



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** July 7, 2022

**Staff Contact:** Nicki Aaker - Health and Human Services Director; Mary Jane Ostrander - Human Services Division Manager

**Agenda Title:** For Possible Action: Discussion and possible action regarding the proposed submittal of a grant application by the Carson City Department of Health and Human Services ("CCHHS") to the Nevada Department of Health and Human Services ("HHS") to provide Women, Children, and Infants ("WIC") services in Carson City and Douglas County in an amount to be determined by HHS. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: This is a renewal application for the WIC grant that Carson City has received from HHS for approximately 18 years. CCHHS provides a Local Agency Nutrition Services Plan ("LANSP") each year. The grant provides 100 percent funding; therefore, there is no match requirement. Each grant project period is one year.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 5 minutes

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### **Proposed Motion**

I move to approve submittal of the grant application.

### **Board's Strategic Goal**

Quality of Life

### **Previous Action**

N/A

### **Background/Issues & Analysis**

The WIC grant received for the project period October 1, 2021 to September 30, 2022 is \$257,079. The grant funds two full-time WIC Specialists, one part-time WIC Specialist, operating costs, office supplies, training opportunities and indirect costs. The October 1, 2022 to September 30, 2023 budget is completed once CCHHS receives the grant amount allocated from HHS.

This grant helps Carson City and Douglas County low-income residents to receive nutritional assistance. This is the second year of the LANSP. The target residents are pregnant women, breastfeeding women and children under the age of 5. The current plan's goals are to increase breastfeeding rates by 2 percent and to increase healthy nutrition behaviors by providing nutrition education and challenging participants to set goals. The State of Nevada WIC Program has authorized CCHHS to continue offering in person or telephone/virtual appointments. The goals have been difficult to meet due to phone and virtual meetings and the loss of face-to-face interactions. Given this challenge, the LANSP's action steps will be revised to better meet the goals the second year.

### **Applicable Statute, Code, Policy, Rule or Regulation**

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** WIC / G680022009; New grant number will be assigned for WIC grant, if awarded.

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** Budget will be augmented for the revenue and expenses of the WIC grant if submittal is approved and the grant is awarded.

**Alternatives**

Do not authorize submittal of the grant application and/or provide alternative direction to staff.

**Attachments:**

[GP E-Guidance for LANSP.docx](#)

[Phase 2 LANSP 2022 - 2023\\_Template\\_Final.docx](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

## Local Agency Nutrition Service Plan Guidance

### **Overview of Required Components**

#### **Phase 1 – LANSF Implementation & Technical Assistance**

- A. Closing Evaluation of 2020-2022 Goals
- B. Needs Assessment Worksheet
- C. 2022-24 Nutrition Services Goals and Objectives
- D. 2022-23 Local Agency Outreach Plan
- E. 2022-23 LA Points of Contact

#### **Phase 1 – Training Plan & Evaluation**

- F. Evaluation of Training Plan for 2021-2022
- G. 2022-2023 Training Plan

#### **Phase 2 – LANSF LA Assessment & State Review**

- A. Mid-Evaluation of 2021-2023 Goals
- B. 2022-2023 Local Agency Outreach Plan
- C. 2022-2023 LA Points of Contact

#### **Phase 2 – Training Plan & Evaluation**

- D. Evaluation of Training Plan for 2021-2022
- E. 2022-23 Training Plan

### **Local Agency Goals and Objectives**

**Program Goals and Objectives** - Addresses those items identified in previous years needs assessment. What do you want to accomplish? Each local agency must have a minimum of (1) measurable nutrition service goals and (1) breastfeeding service goal. The goals should be realistic and measurable. Please use the following format to state your Local Agency's goals and objectives:

Each goal should include the following:

