Uncoded Class button.

Class Schedule: Local Agency #1

Back to Main Menu Add a Class **Enter a New/Uncoded Class** Top Risk Codes for Texas

Mark this Section Complete Mark this Section Incomplete Create a Class Schedule Report

No class records were found. [Click here](#) to add a class from the class list.

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This opens the Add a New/Uncoded Class form. We complete the form and click Submit. (form continues on the next page)

Add a New / Uncoded Class: Local Agency #1

Title
Example Class

Description
Description of the Example Class.

Accompanying Material
Any materials provided for the Example Class (video, workbook, etc.).

Are class materials available in English?
 Yes
 No

Are class materials available in Spanish?
 Yes
 No

Is this is a core class (taught year-round)?
 Yes
 No

If this is not a core class, please provide the starting and ending months:
Starting Month: Ending Month:

Add a New/Uncoded Class form, *continued*

If this is not a core class, please provide the starting and ending months:

Starting Month: Ending Month:

Client Category (check all that apply)

Infant
 Pregnancy
 Breastfeeding
 Children
 Post-Partum
 General

Is this class taught at all clinics?

Yes
 No

If not, at which clinics is this class taught?

Submitting the Add a New/Uncoded Class form returns us to the Class Schedule page, where the new class appears in the Class Schedule list.

Class Schedule: Local Agency #1

UNCODED-001: Example Class

Description: Description of the Example Class.
Available in: English and Spanish
Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).

Class dates: October through December
Client Categories: Infant, Pregnancy
Offered at the following clinic(s): 1, 2, 3, 4.

Last Updated: 4/24/2008 12:33:07 PM

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Now we add another class from the list of approved WIC classes, “CF-000-21: Healthy Drinks for Healthy Kids”. This is a core class (taught year-round), so we don’t have to specify starting or ending months. It is also taught at all clinics, so we don’t have to list any clinics in the text box at the bottom. We click “Add this Class to the Schedule”.

Add a Class: Local Agency #1

[Back to the Class List](#)

CF - 000 - 21 : Healthy Drinks for Healthy Kids

Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04

Published: 2004

Available in: English and Spanish

Is this is a core class (taught year-round)?

Yes
 No

If this is not a core class, please provide the starting and ending months:

Starting Month: Ending Month:

Client Category (check all that apply)

Infant
 Pregnancy
 Breastfeeding
 Children
 Post-Partum
 General

Is this class taught at all clinics?

Yes
 No

If not, at which clinics is this class taught?

[Add this Class to the Schedule](#)

Now we're back at the Class Schedule list, and the new class appears in the list.

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

CF-000-21: Healthy Drinks for Healthy Kids
Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04 [Edit](#) [Cancel](#)
Published: 2004
Available in: English and Spanish
Class dates: Core Class (taught year-round)
Client Categories: Children
Offered at all clinics.
Last Updated: 4/24/2008 12:34:51 PM

UNCODED-001: Example Class
Description: Description of the Example Class. [Edit](#) [Cancel](#)
Available in: English and Spanish
Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).
Class dates: October through December
Client Categories: Infant, Pregnancy
Offered at the following clinic(s): 1, 2, 3, 4.
Last Updated: 4/24/2008 12:33:07 PM

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The Class Schedule is different than the other forms in the Nutrition Education section because it does NOT mark its menu button complete *until you say it is complete*. To do this, click the “Mark this Section Complete” button.

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

CF-000-21: Healthy Drinks for Healthy Kids

Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04

Published: 2004

Available in: English and Spanish

Class dates: Core Class (taught year-round)

Client Categories: Children

Offered at all clinics.

Last Updated: 4/24/2008 12:34:51 PM

[Edit](#) [Cancel](#)

UNCODED-001: Example Class

Description: Description of the Example Class.

Available in: English and Spanish

Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).

Class dates: October through December

Client Categories: Infant, Pregnancy

Offered at the following clinic(s): 1, 2, 3, 4.

Last Updated: 4/24/2008 12:33:07 PM

[Edit](#) [Cancel](#)

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Clicking the “Mark this Section Complete” button in the Class Schedule form returns us to the Nutrition Education section menu. Of course, the Class Schedule button is now marked complete. But suppose we change our mind and decide the Class Schedule is not complete yet?

Click the Class Schedule button to return to the Class Schedule form.

The screenshot shows a web interface titled "Nutrition Education - Local Agency # 1". It features a list of menu items, each with a button and a status indicator. The "Class Schedule" item is highlighted in green and has a "Complete" status. Other items include "Local Agency Nutrition Education Coordinator", "WIC Certification Specialist (WCS) Program", "PFA Study Coordinator", "Disaster Planning", "Gathering Resources", "Setting Goals and Objectives", "Client-Centered Nutrition Education", "Evaluation of the Nutrition Education Plan", and "Back to Main Menu".

Item	Status
Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
Setting Goals and Objectives	Complete
Client-Centered Nutrition Education	Complete
Class Schedule	Complete
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Now we're back at the Class Schedule form. We want to mark the section incomplete, so we click the "Mark this Section Incomplete" button.

Class Schedule: Local Agency #1

Back to Main Menu Add a Class Enter a New/Uncoded Class Top Risk Codes for Texas

Mark this Section Complete **Mark this Section Incomplete** Create a Class Schedule Report

CF-000-21: Healthy Drinks for Healthy Kids
Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04
Published: 2004
Available in: English and Spanish
Class dates: Core Class (taught year-round)
Client Categories: Children
Offered at all clinics.
Last Updated: 4/24/2008 12:34:51 PM Edit Cancel

UNCODED-001: Example Class
Description: Description of the Example Class.
Available in: English and Spanish
Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).
Class dates: October through December
Client Categories: Infant, Pregnancy
Offered at the following clinic(s): 1, 2, 3, 4.
Last Updated: 4/24/2008 12:33:07 PM Edit Cancel

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Now we are back at the Nutrition Education section menu. The Class Schedule button is now marked “Action Required” and highlighted in yellow.

