Segment 1

Webcast Introduction and Viewing Instructions

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MI-WIC

Nutrition Education and Breastfeeding Time Study (NEBFTS)

Michigan Department of Community Health, WIC Division

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Agenda

Agenda Item	Recommended Audience
1. Webcast Intro & Viewing Instructions	All Trainees
2. Introduction to the WIC Time Study	All Trainees
3. Setting Up the Time Study – ADMIN	Coordinators & Time Study Reviewers
4. Entering Time Study Data - CLINIC	All Trainees
5. Reviewing Time Study Data - ADMIN	Coordinators & Time Study Reviewers
6. Summary & Conclusion	All Trainees

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Viewing Tips

- From the Presentation Resources tab, print the following:
  - Power Point Slides
  - MI-WIC Activity Descriptions document
  - Question & Answer document (Coordinators)
- Note the Webcast Presentation Method
  - Slide Show
  - MI-WIC System Demonstrations

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Segment 2

Introduction to the WIC Time Study

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Introduction & Background

- Federal WIC regulations require agencies to spend a minimum of 1/6 WIC funding on nutrition education (NE), and an additional amount of funding (as designated annually by USDA) on breastfeeding promotion and education
- To report this to USDA, the State WIC Division collects information from local agencies regarding time and money spent for NE and breastfeeding expenditures

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Introduction & Background

- In the past, time study data was recorded on paper and calculated manually
- With MI-WIC, the data is entered into the system and calculated automatically!

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When to Complete a Time Study

- Michigan WIC is authorized to complete its annual time study using a representative sample of local agencies (1/3 each year)
- Selected agencies must participate once in each 3-year cycle
- Each local agency records data for three, one-week periods during the year

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Who Participates in the Time Study ?

- All WIC funded employees, contractual employees, and in-kind providers* who provide WIC services
- **Exception:** Employees who spend < 5% of their duties on NE and breastfeeding activities (combined) may be excluded from the time study

* Note: Participation by in-kind providers requires prior MDCH approval

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Segment 3

Setting Up the Time Study

(ADMIN Module)

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Setting Up the Time Study

- For time study data to be collected in MI-WIC, a time study must first be created using the **Time Study Setup** screen in the ADMIN module. This is done by State staff who enter the Local Agency Name, Time Study Name, and Start and End Dates.
- The local agency Coordinator may visit the **Time Study Setup** screen to view the information as needed.

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Preparing for the Time Study

- One week before the Time Study Start Date, a reminder message will be posted to the local agency Coordinator's Message Board.
- If the Coordinator wishes to delegate time study review tasks to other staff, he/she needs to assign them the 'Time Study Reviewer' role in the ADMIN module (this role is already included in the Coordinator's permissions).
- It is also necessary for Coordinators to update the Pay Rate and Staff Salaries data for all staff via the Staff Information screen (ADMIN module), as this is an important component of the time study data. This can be done anytime before or during the Time Study.

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Entering Staff Information – Pay Rates

Staff will fall into one of the 3 classifications noted below. Refer to actions needed (by Coordinator, on the Staff Information screen, and by participating staff, on the Time Study Entry screen).

1. Does **NOT participate** in the Time Study
   Coordinator Action: Check 'Exempt from Time Study'
   Staff Action: None needed
2. **DOES participate** in the Time Study, and **spends 100% of time on NE or Breastfeeding Promotion & Ed**
   Coordinator Action: Check the '100% NE' or '100% BF' box *and* complete the Staff Salaries screen
   Staff Action: None needed – user is exempt from entering data on the Time Study Entry screen in the Clinic Module
3. **DOES participate** in the Time Study, but does NOT spend 100% of their time on NE or BF Promotion & Ed
   Coordinator Action: Complete the Staff Salaries screen
   Staff Action: Complete the Time Study Entry screen in the Clinic Module for days included in the time study

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Entering Staff Information – Pay Rates

- On the Staff Information screen, select staff name from the Staff ID dropdown, and click 'GO'
- In the Pay Rate box, if any of the following apply for that staff member, check:
  100% BF
  100% NE
  or 'Exempt from Time Study'

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Entering Staff Salaries

- To enter Staff Salary information:

- With the desired user loaded on the Staff Information screen, Click on the **Staff Salaries** button

- Enter the Effective Date, Hourly Rate, and **WIC-funded** FTE
  Example: Staff X works in WIC full-time (1.0 FTE), but is funded between WIC (.75 FTE) and Medicaid Outreach (.25 FTE). Enter .75 in the MI-WIC FTE column.