- a. **Topic:** Which of the four areas is goal based? (1) Nutrition & Breastfeeding Education (2) Breastfeeding Support and Promotion (3) Clinic Environment & Customer Service or (4) Individual Agency-Specific.
- b. **Description:** provide goal detail; why, what, how
- c. **What will be measured:** what does the LA want to accomplish?
- d. **Intended Direction of Change:** improvement goal to either increase/decrease
- e. **Baseline Measurement:** what is your initial starting data; show numbers and/or percentages
- f. **Target Measurement:** what is you intended target measure to achieve
- g. **Action Steps** – at least three
  - a. Have sufficient detail to support objective goal;
  - b. Provide actual initiation date or date range. “Ongoing” is not sufficient
- h. **Monitoring/Evaluation Plan** - (i.e., automated data collection systems, reports, on-site evaluations, surveys, focus groups) and personnel involved.

NOTE: When developing program goals and objectives. LA's should consider key initiatives that address long-term goals relevant to WIC. These include VENA initiatives, National or State Agency Goals & Objectives, Healthy People 2025 objectives.



### Goal Setting 101:

- Target goals and objectives based on information and a needs-based process.
- Focus on increasing the quality of what you're doing- nutrition education done better or differently.
- Focus your goal-setting, planning and action on results; identify long-term results you want to achieve, and then work backwards by determining steps to meet that goal.
- Ask yourself... How will you know you've been effective? If a practice doesn't produce the results you want, don't hold on to it.
- Focus on competence, not compliance! Nutrition education is a continuous learning cycle for you, the participant, and the clinic as a whole. Take ownership--assume leadership of your learning to create continuous improvement!
- Establish agency-wide as well as clinic-specific priorities for nutrition education.
- Successful Stretching: aim to grow and stretch beyond your comfort and capacity zone; plan for your own professional development needs; avoid lofty goals which aren't doable or set your clinic up for failure.

### Local Agency Outreach Plan

The Outreach Plan is to contain an emphasis on reaching and enrolling eligible women in the early months of pregnancy as well as migrants. This plan should target relevant agencies, businesses, organizations, and populations such as:

- Work sites that employ WIC-eligible people
- Foster parents
- Child care centers
- Early Head Start and Head Start programs
- Refugee centers
- Laundromats
- Libraries
- Schools
- Churches
- Community Centers
- Beauty shops
- Drug and grocery stores
- Agencies specific to the Local Agency's community

Local Agencies are encouraged to develop and foster positive relationships with community partners, and other entities that interface with WIC participants and facilitate access. The follow agencies should also be included in the Outreach Plan:

- Physicians and health care providers
- Hospitals
- Child care centers
- Head Start

## Appendix GP: E

- Cooperative Extension Service
- [Expanded Food and Nutrition Education Program](#) (EFNEP)
- [SNAP Nutrition Education](#)
- Teen and parent programs
- Shelters and food pantries
- Community programs
- Family planning agencies
- Breastfeeding support groups
- Child nutrition programs

### **LA Points of Contact**

Contact list for specified titles for each clinic location are to be provided.

### **Evaluation of Training Plan**

*\*Attach Training Logs for all staff who have 12hr CEU requirement*

In body of LANSP, list each completed training that was provided/required by LA for all levels of staff.

Review and evaluate the completed training and provide an assessment of its value. Include feedback from staff on training that was very beneficial as well as those that needed improvement or deemed not applicable to WIC.

### **Training Plan**

The Training Plan is to include in-service trainings which are planned for staff. Trainings should be related to the LA goals and objectives, as well as address maintenance training and non-compliance issues. **Training must include topics related to nutrition education, breastfeeding support & promotion, operations & customer service, or topics within the six VENA competency areas.** Training should include presentations from other health/ social agencies. A minimum of twelve hours of WIC relevant training per year should be provided (4 of which can be authorized State trainings).

### **Closing Evaluation of Nutrition Service Goals (Phase 1)**

Review and evaluate the nutrition service goals and objectives submitted in last Bi-annual Phase 1 LANSP. Provide a written assessment of final results in achieving set goals and objectives. Make sure provide detailed answers including achieved numbers/ percentages, tools used, unexpected barriers, etc.

