



State of California—Health and Human Services Agency
California Department of Public Health



RON CHAPMAN, MD, MPH
Director

EDMUND G. BROWN JR.
Governor

PEPB #: 10-07-11-093

Date: October 7, 2011

To: Primary WIC Program Contact

Subject: **Nutrition Services Plan, Federal Fiscal Years (FFY) 2012-2014**

INFO ONLY	_____
ACTION NEEDED	<u> X </u>
POLICY CHANGE	_____
_____ Administration	
_____ Nutrition Staff	
_____ All Staff Affected	
_____ ISIS Change	

Purpose

I am writing to provide you the California Women, Infants and Children (WIC) Program's Nutrition Services Plan (NSP) instruction packet for FFY 2012-2014 (October 1, 2011 through September 30, 2014). Your completed NSP Local Agency Work Plan is due to us by October 31, 2011.

For this three year cycle, we continue a streamlined statewide approach by providing designated goals and objectives for your local WIC agency to pursue along with planning and training tools. Please refer to the NSP Guide Sheet (Enclosure A) that identifies the action needed for the items in each section of the NSP.

Highlights of the FFY 2012-2014 NSP

The following information provides highlights of Sections 1-4 as well as the NSP Evaluation Survey.

- Local Agency Work Plan – Section 1

Section 1 includes a three year local agency work plan with designated goals and objectives in the areas of Breast Feeding Promotion, the Baby Behaviors Campaign, and Participant Centered Education (PCE). There are three specific goals with corresponding objectives and timelines. We also encourage you to look at your program and identify additional goals and objectives that you may want to obtain or continue.



Women, Infants and Children (WIC) Program
3901 Lennane Drive (MS 8600) Sacramento, CA 95834
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(916) 928-8500 Internet Address: www.wicworks.ca.gov

Goal 3 and its corresponding objectives are provided in a slightly different format. The Training and Career Development Section (TCDS) of the California WIC Program developed this goal and objectives to help provide local WIC agencies support in the areas of education and training in providing PCE. TCDS will be providing additional reminders, assistance, and information throughout the NSP period for completing Goal 3 objectives.

- Ongoing Quality Improvement – Section 2

This is a new section which highlights the use of an ongoing quality improvement monitoring plan and maintaining ongoing quality improvement activities to ensure high quality nutrition services. We included a Sample Continuous Quality Improvement (CQI) Monitoring Plan with examples of areas to monitor (e.g., nutrition education, certification and corrective action items) and suggestions on how to monitor and/or improve these areas. Please complete a CQI monitoring plan and keep on file.

- Local Agency Planning – Section 3

This section will help you to identify areas of nutrition services to consider and review on a regular basis as part of program operations. We have included a checklist to assist you in this process.

- Staff Training Plan – Section 4

This section provides information on developing and maintaining a staff training schedule and training log. Please complete a staff training plan and keep on file.

- NSP Evaluation Survey

The NSP Evaluation Survey is optional but your comments assist us in improving the NSP process. Please use the link below to submit this NSP evaluation electronically: <https://www.surveymonkey.com/s/PJP2ZMV>

All other forms and documents provided are for your information and files.

Action

1. Review Section 1 of the FFY 12-14 NSP for specific instructions and information for completing and providing updates.
2. Complete and submit your NSP Local Agency Work Plan for FFY 2012-2014 by October 31, 2011 by e-mail to: NSPFFY1214@cdph.ca.gov.

Before Submitting:

- Insert your local agency name on the document
 - Include your local agency name as part of the file name
 - Insert your local agency name as part of the subject line of the e-mail
3. Please complete the NSP Evaluation Survey and submit it by the same date, October 31, 2011.

Questions

If you have questions regarding the completion of your NSP, please contact Paula Etcheberry at (916) 928-8539 or Paula.Etcheberry@CDPH.ca.gov.

If you have questions regarding Goal 3 of the work plan, please contact Reema El-Murr at (916) 928-8599 or Reema.El-Murr@CDPH.ca.gov.

We look forward to receiving your local agency work plan and the NSP Evaluation Survey.

Sincerely,
(Original, signed by)

JoAnn M. Vasquez, Chief
Program Evaluation and Policy Branch
California WIC Program

Enclosures

Enclosure A

FFY: 2012-2014 NSP Guide Sheet

Section Number/ Section Name	Items Required to Submit as Part of the NSP	Items to be Completed and Kept on File	Items Recommended You Complete for Your Use
<u>Section 1:</u> Local Agency Work Plan Work plan for FFY 2012-2014	Submit by: October 31, 2011. X		
<u>Section 2:</u> Continuous Quality Improvement (CQI) Plan		X	
<u>Section 3:</u> Local Agency Planning Checklist Checklist for local agency use.			X
<u>Section 4:</u> Staff Training Plan Staff Training Schedule/ Staff Training Log		X	
NSP Evaluation Survey (Use link to survey in the PWPC letter).	OPTIONAL: we encourage your input by Oct. 31, 2011		