


# 2009 Coordinator Calendar



Last Revised Date: 05-05-09



## May

<p>Attend the National WIC Association 2009 Annual Conference May 24-27 Nashville, TN</p>	<p>Plan for World Breastfeeding Week in August</p>	<p>Continue to prepare for the Farmer's Market Nutrition Program beginning next month</p> <p>Farmer's Market checks arriving this month</p>	<p>Provide Learner Centered Nutrition In-service to WIC staff members</p>	<p>National Physical Fitness &amp; Sports Medicine Month <a href="http://www.fitness.gov/">http://www.fitness.gov/</a></p>
<p>Statewide deployment of Client Service 5.1-VENA May 11 Schedule one hour for certifiers to view software changes before using it with clients.</p>	<p>Train staff on Whole Grains using Food for Thought newsletter #3 and Whole Grain in-service</p> 	<p>Prepare for June staff training using Food for Thought newsletter #4 on Breastfeeding and the Breastfeeding training guide</p>	<p>Register local staff trainers for August regional training: New Food Choices for local trainers</p>	

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## June

<p>Begin Farmer's Market Nutrition Program June 1</p>	<p>Register staff members for the University of Minnesota Video Stream</p>	<p>Change clinic address or phone by emailing: <a href="mailto:wecaddress@doh.wa.gov">wecaddress@doh.wa.gov</a> Put "Changes" in subject line of email</p>	<p>Provide Learner Centered Nutrition In-service to WIC staff members</p>	<p>National Safety Month <a href="http://www.nsc.org/nsm/">http://www.nsc.org/nsm/</a></p> 
<p>Train staff on Breastfeeding using Food for Thought newsletter #4: Breastfeeding and Breastfeeding training guide</p>	<p>Prepare for July staff training using Food for Thought newsletter #5: Infant Feeding and Baby Foods in-service</p>	<p>Order "Change is Coming" materials from the DOP Fulfillment Center</p>	<p>Review "Change is Coming" materials and supportive information in preparation for discussing New Food Choices changes with clients</p>	
<p>Coordinator's Conference Call June 9 2:00 – 4:00</p>				

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## July

Finalize World Breastfeeding Week activities	Update staff members' information in Client Services	Provide Learner Centered Nutrition In-service to WIC staff members	 <p>Ultraviolet (UV) Safety Month</p> <p><a href="http://www.aao.org/aaosite/eyemd/uv.cfm">http://www.aao.org/aaosite/eyemd/uv.cfm</a></p>	
Train staff on Infant Feeding using Food for Thought newsletter #5 and Baby Foods in-service		Prepare for August staff training using Food for Thought newsletter #6: Fresh Fruits & Vegetables	Nutritionists participate in WIC Prescriptions – Get Ready! training	Provide “Change is Coming” handouts to clients
Review New Food and Formula Prescription Forms on the web	Schedule clinic to be closed October 1, 2009	Review communication sent to medical community and physicians about New Food Choices and prescription requirements	Review communication from state office to other stakeholders (food banks, etc.)	

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## August

Enjoy World Breastfeeding Week August 1-7	Two months left before the Federal Fiscal Year 2009 WIC Expenditure Report is due	View University of Minnesota National Maternal Nutrition Intensive Course sessions via video stream	Provide Learner Centered Nutrition In-service to WIC staff members	Conduct outreach activities
New Coordinators schedule for WIC Coordinator Training November 3-5	Local staff trainers attend New Food Choices regional training for local trainers		 World Breastfeeding Week August 1-7 <a href="http://www.llli.org/">http://www.llli.org/</a>	
Train staff on Fresh Fruits & Vegetables using Food for Thought newsletter #6	Read Food for Thought newsletter #7: Implementing New Food Choices and prepare to discuss with staff in September		Continue to provide “Change is Coming” handouts to clients and inform clients about changes coming	
Order new Food Brochures from DOP Fulfillment Center	Order new check stock	Review communication from state office about retailer training	Begin reviewing revised policy chapters – 7, 13, 15, 19, 22, 23, & 24	