### **Needs Assessment Worksheet**

Evaluate your agency's current practices in the areas of (1) Nutrition Education (2) Breastfeeding Education & Support (3) Clinic Environment & Customer Service and (4) Individual Agency-Specific. Provide feedback regarding how practices in these areas could be improved and what resources, if any, would be needed to make the improvements.

**Mid-Evaluation of Nutrition Service Goals (Phase 2)**

Review and evaluate the nutrition service goals and objectives submitted in Phase 1 of Bi-annual LANSF to provide a written assessment of your progress in achieving these goals and objectives. If needed, document any changes to action steps and provide reason for adaption(s) including unexpected barriers, or identified goal items that need changing to meet original goal set.

# Nevada WIC- Local Agency Nutrition Services Plan (LANSP) Phase 2: 2021 - 2023

Email

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WIC Agency:

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Prepared By:

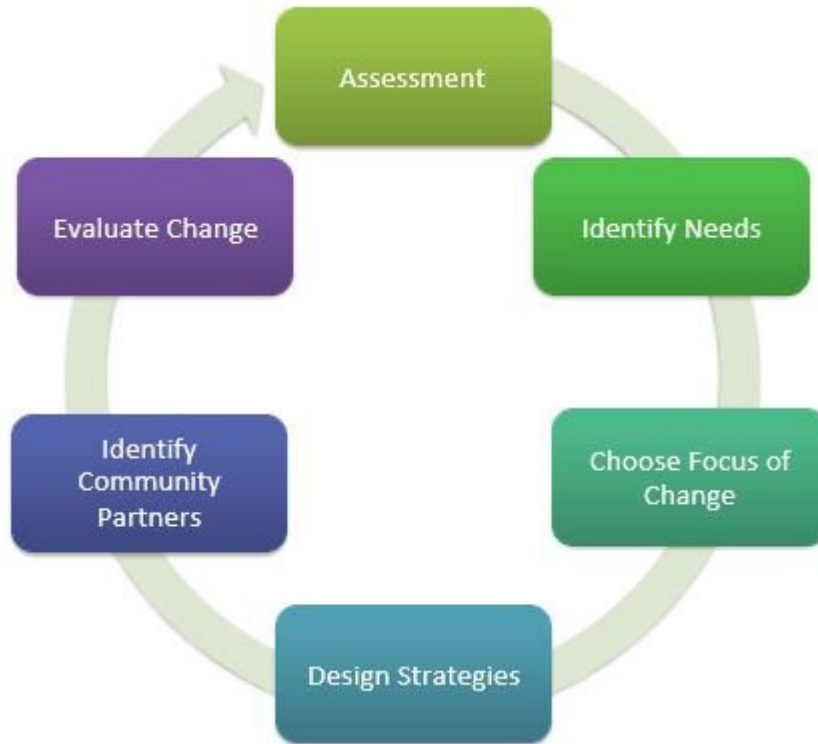
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## Introduction

The following is the official template for the Local Agency Nutrition Services Plan (LANSP) for Fiscal Year 2022/2023 (October 1st, 2022 through September 30, 2023). The State Office uses this plan to identify priorities for nutrition education, breastfeeding support, outreach activities, and staff training each fiscal year consistent with State and Federal regulations [Regulatory Citation: 7 CFR 246.11 (d)(2)].

The LANSP is a continuous process of assessment, implementing strategies, and evaluating results. A visual for the LANSP process is shown below. It is important for agencies to annually assess their needs and outline steps for improvement. The LANSP is one tool to accomplish this task.

Please follow the instructions from the LANSP Review Guidance for submission of your LANSP. Plans are due electronically and in specified format by Friday, July 8th, 2022. Failure to submit the LANSP by the due date may result in a delay of funding.