We want to add a class to the schedule, so we click the Class Schedule button.

The screenshot shows a web interface titled "Nutrition Education - Local Agency # 1". It features a vertical list of buttons. The first seven buttons are labeled "Local Agency Nutrition Education Coordinator", "WIC Certification Specialist (WCS) Program", "PFA Study Coordinator", "Disaster Planning", "Gathering Resources", "Setting Goals and Objectives", and "Client-Centered Nutrition Education", each with a "Complete" status. The "Class Schedule" button is highlighted in yellow and has an "Action Required" status. Below it are buttons for "Evaluation of the Nutrition Education Plan" and "Back to Main Menu".

Item	Status
Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
Setting Goals and Objectives	Complete
Client-Centered Nutrition Education	Complete
<u>Class Schedule</u>	Action Required
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

Now we proceed to add another class, “GW-000-06: Your New WIC Lone Star Smart Card.” We click the Add a Class button...

Class Schedule: Local Agency #1

[Back to Main Menu](#)
[Add a Class](#)
[Enter a New/Uncoded Class](#)
[Top Risk Codes for Texas](#)

[Mark this Section Complete](#)
[Mark this Section Incomplete](#)
[Create a Class Schedule Report](#)

CF-000-21: Healthy Drinks for Healthy Kids

Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04

Published: 2004

Available in: English and Spanish

Class dates: Core Class (taught year-round)

Client Categories: Children

Offered at all clinics.

Last Updated: 4/24/2008 12:34:51 PM

[Edit](#) [Cancel](#)

UNCODED-001: Example Class

Description: Description of the Example Class.

Available in: English and Spanish

Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).

Class dates: October through December

Client Categories: Infant, Pregnancy

Offered at the following clinic(s): 1, 2, 3, 4.

Last Updated: 4/24/2008 12:33:07 PM

[Edit](#) [Cancel](#)

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... click the class title in the list of WIC approved classes...

GN - 054 - 05 : Calcium	2004
GN - 054 - 06 : Too Much of a Good Thing	2005
GN - 054 - 08 : Cooking With Herbs	2006
GW - 000 - 06 : Your New WIC Lone Start Smart card	2007
IF - 000 - 09 : Infant Feeding Bingo	1999
IF - 000 - 10 : Look Who's Eating	1999
IF - 000 - 13 : Formula Preparation	1998

... then we complete the Add a Class form and click Submit.

Add a Class: Local Agency #1

[Back to the Class List](#)

GW - 000 - 06 : Your New WIC Lone Star Smart card

Description: This lesson demonstrates how to use the WIC Lone Star Card

Published: 2007

Available in: English and Spanish

Accompanying Material: Introducing the New WIC Lone Star Card stock no 7779

Is this a core class (taught year-round)?

Yes
 No

If this is not a core class, please provide the starting and ending months:

Starting Month: Ending Month:

Client Category (check all that apply)

Infant
 Pregnancy
 Breastfeeding
 Children
 Post-Partum
 General

Is this class taught at all clinics?

Yes
 No

If not, at which clinics is this class taught?

[Add this Class to the Schedule](#)

Submitting the Add a Class form brings us back to the Class Schedule page. The new class (“GW-000-06: Your New WIC Lone Star Smart Card”) now appears in the list.

Class Schedule: Local Agency #1

[Back to Main Menu](#) [Add a Class](#) [Enter a New/Uncoded Class](#) [Top Risk Codes for Texas](#)

[Mark this Section Complete](#) [Mark this Section Incomplete](#) [Create a Class Schedule Report](#)

CF-000-21: Healthy Drinks for Healthy Kids
Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04
Published: 2004
Available in: English and Spanish
Class dates: Core Class (taught year-round)
Client Categories: Children
Offered at all clinics.
Last Updated: 4/24/2008 12:34:51 PM

[Edit](#) [Cancel](#)

GW -000-06: Your New WIC Lone Start Smart card
Description: This lesson demonstrates how to use the WIC Lone Star Card
Published: 2007
Available in: English and Spanish
Accompanying Material: Introducing the New WIC Lone Star Card stock no 7779
Class dates: Core Class (taught year-round)
Client Categories: General
Offered at all clinics.
Last Updated: 4/24/2008 12:43:22 PM

[Edit](#) [Cancel](#)

UNCODED-001: Example Class
Description: Description of the Example Class.
Available in: English and Spanish
Accompanying Material: Any materials provided for the Example Class (video, workbook, etc.).

[Edit](#) [Cancel](#)

Now, suppose we want to create a special Class Schedule Report. We click on the “Create a Class Schedule Report” button, and that opens the Class Schedule Reports form. Instructions on the page explain how to order the list of classes you want to display in your report (see below). Click the View Class Schedule button to view the report in the browser or click Print Class Schedule to send the report to your printer.

Class Schedule: City of Austin/Travis County WIC Program

Decide how you want to order the class listings. In the "Order by" menu, select the criteria for the listing order of the classes you selected. Not selecting any criteria will produce a report that is ordered only by the starting date.

Order by:

- Date
- Client Category
- Title
- Class Code

We're done, so we click the “Mark this Section Complete” button (highlighted below).

Class Schedule: Local Agency #1

CF-000-21: Healthy Drinks for Healthy Kids
Description: This lesson is for moms and older children to do together in class. It covers avoiding sodas and other sweet drinks, and encourages children to have water instead. It discusses the amount of juice and milk to have each day. It includes a coloring sheet for the children to take home. 7/04
Published: 2004
Available in: English and Spanish

Class dates: Core Class (taught year-round)

Client Categories: Children

Offered at all clinics.

