

Bureau of Nutrition and Physical Activity Training Advisory Workgroup iLinc Minutes

Date: Thursday, March 17, 2016
Time: 9:00AM – 10:00AM
Location: 1740-Conference Room 008
Attendees:

Local Agencies: Kim Reed, Christine Garcia-**Mountain Park**; Nola Haynes, Sharon Grasso-**Coconino**; Emily Roy, Tasha Williams-**Maricopa**; Maritza Garcia, Olivia Torres, Karla Alcantar-**Mariposa**; Sandi Veitch-**Yuma**; Rosanna Ringer-**Pinal**, Suzie East- **Cochise**; Rochelle Figueroa-**Graham**; Brianna Morales-**Greenlee**; Norma Castaneda, Yecenia Santoyo-**Adelante**; Diana Perez-**St Elizabeths**; Samantha Jerome-**Gila**; Deborah Conter-**Mohave**; Willa Miller-**Yavapai**

ADHS: Jaclyn Chamberlain, Shannon Murphy, Brittany Klein, Celia Nabor, Margaret Mack, Geni Acosta

Agenda Item:	Topics and Discussion:	Action Items:
Nutrition Boot Camp Update	<p>Directors Call</p> <ul style="list-style-type: none"> • Survey sent for director’s approval <p>Budget Limitations</p> <ul style="list-style-type: none"> • NSA Funding vs OA <ul style="list-style-type: none"> ○ Two different types of funding for training projects ○ NSA- to run the program, operating budget ○ OA- Operational Adjustment, submit a grant to USDA for specific projects. USDA can approve or disapprove. • Feast vs Famine <ul style="list-style-type: none"> ○ May need to suspend boot camp based on budget limitations ○ We know it is supported and will be a priority if there is support from the Directors. ○ Boot camp was allocated as NSA funding. Subject to priorities. Reason for potential budget limitation. ○ If and when approved, want top trainers- those who are facilitated and setting top 	<p>State staff – will announce results of survey and final decision from Bureau Chief to TAG after announcement is made to directors</p>

	<p>training priorities within the agencies. Would like to keep to about 50-60 staff based on the size of the room.</p> <ul style="list-style-type: none"> ○ Designed for helping trainers design trainings. 	
<p>Infant Guidebook Changes</p>	<p>Changes and Activities</p> <ul style="list-style-type: none"> ● Made agreement to use an adult learning expert to evaluate all guidebooks and the entirety of the new employee training program. ● Did not want to change the intent of the activities because we have not yet gone through that review. ● Purpose of Infant Guidebook Changes was to correct out of date information. ● Monday email announcement will be made once the correct version is posted in TRAIN. The version announced on Monday is incorrect. ● Guidebooks will be available on website and TRAIN. Trainer version is ONLY available on TRAIN since it has the answers. ● Looking into who has access to the guidebooks and why. ● Reviewing main changes <ul style="list-style-type: none"> ○ We do not use some of the THTM handouts anymore, so they are no longer listed in items needed for this course. ○ 2016 version is gold, other is black and white. ○ Revision date is present in the footer of the new version. ○ Removed infant food chart, and added the Infant Feeding Magnet chart. ○ Some areas of the magnet are blank in the Guidebook for the user to complete, but the information on the magnet remains the same. ○ Question from LA: Will the magnet itself be revised when in production next? <ul style="list-style-type: none"> ▪ No current plans on updating. If there are suggested changes, send to Maggie Mack for discussion within the work group. ▪ A review was completed last year of all the governing body recommendations and matching what was coming out in the literature. Sources such as AAP and WHO conflict each other at times. ▪ Magnet is as far as the main government body went. Not explicitly clear. ▪ Practitioners may say things that differ. ▪ When a clear recommendation comes out from the governing body, we will update the magnet. ▪ Comment from LA: Even recommendations from AAP are not clear and 	<p>All- if there are suggested changes to the infant nutrition magnet, send to Margaret Mack to discuss during the work group.</p> <p>Training team- Will discuss Trainer Guidebook Access with Help Desk and provide clarification at follow up iLinc.</p>