## Overview of Required Components:

### Phase 2 - LANSF Implementation & Technical Assistance

- A. Mid-Evaluation of 2021 - 2023 Goals
- B. 2022 - 2023 Local Agency Outreach Plan
- C. 2022 - 2023 Local Agency Points of Contact

### Phase 2 - Training Plan & Evaluation

- D. Evaluation of Training Plan for 2021 - 2022
- E. 2022 - 2023 Training Plan



## A. Closing Evaluation of 2021 - 2023 Nutrition Service Goals

Review and evaluate the goals and objectives submitted for 2021 - 2023. Use the form below to provide a written assessment of your progress in achieving these goals and objectives.

Goal #1

Restate goals - summarizing topic, description, measures, and direction of change

[Click or tap here to enter text.](#)

Is the goal on track to be achieved?

- Yes
- No

Summarize data to support your claim. Appropriate data to include is survey, form, report, or evaluation results. (Do not send copies of data forms or reports)

[Click or tap here to enter text.](#)

Have you encountered any problems or obstacles?

- Yes
- No

If 'Yes', please describe here.

[Click or tap here to enter text.](#)

Are your action steps and evaluation methods practical for your agency's resources, needs and time?

- Yes
- No

If 'No', please explain here.

[Click or tap here to enter text.](#)

Will this goal be carried forward into Phase 2 unchanged?

- Yes
- No

If 'No', state how action steps set in Phase 1 need to be adjusted to meet this goal by the end of Phase 2. List changes to be made to any action step and how any encountered barriers/obstacles will be addressed.

[Click or tap here to enter text.](#)

## Goal #2

Restate goals - summarizing topic, description, measures, and direction of change

[Click or tap here to enter text.](#)

Is the goal on track to be achieved? \*

- Yes
- No

Summarize data to support your claim. Appropriate data to include is survey, form, report, or evaluation results. (Do not send copies of data forms or reports)

[Click or tap here to enter text.](#)

Have you encountered any problems or obstacles?

- Yes
- No

If 'Yes', please describe here.

[Click or tap here to enter text.](#)

Are your action steps and evaluation methods practical for your agency's resources, needs and time?

- Yes
- No

If 'No', please explain here.

[Click or tap here to enter text.](#)

Will this goal be carried forward into Phase 2 unchanged?

- Yes
- No

If 'No', state how action steps set in Phase 1 need to be adjusted to meet this goal by the end of Phase 2. List changes to be made to any action step and how any encountered barriers/obstacles will be addressed.

[Click or tap here to enter text.](#)

## B. 2022-2023 Local Agency Outreach Plan

Describe future activities planned to:

- (1) Notify potentially eligible persons of availability of WIC services,
- (2) Reduce barriers to participation and
- (3) Coordinate program operations with other health and social service programs.

Such activities may include: news releases to media sources; outreach to minority organizations; outreach to organizations that serve high priority persons (pregnant and breastfeeding participants and infants); outreach to the homeless; and outreach to infants and children under the care of foster parents, protective services, or child welfare authorities, including infants exposed to drugs prenatally. LAs operating NV WIC within a hospital and/or that have a cooperative arrangement with a hospital shall advise potentially eligible individuals that receive inpatient or outpatient prenatal, maternity, or postpartum services, or that accompany a child under the age of 5 who receives well-child services, of the availability of program services. Additionally, the plan should address efforts to serve working participants. Refer to Nevada WIC Policy OR: 1.

Activity #1

[Click or tap here to enter text.](#)

Responsible Person(s)

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Timeframe

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Activity #2

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Responsible Person(s)

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Timeframe

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Activity #3

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Responsible Person(s)

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Activity #4

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Responsible Person(s)

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Timeframe

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Activity #5

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Responsible Person(s)

[Click or tap here to enter text.](#)

Timeframe

[Click or tap here to enter text.](#)

Additional Activities: Include all requested information; Activity, Responsible Person(s), Timeframe

[Click or tap here to enter text.](#)

### C. 2022-2023 Local Agency Points of Contact

Provide the following information for each POC:

- Staff Member Name, Title
- Clinic(s)#

EXAMPLE:

- Lara Croft, Clinic Supervisor
- Clinics: #123, #789

NOTE: The above information can be written on a single line if more space needed. Fill with a N/A if position doesn't apply.