Last Updated: 4/24/2008 12:34:51 PM

GW -000-06: Your New WIC Lone Start Smart card
Description: This lesson demonstrates how to use the WIC Lone Star Card

The Class Schedule button is now marked complete.

1.9 Evaluation of the Nutrition Education Plan Form

Click on the Evaluation of the Nutrition Education Plan button.

Nutrition Education - Local Agency # 1	
Local Agency Nutrition Education Coordinator	Complete
WIC Certification Specialist (WCS) Program	Complete
PFA Study Coordinator	Complete
Disaster Planning	Complete
Gathering Resources	Complete
Setting Goals and Objectives	Complete
Client-Centered Nutrition Education	Complete
Class Schedule	Complete
Evaluation of the Nutrition Education Plan	
Back to Main Menu	

This brings us to the NE Plan Evaluation form. Complete the form and click Submit.

NE Plan Evaluation: Local Agency #1

Your insights regarding creating a plan for Nutrition Education are important in the preparation of next year's plan. The input from all Local Agencies is considered.

1. What would you say is an important Nutrition Education Goal for your agency for this year? (This may be related to personnel, content, materials, clients, etc.)

Describe your Nutrition Education Goal here.

206 characters left

2. In the process of creating this year's Nutrition Education Plan and thinking about your goals, what were three of your most important considerations?

a. Important consideration # 1 98 characters left

b. Important consideration # 2 97 characters left

c. Important consideration # 3 98 characters left

3. Which part of the Breastfeeding Promotion Plan was the most helpful to you?

- Infant Feeding Practices Survey Results
- Description of FY07 Local Agency Breastfeeding Promotion and Support
- Description of Community Support of Breastfeeding
- Evaluation of the Breastfeeding Promotion Efforts
- Breastfeeding Promotion Plan

4. Other comments about Breastfeeding Promotion Plan:

Other comments...

233 characters left

Last Modified: 4/24/2008 12:51:36 PM

Submit

[Back to Main Menu](#)

Submitting the NE Plan Evaluation form completes the Nutrition Education section of the NE/BF Plan. The Nutrition Education button is now marked complete.

Nutrition Education and Breastfeeding Promotion Plan: Local Agency #1

[Nutrition Education](#) Done!

[Breastfeeding](#) Incomplete

[Logout](#)

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2. Breastfeeding Promotion Plan Section

At the NE/BF Plan homepage, click the Breastfeeding button.

The screenshot shows a web interface titled "Nutrition Education, Breastfeeding Promotion and Training Plan: Local Agency #1". It features a table with three rows: "Nutrition Education" (Submitted 8/25/2008 5:33:54 PM), "Breastfeeding" (Incomplete), and "Training Plan" (Incomplete). Below the table is a "Logout" button and a copyright notice: "Copyright © 2008 Department of State Health Services | Contact".

Nutrition Education, Breastfeeding Promotion and Training Plan: Local Agency #1	
Nutrition Education	Submitted 8/25/2008 5:33:54 PM
Breastfeeding	Incomplete
Training Plan	Incomplete

Logout

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2.1 Breastfeeding Coordinator

This opens the Breastfeeding Promotion section menu page. We'll work through each form in order. Click the Local Agency Breastfeeding Coordinators button.

The screenshot shows a web interface titled "Breastfeeding Promotion - Local Agency # 1". It features a list of buttons: "Local Agency Breastfeeding Coordinators" (highlighted in green), "Gathering Resources", "Description of Local Agency Breastfeeding Promotion and Support", "Description of Community Support of Breastfeeding", "Evaluation of FY2008 Breastfeeding Promotion Efforts", "FY2009 Breastfeeding Promotion Plan", "FY2009 Breastfeeding Promotion Plan Evaluation", and "Back to Main Menu".

Breastfeeding Promotion - Local Agency # 1

- Local Agency Breastfeeding Coordinators
- Gathering Resources
- Description of Local Agency Breastfeeding Promotion and Support
- Description of Community Support of Breastfeeding
- Evaluation of FY2008 Breastfeeding Promotion Efforts
- FY2009 Breastfeeding Promotion Plan
- FY2009 Breastfeeding Promotion Plan Evaluation
- Back to Main Menu

This opens the Local Agency Breastfeeding Coordinators form.

Breastfeeding Coordinator: Local Agency #1

[Back to Main Menu](#)

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

- RD
- LD
- Nutritionist
- IBCLC
- RN
- LVN
- Other:

Length of time in position: years months

Please give most recent dates and locations you attended the following workshops:

Course Title	Date (DD/MM/YY)	City
Principles of Lactation Management	01 / 01 / 95	San Marcos
Lactation Counseling and Problem Solving	02 / 02 / 96	Austin
Peer Counselor Train the Trainer	03 / 03 / 97	Fort Worth
Clinical Lactation Practicum	04 / 04 / 98	Dallas
Lactation Research and Policy	05 / 05 / 99	Corpus Christi
Nutrition Education and Breastfeeding Conference	06 / 06 / 00	Kingsville
Specify others below:		
<input type="text" value="Lactation Research and Policy"/>	07 / 07 / 97	Dallas
<input type="text" value="Nutrition Education and Breastfeeding Conference"/>	08 / 08 / 98	Kingsville

The form continues on the next page.

If the Breastfeeding Coordinator position is shared by two people, or if there will be an interim Breastfeeding Coordinator this year due to maternity leave, etc., provide the second person's data below.