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Segment 4

Entering Time Study Data (CLINIC Module)

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Entering Time Study Data

- Time Study data is entered in the CLINIC Module

  Important Note: Data can only be entered during an active time study period

- On the File Menu Bar, select **Miscellaneous**, then **Time Study Entry**

- Select the date for which the time is being entered and click on the **Go** button

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Entering Time Study Data

- For each activity, **select the amount of time** spent performing activity from the associated hourly column

  Note: Time is selected from a drop-down menu, in 5 minute increments

  Refer to reference: *Nutrition Education and Breastfeeding Time Study (NEBFTS) MI-WIC Activity Descriptions* for guidance on what constitutes qualifying NE and BF activities

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Entering Time Study Data

- When all time has been entered for the day, check the **Mark as Complete** checkbox and click **Save** or **Close**
- **Complete** and **Save** additional days as needed through the Time Study End Date

* **Note:** Failure to check 'Mark as Complete' will result in a Message Board posting to the Coordinator

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Entering Time Study Data

Helpful Tips:

1. For each hourly column *in which data is entered*, the value must total 60 minutes ('Other' should be selected when necessary, if NE or BF time does not total 60)
2. *Activity rows and hourly columns can be left blank* when they don't apply
3. Data may be saved at any point during the active time study, and users may return to the screen to add data before checking the 'Mark as Complete' checkbox

   Note: After marking as complete, only the local agency Time Study Reviewer will be able to make changes

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Segment 5

Reviewing Time Study Data (ADMIN Module)

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Reviewing Time Study Data

- The **Time Study Review** screen in the ADMIN Module is used to review the hourly activity data entered by staff in the CLINIC Module
- Throughout the Time Study, the reviewer can view and update information on this screen

More Helpful Tips:

1. Daily reviews of data are recommended, and may alert Coordinators to staff data entry issues that require time-sensitive intervention
2. Coordinators should check their Message Board daily during a Time Study, for messages re: staff who have incomplete Time Study entries

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Reviewing Time Study Data

- On the Time Study Review screen, select the **Local Agency**, **Time Study Name**, **Date Entered** and name of the **User** to be reviewed
- Click the **Go** button, and the time entered will appear
- Review data
- If necessary, make changes (i.e., staff made a mistake, forgot to mark the Complete checkbox in the upper left corner, etc.)

  Note: A reviewer may also check the **Exempt Day from Time Study** box if needed (i.e., staff out sick that day)
- Once the data is approved for that user on that date, click the **Data Reviewed** button

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Reviewing Time Study Data

- Repeat review steps until all users are reviewed for all days of the active Time Study
- Once all data is reviewed, the **Complete** button on the bottom of the screen becomes enabled, and the entire time study may be marked as complete (**** before completing this step, ensure that all Pay Rate and Staff Salary data has been entered*).
- Once the user clicks on the **Complete** button, the Status Bar will read "*Time Study Completed*." The time study can no longer be accessed by the local agency, and the State is notified of completion via a Message Board posting to the State Time Study Reviewer (no further action is required by the agency). Consult your time study correspondence from the State for your Time Study 'Due Date.'

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Reviewing Time Study Data

Other Time Study Review Tips

- The *"Users" Dropdown Box* includes all staff members who are required to complete the time study. If a staff member does not appear in the dropdown, it is because they have been identified as exempt from the time study, or their data has already been reviewed for the date selected.
- The *"Show All Users" Checkbox* enables user to display all staff who have entered time study data, including those who have already been reviewed.

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Segment 6

Summary and Conclusion

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Entering Time Study Data Pre vs. Post MI-WIC

MI-WIC Pilot & Early Implementation Feedback:

CLINIC Module Users

1. Staff were able to input data directly into system instead of recording on paper
2. Staff felt the automated process was "much easier"

ADMIN Module Users

1. Automatic totaling of data was "easier" and decreased potential for error
2. The review process was much simplified – the clearing of user names once reviewed was especially helpful
3. Reviewers appreciated the ability to make modifications as needed, when mistakes were made, etc.
4. "Much easier"

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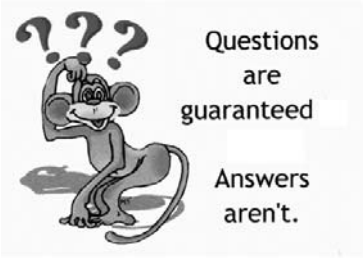
In Summary

- MI-WIC allows for efficient input and review of local agency time study information, as well as optimal data accuracy
- MI-WIC compiles time study data from multiple agencies for use by the State when reporting to USDA

Questions



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Questions

Time Study Participants (CLINIC Module Users)

- If you have questions regarding how to enter time data, or whether or not an activity qualifies for the time study, please consult with your clinic supervisor or WIC Coordinator

WIC Coordinators/Time Study Reviewers (ADMIN & CLINIC Module Users)

- Please reference the Coordinator Question & Answer document in the Presentation Resources tab
- Call the consultant du jour as needed

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