	differ.	
Heads UP HANDS UP Info	<p>Breast Pumps</p> <ul style="list-style-type: none"> • BUG: Transferring from Family Screen vs Appointment Scheduler • Pump not transferring with the participant if transferred via Scheduler. • Anticipate this bug will be fixed with the next release. <ul style="list-style-type: none"> ○ Scheduled for early April, depending how testing goes. • If transferring from the WIC Services tab, this is not an issue. • If need to transfer a pump with a client who was transferred from the appointment scheduler, please contact the Help Desk for assistance in transferring the pump. <p>Notes</p> <ul style="list-style-type: none"> • SNEAK PEAK • Notes are getting a makeover. <ul style="list-style-type: none"> ○ Character limit increased. ○ Editing and stylized format available ○ Font type, size, and color ○ Spacing and bullets ○ Formatting is retained in saved Note. ○ Appears it has spell check, but not sure if part of IE or HANDS code. ○ Format matches the google document formatting. ○ Will be able to write and generate a note from any screen, but only able to view in the Notes tab. ○ Will do a Heads Up HANDS Up when this release happens. <p>Staff Alert</p> <ul style="list-style-type: none"> • Staff Alert still goes to all family members, but will alert in the active record at the family ID instead of the client ID. • Staff Alerts will no longer need to be switched to a “General Note” to indicate the issue has been resolved. <ul style="list-style-type: none"> ○ A checkbox will be associated with the Staff Alert Note Type. ○ Once the issue has been resolved, the user may deactivate the checkbox. ○ Once the Staff Alert Note is deactivated, the icon will disappear and the note will fall into chronological order by date. 	<p>All- email WIC Service Desk if request for enhancement requests.</p> <p>State staff- will take a look at staff alert functionality and discuss with Help Desk and will follow up at next iLinc.</p>

	<ul style="list-style-type: none"> ○ Comments: <ul style="list-style-type: none"> ▪ Need to change bottom view in table functionality to see more. Any plans to change? ▪ Email WIC Service Desk if want this added as an enhancement request. ▪ Some staff alerts are not at the top of the notes. ▪ Can you reactivate a staff alert them if need be? <p>Password</p> <ul style="list-style-type: none"> • HANDS passwords change deadline is March 31, 2016. • In order to be able to do business as usual, MUST update the password. • On 90 day cycle. Would be best to change now around this time frame. • Instructions: <ol style="list-style-type: none"> 1. Go to https://password.azbnp.gov 2. Go to "Change My Password" 3. Login with Current HANDS Username and Password 4. Select Enter – Enter New Password and Confirm Password – Click Change Password 	
<p>Open Discussion Re: In-Service Sharing</p>	<p>In-Services</p> <ul style="list-style-type: none"> • Let's help each other • Sharing In-Services <ul style="list-style-type: none"> ○ State Website <ul style="list-style-type: none"> ▪ Standards Needed <ul style="list-style-type: none"> • Public website • Had planned for a place to post these on the website • Is there a standard that needs to be met in order to be posted on the website? • There will be a process for reviewing the items that can be posted on the website, such as group education and handouts. ▪ Comments from LA: <ul style="list-style-type: none"> • Could there be a place on the state website that is password sensitive to see documents for in-services. • Email sharing. Up to local agency to save and archive this if they want it for use at another time. • Outside of SharePoint, passport protected website 	<p>Jaclyn- Review answers to questions of possibilities for In-Service Sharing. Will request that SharePoint training is added to May Partners meeting.</p>

- Make passwords match HANDS so it's less to remember.
- Review process would be needed to be posted to the website if viewed by the public, but some agencies do not care if the public can view.

- SharePoint

- Training Needed?

- Not public
 - Less bureaucracy
 - Less delay and standards in getting posted

- Comments from LA:

- Training would be needed
 - Folders and pathways set up so local agencies can access them
 - Clear pathways and not buried
 - Would need training on Share-Point if this is an option.
 - Share-Point password is same as HANDS password
 - Training part of the WIC partners meeting?
 - Specific for in house developed staff training, not outside resources.
 - Would not make decisions until we received training on Share Point and would ensure this would work.