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

- RD
- LD
- Nutritionist
- IBCLC
- RN
- LVN
- Other:

Length of time in position: years months

Please give most recent dates and locations you attended the following workshops:

Course Title	Date (DD/MM/YY)	City
Principles of Lactation Management	09 / 09 / 99	Hebronville
Lactation Counseling and Problem Solving	10 / 10 / 00	Castroville
Peer Counselor Train the Trainer	11 / 11 / 01	Kerrville
Clinical Lactation Practicum	12 / 12 / 02	Poteet
Lactation Research and Policy	01 / 01 / 03	Jourdanton
Nutrition Education and Breastfeeding Conference	02 / 02 / 04	Lytle
Specify others below:		
<input type="text" value="Lactation Counseling and Problem Solving"/>	03 / 03 / 05	Jourdanton
<input type="text" value="Clinical Lactation Practicum"/>	04 / 04 / 06	Lytle

Last Updated: 4/24/2008 12:51:36 PM

[Back to Main Menu](#)

The form has room to enter information for two Breastfeeding Coordinators in case the position is shared by two people or if there is an interim Breastfeeding Coordinator. Complete the form and click Submit.

Submitting the form completes the Local Agency Breastfeeding Coordinators form and returns us to the Breastfeeding Promotion section menu page. The Local Agency Breastfeeding Coordinator button is now marked complete.

2.2 Gathering Resources

Click the Gathering Resources button.

Breastfeeding Promotion - Local Agency # 1

Local Agency Breastfeeding Coordinators	Complete
Gathering Resources	
Description of Local Agency Breastfeeding Promotion and Support	
Description of Community Support of Breastfeeding	
Evaluation of FY2008 Breastfeeding Promotion Efforts	
FY2009 Breastfeeding Promotion Plan	
FY2009 Breastfeeding Promotion Plan Evaluation	
Back to Main Menu	

Click the Resources page button (highlighted below). This button opens the DSHS Resources page in a new browser window. **NOTE: If you have a popup-blocker running in your browser, you will need to disable it for this button to work correctly.**

Gathering Resources - Local Agency # 1

As you review this data, keep in mind that the information provided should be used to help you identify needs and set nutrition goals/priorities for your Nutrition Education/Breastfeeding plan and your schedule of classes.

[Click here for the Resources page](#)

Date last viewed: 4/15/2008 2:19:53 PM

Back to Main Menu

The DSHS Resources page opens in a new browser window. Once you are done gathering your resources from this page, you can close this window.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas state logo and the text "TEXAS Department of State Health Services". Below the header is a navigation bar with links: "Find Services | News & Information | Rules & Regulations | Business Information". A search box is located to the right of these links. On the left side, there is a vertical menu with various categories: "WIC Home", "WIC Search", "Breastfeeding", "Bulletins & News", "EBT", "Financial", "General Information", "Help Desk", "High Risk RD", "Jobs", "Nutrition", "Policy Manual", "Policy Search", "Program Rules", "Publishing, Promotion and Media Services", "Requests for Proposals", and "Training". The main content area is titled "WIC Nutrition" and features a sub-section "FY 2008 Nutrition Education, Breastfeeding Promotion and Training Plans" with a "Gathering Resources" heading. A message states: "These documents are in PDF format. You'll need the free Adobe Acrobat Reader to read them." Below this is an Adobe Reader icon and a list of links: "Nutrition Risk Reports", "Participant Survey", "List of Lesson Descriptions (251K, PDF, viewing information)", and "Infant Feeding Practices Survey Results (718K, PDF, viewing information)". A second sub-section is titled "FY 2007 Nutrition Education and Breastfeeding Participation Surveys" with links for "Participant Surveys LA 001-010", "Participant Surveys LA 011-020", "Participant Surveys LA 021-029", and "Participant Surveys LA 031-040".

After closing the DSHS Resources browser window, you should see the Gathering Resources form open in the original browser window. Click on the Back to Main Menu button to return to the Nutrition Education section menu. The Gathering Resources button is now marked complete.

The screenshot shows a form titled "Gathering Resources - Local Agency # 1". The form contains a paragraph of text: "As you review this data, keep in mind that the information provided should be used to help you identify needs and set nutrition goals/priorities for your Nutrition Education/Breastfeeding plan and your schedule of classes." Below this text is a button labeled "Click here for the Resources page". Underneath the button, it says "Date last viewed: 4/15/2008 2:19:53 PM". At the bottom of the form is a green button labeled "Back to Main Menu".

NOTE: If you accidentally close your browser completely, re-open your browser and go to <http://www.texaswic.info/nebf>, then Log in with your Local Agency Number. Remember, your progress is saved as you submit your forms, so you will not lose the work you have done on your NE/BF Plan; you can just pick up where you left off.

2.3 Description of Local Agency Breastfeeding Promotion and Support

Click the Description of Local Agency Breastfeeding Promotion and Support button.

Breastfeeding Promotion - Local Agency # 1

Local Agency Breastfeeding Coordinators	Complete
Gathering Resources	Complete
Description of Local Agency Breastfeeding Promotion and Support	
Description of Community Support of Breastfeeding	
Evaluation of FY2008 Breastfeeding Promotion Efforts	
FY2009 Breastfeeding Promotion Plan	
FY2009 Breastfeeding Promotion Plan Evaluation	
Back to Main Menu	

The Local Agency Breastfeeding Promotion and Support form is interactive and has several “branches”: the answers you provide determine which pages of the form you see.

Complete the first page and click Submit.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

Main Menu

Describe major changes during this past year in the structure or administration of your local agency that affected breastfeeding promotion and support. Include changes in staffing, renovations to facilities, changes to techniques to provide breastfeeding support, etc.

Here is where you can describe major changes during this past year in the structure or administration of your local agency that affected breastfeeding promotion and support. Include changes in staffing, renovations to facilities, changes to techniques to provide breastfeeding support, etc.

Submit

This brings us to the second page. Select either Yes or No and click Submit.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

Main Menu

Does your local agency employ one or more International Board Certified Lactation Consultants (IBCLC)?

Yes
 No

Submit

- Submitting “Yes” open a form used to build a list of the IBCLCs on your staff.
- Submitting “No” will bypass skip past the IBCLC list forms.

