



Memorandum

13-083

TO: WIC Local Agency Directors

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

DATE: August 15, 2013

SUBJECT: Request to Host DSHS Breastfeeding Course and New Training Schedule

Due to the increased demand for breastfeeding trainings, the Department of State Health Services (DSHS) has changed the way the following courses will be provided in 2014.

Training	Target Audience	Description
Breastfeeding Management (BFM) Full day	Appropriate for all educational levels. No prerequisite required.	Provides essential “why-to” and “how-to” breastfeeding information. Course participants will be able to describe the unique properties in breast milk, understand the primary mechanisms of milk production, and will learn how to provide mothers and babies with the necessary management and support for better breastfeeding outcomes.
Breastfeeding the Compromised Infant (BFCI) ½ day	Most appropriate for health-care professionals who work with infants who are premature or otherwise compromised. Previous attendance of Breastfeeding Management is strongly recommended but not required.	This course presents current scientific data to enable health-care providers to assist mothers of compromised infants to establish their milk supply, to transition to direct breastfeeding and to support mother’s effort to achieve their personal breastfeeding goals. Human milk contains life-saving nutrition and immune factors that premature and compromised babies need to grow strong and healthy. Babies who receive human milk in the NICU get a healthier start in life, get discharged from the hospital sooner and have the best long-term health outcomes.
Managing Breastfeeding Complications	This class is no longer offered.	

New 2014 Training Schedule

Traditionally these courses have been offered in facilities by request. Starting in 2014, these courses will be offered on a quarterly or bi-annual basis in medium to large metropolitan areas in the following manner.

Metro area of state	Frequency	Designated months	Days of training
Dallas	Quarterly	Jan, April, July, Oct	2 consecutive
Houston		Feb, May, August, Nov	2 consecutive
Fort Worth		March, June, Sept, Dec	2 consecutive
San Antonio		Jan, April, July, Oct	2 consecutive
Austin		Feb, May, August, Nov	2 consecutive
Brownsville/Harlingen/McAllen		March, June, Sept, Dec	2 consecutive
El Paso		Every six months	January, July
Corpus Christi	February, August		2 consecutive
Lubbock	March, September		2 consecutive
Amarillo	April, October		2 consecutive
Midland/Odessa	May, November		2 consecutive
Tyler/Longview	February, August		2 consecutive
All other areas	Up to twice/year		Any month

Any facility may submit an application to host one of these training sessions as long as the minimum requirements are met. Hosting sites will be chosen by DSHS staff after the application deadline of September 30, 2013. Selected facilities will be notified by October 25, 2013 and will be contacted by DSHS staff to arrange training dates and courses. Designated host sites, course schedules, and hosting site contacts will be listed on the WIC Nutrition - Breastfeeding Training Courses web page at <http://www.dshs.state.tx.us/wichd/lactate/courses.shtm> for advertising and registering purposes.

Requirements to Host

The following are the minimum requirements for hosting courses at your facility.

- Quarterly and bi-annual sites must offer two consecutive days of courses:
 - ◆ Breastfeeding Management on the first day and repeated on the second day or,
 - ◆ Breastfeeding Management on the first day and Breastfeeding the Compromised Infant on the second day.
- Hosting agencies must:
 - ◆ Offer the course free of charge;
 - ◆ Advertise the training opportunity to all area hospitals, birthing facilities, WIC agencies, and health-care providers and provide contact information for registration, and;
 - ◆ Maintain a list of registrants and email it to missy.hammer@dshs.state.tx.us one week prior to the date of the training.
- Minimum attendance and cancellations:
 - ◆ All trainings must have a minimum of 40 registered for quarterly location sites and 25-30 for the bi-annual location sites.
 - ◆ Courses will be cancelled one week prior to the date of the course in the following situations:
 - Hosting facility has less than 40 registered for quarterly location sites and less than 25-30 for the bi-annual location sites.
 - Hosting facility fails to send a list of registrants to Missy Hammer one week prior to the date of the course.