- Other

- Comments:

- In-services can be posted on TRAIN?
 - Would need for the local agencies to have their own host server to host their own content
 - May not be a possibility this year
 - Possibility of adding a link on HANDS?
 - Partners utilize the trainings too, so HANDS may have some support if an option.
 - Would everyone be willing to share In-Services?
 - Agencies have no problem sharing, but may not be applicable in all aspects (ex. Guest speakers and materials already available)

Summary: Request is that in-services are shared on state website, but via a password protected

	<p>section, if available.</p> <p>LA Comments:</p> <ul style="list-style-type: none"> • State website is easier • If some level of review that limits what we can post on there, make website password protected. • If not a possibility, Share Point functions as the website, but would need to explore training with this to make sure it is a solution. • Support for the idea of exploring the idea of adding a link on HANDS to access the in-services. • Expect update in April about some of this topic • Expect more information about Share Point in May (WIC Partner’s Meeting) <ul style="list-style-type: none"> ○ Will decide on how we are going to move forward • Email TAG group for any current content developed and sharing 	
<p>TRAIN Updates</p>	<p>Can we deactivate courses we are no longer using?</p> <ul style="list-style-type: none"> • Yes, will deactivate the old courses. No timeline identified as to when this will be done at this time, but it is on the list. <p>When can we post the CPA completion, signing off on observations, on TRAIN?</p> <ul style="list-style-type: none"> • Working on this process and developing a certification that can be printed from TRAIN. • Discuss next month, hopefully available in April. 	<p>State Staff – Will announce the change once made and any relevant instruction in Monday Email</p>
<p>Other Updates (Baby Behavior and PMAD Test)</p>	<p>Baby Behavior Booklet</p> <ul style="list-style-type: none"> • Currently out of stock • Quote and order in process • Announcement will be made <ul style="list-style-type: none"> ○ WIC Weekly Update <p>Pump Kits</p> <ul style="list-style-type: none"> • Processing • Should be soon if in house • If desperate, can order through Hygeia themselves • Recommendation to be conservative, as kits are on their way 	<p>State Staff- follow up on questions: Nola requested English of breastfeeding magnet, is it out of stock? Rochelle needs BF receipt book.</p> <p>State Staff - to update when PMAD analysis is complete</p>

	<p>PMAD Test</p> <ul style="list-style-type: none"> • Reports of failing test <ul style="list-style-type: none"> ○ Some of the check all that apply are tripping people up • Is under review <ul style="list-style-type: none"> ○ Will adjust as needed • In the interim: <ul style="list-style-type: none"> ○ User can retake up to 6 times ○ Request more attempts or course access through help desk • Reminder: <ul style="list-style-type: none"> ○ Test can be open-book • Comments and Questions: <ul style="list-style-type: none"> ○ Question from LA: Is there a query being run to find out which questions WIC staff is missing? <ul style="list-style-type: none"> ▪ This is being looked at so we can adjust accordingly. ▪ We have which questions are tripping people up, and item by item which are the issue. ○ Comment from LA: The curriculum and test questions are not always matching what is in the curriculum. ○ Comment from LA: The questions need to be reworded, they are confusing. Even open book could not pass. <ul style="list-style-type: none"> ▪ Based on analytic, check all that apply could be misleading. ▪ Will update everyone when been fixed. ○ Question from LA: Should we wait to hear more before taking the test? <ul style="list-style-type: none"> ▪ Encourage to continue to take the test. ▪ For those frustrated or wish to wait, please wait until we update everyone. ▪ Decision to retake until we fix is up to you. ○ Comment from LA: Took many times to attempt to pass, and cannot get beyond 70% <ul style="list-style-type: none"> ▪ We believe 6 questions in particular that are the issue ▪ Choose all that apply are the most confusing. ○ Comment from LA: It is an excellent course. 	
Next Meeting	Thursday, April 21, 2016 Questions will be answered during that call.	