To show how to add IBCLCs to the list, we’ll select “Yes” and click Submit.

Before continuing to the IBCLC list, we're asked whether the IBCLC is the Breastfeeding Coordinator. Answer "Yes" or "No" and click Submit.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

Main Menu

Is the IBCLC the breastfeeding coordinator?

Yes
 No

Submit

This opens the IBCLC list. Initially there are no IBCLCs in the list. To add an IBCLC entry, click the Enter a New IBCLC button.

IBCLCs

Main Menu **Enter a New IBCLC**

Name (click to edit)

No IBCLC records found. [Click here](#) to enter IBCLC information.

The Enter New IBCLC form opens. Complete the form and click Submit.

Enter New IBCLC

[Back to IBCLC List](#)

First Name:

Last Name:

Phone: () - ext.

Email:

Please check all additional credentials that apply:

- R.D.
- L.D.
- Nutritionist
- R.N.
- L.V.N.
- Other - enter below:

Submitting the Enter New IBCLC form brings you back to the IBCLC list page. The new IBCLC entry now appears in the list.

IBCLCs

[Main Menu](#) [Enter a New IBCLC](#) [Next Section](#)

Name (click to edit)	
Karen Sample	Delete

We've added another IBCLC to the list, JoAnn Sample. Now there are two IBCLCs listed, but we want to delete Karen Sample's listing. Click the Delete link next to Karen Sample's listing.

IBCLCs

[Main Menu](#) [Enter a New IBCLC](#) [Next Section](#)

Name (click to edit)	
JoAnn Sample	Delete
Karen Sample	Delete

Clicking the Delete link opens the CONFIRM: Delete IBCLC form. We can either confirm and delete the IBCLC listing or return to the IBCLC list. We choose to delete the entry and click the DELETE this IBCLC button.

CONFIRM: Delete IBCLC?

[DELETE this IBCLC](#)

OR

[Return to the IBCLC List](#)

First Name:

Last Name:

Phone: () - ext.

Email:

Please check all additional credentials that apply:

- R.D.
- L.D.
- Nutritionist
- R.N.
- L.V.N.
- Other - enter below:

Now only JoAnn Sample appears in the IBCLC list. We're done in the IBCLC section, so we click the Next Section button to continue.

IBCLCs

[Main Menu](#) [Enter a New IBCLC](#) [Next Section](#)

Name (click to edit)	
JoAnn Sample	Delete

If we did not have any IBCLCs on staff, we would go to this form instead. Complete the form and click Submit.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

[Main Menu](#)

If you do not have an International Board Certified Lactation Consultant (IBCLC), who are you using to meet the staffing standards requirement of a Lactation Consultant in Policy GA:14.0?

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

- Trained Breastfeeding Educator
- Peer Counselor
- Experience in helping mother/baby dyads for (number of years)

Other credentials (please write in)

Enter other credentials here...

Other breastfeeding training (please write in)

Enter other breastfeeding training here...|

This brings us to the next form page. Complete the form and click Submit.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

[Main Menu](#)

How do you use the IBCLC(s) or the breastfeeding counselor you use to meet the staffing standards requirement of a Lactation Consultant in Policy GA:14.0? (Check all that apply.)

Possible Job Duties	% of Time (use only numbers)
<input checked="" type="checkbox"/> High risk one-on-one counseling of mother/baby dyads	25 %
<input checked="" type="checkbox"/> Telephone counseling	25 %
<input checked="" type="checkbox"/> Training new peer counselors	25 %
<input checked="" type="checkbox"/> Planning and/or leading peer counselor meetings	24 %
<input type="checkbox"/> Observation & evaluation of peer counselors	%
<input type="checkbox"/> Teaching group breastfeeding classes	%
<input type="checkbox"/> Leading breastfeeding support group meetings	%
<input type="checkbox"/> Hospital and health care provider outreach & in-services	%
<input type="checkbox"/> Breast pump insurance, follow-up and retrieval	%
<input type="checkbox"/> Presenting group staff trainings on breastfeeding	%
<input type="checkbox"/> Planning World Breastfeeding Month activities	%
<input checked="" type="checkbox"/> Other (write in below) Enter other duties here... <input type="text"/>	1 %

[Submit](#)

Other forms follow. Depending upon the answers you provide, different questions will be presented.

Description of FY2008 Local Agency Breastfeeding Promotion and Support

Main Menu

Did you request Lactation Services Funding in FY 2008?

Yes
 No

Submit

If you answered “No” to the preceding question, you would be asked “Why was Lactation Services Funding not requested?” If you answered “Yes”, you would be asked how the funding was utilized.

Continue to answer and submit the forms until you reach the end of the Description of FY2008 Local Agency Breastfeeding Promotion and Support form (below).

Description of FY2008 Local Agency Breastfeeding Promotion and Support

Please send or email BOTH your WIC staff breastfeeding referral form AND your WIC participant referral handout, required by Policy BF:02.0. to your State Agency Nutrition Education Liason. (See examples in memo #05-012.)

[Return to the Main Menu](#)

When you click “Return to the Main Menu”, the Description of Local Agency Breastfeeding Promotion and Support button is marked complete.

2.4 Description of Community Support of Breastfeeding Form

Click the Description of Community Support of Breastfeeding button.

Breastfeeding Promotion - Local Agency # 1

Local Agency Breastfeeding Coordinators	Complete
Gathering Resources	Complete
Description of Local Agency Breastfeeding Promotion and Support	Complete
Description of Community Support of Breastfeeding	
Evaluation of FY2008 Breastfeeding Promotion Efforts	
FY2009 Breastfeeding Promotion Plan	
FY2009 Breastfeeding Promotion Plan Evaluation	
Back to Main Menu	

This opens the Community Support of Breastfeeding form. Complete the form and click Submit.