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## September

<p>Last month to complete the time study for Federal Fiscal Year 2009 WIC Expenditure Report</p>	<p>Coordinate completion of Federal Fiscal Year 2009 WIC Expenditure Report with fiscal staff members</p>	<p>View UMN National Maternal Nutrition Intensive Course sessions via video stream</p>	<p>Complete mid-year evaluation of the 2009 Nutrition Education Plan</p>	<p>Last month to issue Farmer's Market Nutrition Program checks</p>
<p>Provide Learner Centered Nutrition In-service to WIC staff members</p>	<p>Local staff trainers provide New Food Choices Training to clinic staff</p>	<p>Review and discuss Food for Thought newsletter #7: Implementing New Food Choices with staff</p>	<p>National Fruit &amp; Veggies-More Matters Month</p>  <p><a href="http://www.pbhfoundation.org/">http://www.pbhfoundation.org/</a></p>	
<p>Continue to provide "Change is Coming" handouts to clients and inform clients about changes coming</p>	<p>Order new Rights &amp; Responsibilities forms from DOP Fulfillment Center</p>	<p>Order new Appointment Folders from the DOP Fulfillment Center</p>	<p>Confirm clinics have received new check stock</p>	<p>Continue reviewing revised policy chapters – 7, 13, 15, 19, 22, 23, &amp; 24</p>
<p>September 30<sup>th</sup> – State WIC staff begin deploying Client Services 6.0 and WIC Reports software in the evening after clinics are closed.</p>				

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## October

<p><b>October 1<sup>st</sup></b></p> <p>Clinics closed all day while the state WIC staff deploys Client Services 6.0 and WIC Reports software.</p>	<p>Begin time studies for new Federal Fiscal Year; 1 week per month or 1 month per quarter</p>	<p>Work with fiscal staff members to complete the annual WIC Expenditure Report for Federal Fiscal Year 2009 (October 1, 2008-September 30, 2009)</p>		<p>Send completed “Documentation Farmer’s Market Nutrition Program Administrative Funds” form to state office</p> 
<p>Last month for clients to redeem Farmer’s Market Nutrition Program checks</p>	<p>Send Farmer’s Market Nutrition Program check registers to Convansys</p>	<p>Destroy all un-issued Farmer’s Market Nutrition Program checks</p>	<p>Provide Learner Centered Nutrition In-service to WIC staff members</p>	<p>Attend the 16<sup>th</sup> Annual Joint Conference on Health October 5-7 Yakima <a href="http://www.wspha.org/JCHFutureLocations.htm">http://www.wspha.org/JCHFutureLocations.htm</a></p>
<p><b>October 1<sup>st</sup></b></p> <ul style="list-style-type: none"> <li>Do more New Food Choices Training and review materials</li> <li>Review clinic plans for implementation</li> </ul>		<p><b>October 2<sup>nd</sup></b></p> <ul style="list-style-type: none"> <li>Begin issuing new foods to clients.</li> <li>Use new Food Brochures, Rights &amp; Responsibilities forms, Appointment Folders and check stock.</li> </ul>		<p>Continue reviewing revised policy chapters – 7, 13, 15, 19, 22, 23, &amp; 24</p>
<p align="center"><b>Celebrate New Food Choices implementation!</b></p>				

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November				
Submit the Federal Fiscal Year 2009 WIC Expenditure Report – November 30 <b>DELIVERABLE</b>	Submit final A-19 billing for Federal Fiscal Year 2009 by November 30	WIC Coordinator Training November 3-5	Provide Learner Centered Nutrition In-service to WIC staff members	Prematurity Awareness Month <a href="http://www.marchofdimes.com/">http://www.marchofdimes.com/</a> 
December				
Review equipment inventory list	Calibrate anthropometric equipment	WIC Nutritionist Training December 8-10	Provide Learner Centered Nutrition In-service to WIC staff members	Plan for monthly in-service topics for the upcoming year
 <p>National Handwashing Awareness Week December 6-12 <a href="http://www.henrythehand.com/pages/content/hwaw.html">http://www.henrythehand.com/pages/content/hwaw.html</a></p>				