



**Arizona WIC Program
Clinic Site Review**

REVIEWER: _____

DATE: _____

AGENCY: _____

SITE: _____

Environment		Comments	Policy
Civil Rights Poster ("And Justice for All") posted			246.8(a) (l)
Building Accessibility (ADA compliance)			246.8
Clinic environment considers culture needs of participants with posters/handouts			246.11(b)(3) 246.9(c)
WIC Complaint Hotline Poster in Clinic			
Appropriate (multi-lingual) materials			Ch. 9 Sec. B
Environment is comfortable for participants (i.e. seating, room space, friendly atmosphere, etc.)			
National Voter Registration Act forms/posters			WRO Policy memo 800-D
Emergency Phone #'s and Emergency Exits ✓ 9-1-1 and other Emergency Numbers posted in a visible area ✓ Emergency Exits are accessible ✓ Emergency Exit signs posted in a visible area ✓ Emergency WIC number posted at entrance for participants (in case clinic is closed, etc.)			
No smoking sign posted			246.6(b)(4)
Appropriate TV or video programs in lobby			
Activities for kids (coloring books, toys, books)			
Clinic appointments outside normal business hours			

✓ = Complete, done correctly
done

N/A = Not applicable

∅ = Incorrectly done or not



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Paperwork		Comments	Policy
Federal Regulations			
WIC Program Manual			
Outreach Log			Ch. 6 Sec. C
Staff Training Logs <ul style="list-style-type: none"> ✓ 36 hours nutrition education <ul style="list-style-type: none"> ○ 8 hours breastfeeding ✓ 12 hours WIC related education 			Ch. 7, 11, 19
Prescriptions for special formulas/diets			Ch. 4 Sec. A&F
Referral List (obtain copy) <ul style="list-style-type: none"> ✓ Updated at minimum annually ✓ SNAP ✓ TANF ✓ AHCCCS ✓ Immunizations ✓ Child Support Enforcement ✓ Folic Acid supplements and education ✓ Universal lead screens for WIC ✓ Breastfeeding Hotline 			Ch. 2 Sec. N
Food Instrument (FI) Security		Comments	Policy
Staff runs test print daily			
FI voids: <ul style="list-style-type: none"> ✓ Where are they kept? ✓ Are they stamped "void" immediately? ✓ Are they shredded? 			Ch. 5 Sec. J
Void Report: Reconciled and verified by supervisor weekly			Ch. 5 Sec. J
Separation of Duties: <ul style="list-style-type: none"> ✓ Who inventories voids? 			

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FI Stock Inventory System: ✓ Logged upon receipt ✓ Maintained ✓ Balanced ✓ Verified by a supervisor with separation of duties			Ch. 5 Sec. F & G
FI paper removed from printers at end of day and locked or kept in locking printers			Ch. 5 Sec. G
Inventory report reconciled and verified by a supervisor (initials)			
FI secured during breaks and lunch periods or kept in locking printers			
There is secure storage of FI stock (paper), MICR cartridges, program stamps, and ID folders			Ch. 5 Sec. G
Key Storage: Who has keys, and how is control of keys maintained – issuance/copying/location/access?			
CNW Offices		Comments	Policy
Staff Logs-in and/or passwords are not displayed			
Computers (including laptops) and printers are in a secure location within the clinic			
The WIC office door(s) has an internal lock on door/file cabinets			
Referral Service Program brochures available on site for participants			Ch. 6 Sec. F
Anthropometrics		Comments	Policy
Lab Manual			
Anthropometric Manual			
Recumbent length board with attached foot piece used for measuring infants			

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Calibrated standing height board used for women and children.(Applicable if Digital)			
Scales calibrated annually			
Scales on hard/stable surface			
MSDS data posted in clinic <ul style="list-style-type: none"> ✓ Employees know where it is ✓ Employees know what it is 			Lab Man Ch 2
Lab surfaces cleaned daily with correct sanitizing solution <ul style="list-style-type: none"> ✓ Sanitizing solution disposed of properly after 7 days 			Lab Man Ch 2
Appropriate objects used with Hemocue analyzer (i.e. no sharp objects)			
Cuvette container(s) labeled with opened/expiration date (<90 days)			Lab Man Ch 3
Breastfeeding Friendly			
Breastfeeding Coordinator Name and Credentials			Ch. 19 Sec. A
Breast Pump Coordinator Name and Credentials			
Peer Program Manager Name and Credentials			
IBCLCs, CBCs, CLEs, CLCs on staff			
Breastfeeding friendly environment, such as breastfeeding promotional materials visible, videos, lactation room No formula, samples, posters, handouts or promotional items on display or in sight of clients			Ch. 19 Sec. A
Required Resources: <ul style="list-style-type: none"> ✓ Medications and Mother's Milk ✓ Breastfeeding Answers Made Simple 			Ch. 19
Peer Counselor Contact Log			
Hospital Grade Pump Log (correctly completed)			

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COMMENTS

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6 of 6

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