Community Support of Breastfeeding: Local Agency #1

[Back to Main Menu](#)

How many birthing hospitals/facilities serve the majority of your WIC participants?
(Please give an estimate if your agency serves a large metro area.)

[Submit](#)

The list of Birthing Hospitals/Facilities appears next. Initially there are no entries in the list. Click the Enter a New Birthing Hospital/Facility button.

Birthing Hospitals/Facilities: Local Agency #1

List the top five birthing hospitals/facilities that serve the majority of your WIC participants.
(Rural areas may have less than five.)

Main Menu

[Enter a New Birthing Hospital/Facility](#)

Name (click to edit)

No Birthing Hospital/Facility records found. [Click here](#) to enter Birthing Hospital/Facility information.

The Enter New Birthing Hospital/Facility form opens. Complete the form and click Submit.

Enter New Birthing Hospital/Facility

[Back to Birthing Hospital/Facility List](#)

Name of Facility:

Director of Women's (OB) Services:

First:

Last:

Phone: () - ext.

How many IBCLCs do they employ?

Please select all the services provided:

- prenatal breast-feeding classes
- electric pumps to WIC moms when WIC clinics are closed
- postpartum lactation support after discharge
- Other:

Submitting the form returns you to the Birthing Hospitals/Facilities list. The new facility now appears in the list. We've already added several others to the list (below). When you have finished entering facilities, click the Next Section button to continue.

Birthing Hospitals/Facilities: Local Agency #1

List the top five birthing hospitals/facilities that serve the majority of your WIC participants.
(Rural areas may have less than five.)

[Main Menu](#)

[Enter a New Birthing Hospital/Facility](#)

[Next Section](#)

Name (click to edit)

Brackenridge Hospital	Delete
Christus Santa Rosa	Delete
McKenna Memorial	Delete
Spohn Hospital	Delete
University Health Center	Delete

Click the Next Section button to open the next form.

Community Support of Breastfeeding: Local Agency #1

[Back to Main Menu](#)

Do you provide breastfeeding-related outreach to the birthing hospitals/facilities and health care providers that see the majority of your WIC participants?

- Yes
 No

[Submit](#)

Community Support of Breastfeeding: Local Agency #1

[Back to Main Menu](#)

If they do not provide electric breast pumps to WIC moms when WIC clinics are closed, how do you provide pumps to moms during this time?

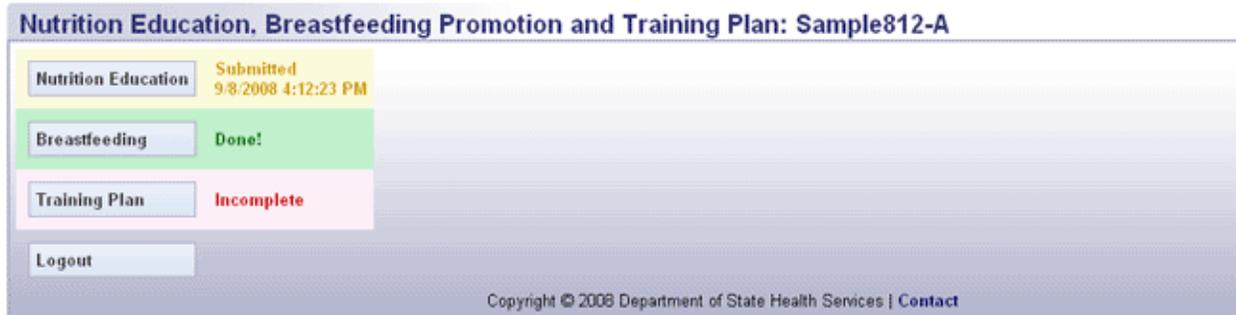
- Utilize peer counselors for delivery of pump
 Utilize Lactation Consultant for delivery of pump
 Have breast pumps co-located at hospital
 Warm line, beeper, or cell-phone service
 Plan on meeting with hospital staff to discuss ways to assure WIC moms always have access to pumps when they need them
 We have no plan to provide pumps when WIC is closed
 Other (write below)

Other methods listed here...|

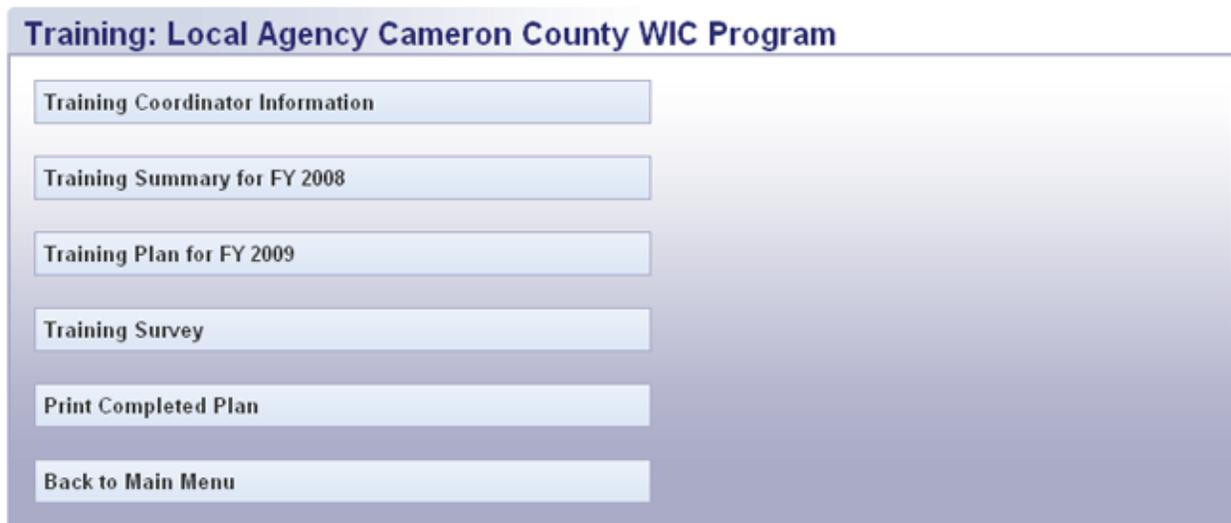
[Submit](#)

3. Training Plan Section

At the NE/BF/TR Plan homepage, click the Training Plan button.