The Nevada WIC State Office will request quarterly employee roster updates. Please ensure you are submitting the WIC System Application to the State Office for any staff changes (new hires, promotions, resignations, etc.).

WIC Director I Administrators

[Click or tap here to enter text.](#)

Clinic Supervisor or Coordinator

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Breastfeeding Coordinator

[Click or tap here to enter text.](#)

Registered Dietitian / Nutritionist

[Click or tap here to enter text.](#)

NVRA POC(s)

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504 Coordinator(s)

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Certified Lactation Educator(s) (CLE)

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Certified Lactation Counselor(s) (CLC)

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International Board- Certified Lactation Consultant(s) (IBCLC)

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Peer Counselor(s)

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Staff Trainer

[Click or tap here to enter text.](#)

Staff in Charge of Website/Social Media

[Click or tap here to enter text.](#)

#### D. Evaluation of 2021-2022 Training Plan

Attach to LANSF the LA Staff Training Log (Appendix GP: J) for each individual RD, Nutritionist, and CPA as proof of completion for the required 12 hours of annual training. List below each completed training that was provided/required by LA for all levels of staff.

Provide the following for each completed training:

Training Name

- Date Completed, actual total time
- Sponsor/Person(s) Giving Training
- Title of Persons receiving Training (Director, CPAs, Clerks, Peer Counselors)

Trainings Completed for 2021-2022

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## E. 2022-2023 Training Plan

Describe in-service training which is planned for staff; A MINIMUM OF TWELVE HOURS of training per year should be provided to each staff member. Training must include the following subjects:

- NUTRITION EDUCATION: Minimum of 1 hour - Maximum of 4 hours
- BREASTFEEDING SUPPORT & PROMOTION: Minimum of 1 hour - Maximum of 4 hours CLINIC
- OPERATIONS & CUSTOMER SERVICE: Minimum of 1 hour - Maximum of 4 hours

Training can also include presentations from other health/social agencies which are applicable to WIC participants. Recommended training focus includes any of the six VENA Competency areas:

- PRINCIPLES OF LIFE-CYCLE NUTRITION: Understands normal nutrition issues for pregnancy, lactation, the postpartum period, infancy, and early childhood.
- NUTRITION ASSESSMENT PROCESS: Understands the WIC nutrition assessment process including risk assignment and documentation.
- ANTHROPOMETRIC & HEMATOLOGICAL DATA COLLECTION: Understands the importance of using appropriate measurement techniques to collect anthropometric and hematological data. COMMUNICATION: Knows how to develop rapport and foster open communication with participants and caretakers.
- MULTICULTURAL AWARENESS: Understands how sociocultural issues (race, ethnicity, religion, group affiliation, socioeconomic status and world view) affect nutrition and health practices and nutrition-related health problems.
- CRITICAL THINKING: Knows how to synthesize and analyze data to draw appropriate conclusions.

Additional training resource suggestions are provided on the Nevada WIC website in staff resource section - <https://nevadawic.org/staff/resources-for-staff/>

A LIMITED number of state-provided trainings may be used to meet this criteria. Trainings that can be used towards 12hrs will be specified by the State Office.

Provide the following information for each planned training: postpartum period, infancy, and early childhood.

- Training Title and/or general topics being discussed
- Sponsoring Agency and Person(s) providing training
- Title of staff that'll be attending training (Director, RD/Nutritionist, CPAs, Clerks, PCs)
- Estimated length of training

Reminder: Documentation of all staff members present for training must be saved for 3 years for review during WIC Program Review (Sign in sheets, certificates of completion, etc.).