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- Facility requirements:
 - ◆ Seating
 - Quarterly and bi-annual training sites will have the ability to seat a minimum of 50-100.
 - As-requested training sites will have the ability to seat a minimum of 25-50.
- Training room must be set up classroom style (with writing surface) and should have no obstacles preventing the participants from viewing the presentation or instructor.
- Must have adequate number of ladies' restrooms/stalls located close to training room.
- Must have private non-bathroom space with an electrical outlet that is free from intrusion for nursing mothers to express breast milk.

Optional recommendations:

- Drinks and other refreshments are optional, but cannot be purchased with WIC funding. A fee to cover cost of food is not allowed. Pitchers of water or access to water fountains for attendees are recommended.
- Please allow "babies in arms" to attend with moms, if possible.

Request to Host a Training Course

If your facility meets the requirements above and would like to request to host two days of DSHS Breastfeeding Courses, please complete the attached *Application to Host a Breastfeeding Management and Breastfeeding the Compromised Infant Courses* and send it to Missy Hammer by scanning and emailing to missy.hammer@dshs.state.tx.us or by faxing to 512-341-4473 **no later than September 30, 2013**.

If you have questions about the application, please contact Missy Hammer at missy.hammer@dshs.state.tx.us or 512-341-4457.

Application to Host a Breastfeeding Management and Breastfeeding the Compromised Infant Courses (8/8/2013)

Facility Name _____

Contact Name _____ Phone _____

Email _____

Training Facility
Address _____

City, State, Zip _____

Room Name/Number _____ Room Capacity _____

1st choice month preference: _____

2nd choice month preference: _____

- My facility would be willing to host DSHS breastfeeding courses in both month preferences. Please contact me if this is possible.
- I acknowledge my month preferences above match the designated months of training in my metro area below.

Metro area of state	Frequency	Designated months of training	# of Days
Dallas	Quarterly	Jan, April, July, Oct	2
Houston		Feb, May, August, Nov	2
Fort Worth		March, June, Sept, Dec	2
San Antonio		Jan, April, July, Oct	2
Austin		Feb, May, August, Nov	2
Brownsville/Harlingen/McAllen		March, June, Sept, Dec	2
El Paso		Every six months	January, July
Corpus Christi	February, August		2
Lubbock	March, September		2
Amarillo	April, October		2
Midland/Odessa	May, November		2
Tyler/Longview	February, August		2
All other areas	Up to twice/year		Any month

If granted an opportunity to host DSHS courses, I agree to the following:

- I will advertise the training to local WIC agencies, area hospitals, birthing facilities and health-care providers.
- I will provide a name and contact information for the person responsible for registration. This name and contact information will be posted to the DSHS website.
- I will keep a list of registrants and email it to missy.hammer@dshs.state.tx.us one week prior to the date of the training.
- I will not charge anything for the training (a fee to cover cost of food is not allowed).

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- My facility meets the following requirements:
 - ◆ Seating
 - Quarterly and bi-annual training sites will have the ability to seat a minimum of 50-100+ .
 - As-requested training sites will have the ability to seat a minimum of 25-50+ (negotiable in very small rural areas only).
 - Classroom style (each seat has writing surface).
 - No obstacles preventing the participants from viewing the presentation or instructor.
 - ◆ Adequate number of ladies' restrooms/stalls located close to training room.
 - ◆ Private non-bathroom space with an electrical outlet that is free from intrusion for nursing mothers to express breast milk.
- I understand that if DSHS arrives to conduct the course and my facility does not meet the minimum requirements of space and/or attendance as described and agreed to above, consideration for hosting future courses will be impacted.

Printed Name of Requestor _____ Title _____

Signature of Requestor _____ Date _____

Please print and complete the application and send to Missy Hammer by scanning and emailing to Missy.Hammer@dshs.state.tx.us or by fax to 512-341-4473 **no later than September 30, 2013.**