This opens the Training Plan section menu page. We'll work through each form in order. Click the Local Agency Training Coordinators button.



3.1 Training Coordinator

This opens the Local Agency Training Coordinator's form.

Training Coordinator: Sample Agency

First Name

Last Name

E-mail Address

Phone Number () - ext.

Credentials (check all that apply):

- R.D.
- L.D.
- R.N.
- L.V.N.
- Nutritionist
- Other:

Estimate the total average number of hours per week performing training coordinating duties

If someone other than the training coordinator oversees the delivery of training, maintenance of employee training records and the preparation of this plan, provide that person's contact information:

First Name

Last Name

E-mail Address

Phone Number () - ext.

Last Updated: 9/15/2008 9:16:04 AM

[Back to Main Menu](#)

The form has room to enter information for two Training Coordinators in case the position is shared by two people or if there is an interim Training Coordinator. Complete the form and click Submit.

Submitting the form completes the Local Agency Training Coordinators form and returns us to the Training Plan section menu page. The Local Agency Training Coordinator button is now marked complete.

Training: Local Agency Cameron County WIC Program

Training Coordinator Information	Complete
Training Summary for FY 2008	
Training Plan for FY 2009	
Training Survey	
Print Completed Plan	
Back to Main Menu	

3.2 Training Summary

This is where Local Agencies are allowed to enter a training summary for the past fiscal year. The table contains of Dates, Staff present by title, Topic and format. They are allowed to enter as much number of dates as they want under each month when clicking on the Add Training Button while will add another empty row under that month. Users are only allowed to enter dates only through using the popup window by clicking on the calendar image, hereby they enter dates by selecting them.

Training Summary For FY2008: Sample Agency

Provide a summary of training completed during fiscal year 2008. Include dates, topics, staff present by title and delivery method are required.
Click on the calendar icon  to select dates.

Month	Date (mm/dd/yyyy)	Staff Present (by title, not individual's name) <small>e.g. all staff or CAs/lerks</small>	Topic	Format	
October	10/01/2007 	All staff	Team Building	Memo	Add Training
November	11/14/2007 	Nutritionist	Screening for Nutrition	IDL	Add Training
December	12/26/2007 	Supervisor	Breast Pumps	Inservice	Add Training
January	01/09/2008 	LVN	Customer Service	Email	Add Training
February	02/19/2008 	Peer Counselor	Anthropometrics	Staff meeting	Add Training
March	03/14/2008 	Area Director	Lab/Bloodborne Pathogens	Conference/Workshop	Add Training
April	04/23/2008 	Nutrition Ed Coordinator	Screening for Income	Quest	Add Training
May	05/26/2008 		Screening for Nutrition	Email/IDL	Add Training
June	06/23/2008 		Team Building	Memo	Add Training
July	07/24/2008 		CCNE	Quest	Add Training
August	08/25/2008 		VENA	Email	Add Training
September	09/18/2008 		Select...	Select...	Add Training

September 2008


If you are finished please check here to mark this section complete
 At least one training for each month has to be filled

Save Print

Upon saving the summary, the users go back to the Training Plan main menu where they can find that the Training Summary subsection is marked either as In Progress or Complete. The Complete is done when at least one training for each month is filled and they have checked the box which says “*If you are finished please check here to mark this section complete*”. Otherwise, the subsection is marked as “In Progress”.

Training: Local Agency Cameron County WIC Program	
Training Coordinator Information	Complete
Training Summary for FY 2008	Complete
Training Plan for FY 2009	
Training Survey	
Print Completed Plan	
Back to Main Menu	

Now they can choose to enter in their Training Plan for the following fiscal year.

3.3 Training Plan

This is where Local Agencies are allowed to enter a Training plan for the following fiscal year. The table contains of Dates. They are allowed to enter as much number of dates as they want under each month when clicking on the Add Training Button while will add another empty row under that month.

Users are only allowed to enter dates only through using the popup window by clicking on the calendar image; hereby they enter dates by selecting them.

Upon saving and coming back to the training plan, users only see the unique dates which they have entered.

Training Plan For FY2009: Sample Agency

Provide the projected training dates for the next fiscal year (October 1, 2008 - September 30, 2009)

Click on the calendar icon  to select dates.

Month	Training Dates (mm/dd/yyyy)	
October	10/06/2008 	
	10/20/2008 	<input type="button" value="Add Date"/>
November	11/12/2008 	<input type="button" value="Add Date"/>
December	12/24/2008 	
January		
February		
March		
April		
May		
June		
July		<input type="button" value="Add Date"/>
August		<input type="button" value="Add Date"/>
September		<input type="button" value="Add Date"/>

If you are finished please check here to mark this section complete
(At least one date for each month has to be filled)



Upon saving the Plan, the users go back to the Training Plan main menu where they can find that the Training Plan subsection is marked either as In Progress or Complete. The Complete is done when at least one training for each month is filled and they have checked the box which says "If you are finished please check here to mark this section complete". Otherwise, the subsection is marked as "In Progress".

Training: Local Agency Cameron County WIC Program

Training Coordinator Information	Complete
Training Summary for FY 2008	Complete
Training Plan for FY 2009	Complete
Training Survey	
Print Completed Plan	
Back to Main Menu	

3.4 Training Survey

This is where Local Agencies are allowed to share their survey regarding training.

Training Survey: Cameron County WIC Program

1. Which method(s) of training delivery work well for your agency? (Check all that apply)

<input type="checkbox"/>	Interactive distance learning (IDL)
<input type="checkbox"/>	Qwest teleconferencing
<input type="checkbox"/>	On-site training
<input checked="" type="checkbox"/>	Self-paced modules
<input checked="" type="checkbox"/>	Online training
<input type="checkbox"/>	Other: <input type="text"/>

2. What is the most convenient way for you to be notified of new trainings? (Check all that apply)

<input type="checkbox"/>	Memos
<input type="checkbox"/>	Memos with an email reminder
<input type="checkbox"/>	Emails to training coordinators
<input checked="" type="checkbox"/>	Emails to directors
<input type="checkbox"/>	Announcements on conference calls
<input type="checkbox"/>	Other: <input type="text"/>

3. If the state agency offered more training via Qwest teleconferencing, which of the following staff would be able to attend? (Check all that apply)

<input type="checkbox"/>	WIC directors
<input type="checkbox"/>	NE coordinators
<input type="checkbox"/>	BF coordinators
<input type="checkbox"/>	Training coordinators

Upon saving the survey, the users go back to the Training Plan main menu where they can find that the Training Survey subsection is marked as complete. And since all the subsections are complete, they find Submit completed plan button which would allow them to submit their done sections. This will notify the liaisons that the particular agency has submitted its plan.

Training: Local Agency Cameron County WIC Program

Training Coordinator Information	Complete
Training Summary for FY 2008	Complete
Training Plan for FY 2009	Complete
Training Survey	Complete
Submit Completed Plan	
Print Completed Plan	
Back to Main Menu	

Local agency users are able to view their past years archived date or even go into next year plan to start editing it upon its activation on the system effective anytime in April. Local Agencies can click to choose another fiscal year on the main menu.

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program FY 2009

Nutrition Education	Approved 9/2/2008 4:52:25 PM	Nutrition Education Liaison Feedback: Hello Vima. It's great to hear that you're adjusting to local agency changes with a positive attitude, and that you're working with clinic staff to offer nutrition education options that both staff and clients enjoy. Please don't hesitate to contact me with questions or concerns! <i>Date/Time: 9/2/2008 4:52:25 PM</i>
Breastfeeding	Approved 9/3/2008 4:03:24 PM	
Training Plan	Reviewed 10/15/2008 8:29:38 AM	
Choose another fiscal year		Breastfeeding Promotion Liaison Feedback: Hello Veronica. It's wonderful to hear that you're involved in the local breastfeeding coalition and plan to apply for the agency to become a Mother Friendly Worksite. Good luck with recruiting new peer counselors - I'm sure Jewell Stremler would be happy to provide support and answer questions about your peer program. Have a great year promoting breastfeeding! <i>Date/Time: 9/3/2008 4:03:24 PM</i>
Logout	Please be sure to log out in order to close this application!	

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Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program

Please choose the fiscal year

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Upon choosing any of the archived years, these of the pages will change and users will be notified that they are in another fiscal year on viewing.

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program FY 2008

<input type="button" value="Nutrition Education"/>	Incomplete
<input type="button" value="Breastfeeding"/>	Incomplete
<input type="button" value="Training Plan"/>	Incomplete
<input type="button" value="Choose another fiscal year"/>	
<input type="button" value="Logout"/>	Please be sure to log out in order to close this application!

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Users would be able to view any of the sections, however past years are archived and hence aren't editable but just viewable by local agencies.

Nutrition Education: Cameron County WIC Program FY 2008

<input type="button" value="Print Completed Plan"/>
<input type="button" value="Back to Main Menu"/>

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Users can go to the next to the current year to plan their future year as mentioned upon its activation on April.

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program

Please choose the fiscal year

<input type="button" value="Logout"/>	<input type="button" value="Submit"/>
---------------------------------------	---------------------------------------

2010Next Year
2007Archived
2008Previous
2009Current
2010Next Year

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Upon choose the future year, users will be able to see the coming year in another different theme.

Nutrition Education, Breastfeeding Promotion and Training Plan: Cameron County WIC Program FY 2010

Nutrition Education	Incomplete
Breastfeeding	Incomplete
Training Plan	Incomplete

Choose another fiscal year

Logout **Please be sure to log out in order to close this application!**

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Users can edit future years and in case users wanted to use the multiple tabs at the same time in the same browser, the system will enforce the users to be in the same fiscal year depending on which one was viewed later. Basically the same application is accessed in different color so as to show the future year.

Nutrition Education: Cameron County WIC Program FY 2010

- Local Agency Nutrition Education Coordinator
- WIC Certification Specialist (WCS) Program
- PFA Study Coordinator
- Disaster Planning
- Client-Centered Nutrition Education
- Gathering Resources
- Setting Goals and Objectives
- Class Schedule
- Evaluation of the Nutrition Education Plan
- Print Completed Plan
- Back to Main Menu

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Breastfeeding Promotion: Cameron County WIC Program FY 2010

[Local Agency Breastfeeding Coordinators](#)

[Gathering Resources](#)

[Description of Local Agency Breastfeeding Promotion and Support](#)

[Description of Community Support of Breastfeeding](#)

[Evaluation of FY2009 Breastfeeding Promotion Efforts](#)

[FY2010 Breastfeeding Promotion Plan](#)

[FY2010 Breastfeeding Promotion Plan Evaluation](#)

[Print Completed Plan](#)

[Back to Main Menu](#)

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Training: Local Agency Cameron County WIC Program FY 2010

[Training Coordinator Information](#)

[Training Summary for FY2009](#)

[Training Plan for FY2010](#)

[Training Survey](#)

[Print Completed Plan](#)

[Back to Main Menu](#)

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