Memorandum

#21-089

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 4, 2021

SUBJECT: **New Recorded trainings, live online trainings and new training schedule now available for October and November**

New Recorded Trainings Available in the Texas WIC Training Catalog

WIC Certification Overview

Clinic Services is pleased to announce the release of a new training, **WIC Certification Overview**. This self-paced training is intended to help new WIC staff gain a general understanding of the certification process. Some of the main topics covered in the training include:

- What is a WIC certification?
- The role of the clerk and the role of the nutrition staff
- WIC eligibility criteria
- Confidentiality
- Participant Rights and Responsibilities
- The WIC appointment cycle

This training is recommended for new WIC employees to complete within 30 days of employment. Current staff may also find this training helpful to reinforce current WIC certification procedures. This training can be found as a Featured Event in the catalog.

Register

WIC Wellness Works Meal Planning Made Easy

This recorded training outlines the structure, activities, and materials for the WIC Wellness Works (WWW) Meal Planning Made Easy challenge. It details the timeline and responsibilities of the LA Wellness Coordinators throughout the challenge. This training can be found as a Featured Event in the catalog.

Register

Live Online Training Schedule

This attached schedule can also be found on the HHSC WIC Training Webpages under the Texas WIC Live Online Training Schedule drop down menu. You can bookmark the link to the PDF to ensure you are always looking at the most recent schedule.

The schedule is a complete list of live online trainings, their descriptions, and details on how to register.

Live online trainings coming up for October:

- 10/4 and 10/22: WIC Shopping 101
- 10/4 and 10/5: Fall 2021 Formula Updates
- 10/4: First day of Virtual Advanced Lactation Management
- 10/12: First day of TXIN Application Training
- 10/19: Virtual New WIC Directors' Orientation
- 10/20: First day of Virtual WIC Financial Management Training
- Infant Feeding Lunch and Learn Series
    - 10/7: Breastfeeding Phone Counseling Tips
    - 10/14: Similac Pro Products
    - 10/21: Peer Counselor Scope of Practice
    - 10/28: Tips for Breastfeeding Tele Consults

Live online trainings coming up for November:

- 11/1 and 11/29: LiveStorm Orientation
- 11/2: First day of Virtual Lactation Principles
- 11/8: First day of TXIN Application Training
- 11/9: WIC Shopping 101
- 11/29: Virtual Advanced Lactation Management Session 1
- Infant Feeding Lunch and Learn Series
    - 11/4: Formula Drop Shipment - Tips and Tricks
    - 11/18: Tips for Peer Texting

If you have any questions, please contact Angela Gil at Angela.Gil@hhs.texas.gov

Texas WIC Live Online Training Schedule

Updated: 10/11/21

Date	Time	Session Description	Target Audience	Registration Link	Contact for Questions
October 2021					
10/4	11:00-12:30	**WIC Shopping 101** This live, interactive training event is designed for staff in a variety of roles. Join to learn about WIC foods, shopping resources available for clients, common challenges and tips for supporting the shopping experience.	Local Agency Staff and State Staff	This training will be hosted live on Microsoft Teams. No advanced registration required. **Teams link:** Click here to join the meeting	Kaylene.Thompson@hhs.texas.gov Alyssa.Rubin@hhs.texas.gov
10/4	9:00-10:00	**Fall 2021 Formula Updates** Come join the Texas WIC State Formula Team for a live training on new formula products and a brand-new Texas WIC Formulary layout for Fall 2021!	Local Agency Staff who work with formula requests and approvals	**Teams link:** Click here to join the meeting **Call-in audio (if needed):** 512-580-4366 **Phone conference ID:** 302 633 753#	Jessica.Plank@hhs.texas.gov
10/5	12:00-1:00	**Fall 2021 Formula Updates** Come join the Texas WIC State Formula Team for a live training on new formula products and a brand-new Texas WIC Formulary layout for Fall 2021!	Local Agency Staff who work with formula requests and approvals	**Teams link:** Click here to join the meeting **Call-in audio (if needed):** 512-580-4366 **Phone conference ID:**690 965 782#	Jessica.Plank@hhs.texas.gov
10/4 10/6 10/11 10/13	1:00-5:00	**Virtual Advanced Lactation Management Session 1-4** This advanced-level class utilizes critical thinking & problem-solving skills during activities and case studies. It consists of 4 sessions which can be taken in any order. Refer to Memo 21-042 for specific topics.	Local Agency Staff who counsel breastfeeding mothers	TALWD.Eventbrite.com Enter code: AdvLM	Kristina.Arrieta@hhs.texas.gov

Texas WIC Live Online Training Schedule

Updated: 10/11/21

Date	Time	Session Description	Target Audience	Registration Link	Contact for Questions
10/7	12:00-1:00	**Lunch & Learn: Breastfeeding Phone Counseling Tips**	Local Agency Staff who counsel breastfeeding mothers	Lunch & Learn Link	Andrea.Urquidez@hhs.texas.gov
10/12 10/14 10/19 10/21	19 hours of live virtual instruction over a 2-week period. See the Texas WIC Training Catalog for exact times.	**TXIN Application Training Day 1** Introduction to TXIN and a little history before we explore navigation. We will create a family record and add an endorser and participants to the family record. **TXIN Application Training Day 2** During this class we will certify a participant, sign the Rights & Responsibilities document, create a benefits issuance, and demonstrate how to write to WIC benefits card. **TXIN Application Training Day 3** This day is all about formula! We will verify formula, replace formula, return formula, create and approve a prescription and create a drop ship order. **TXIN Application Training Day 4** Daily Rider, high risk referrals, recertification, mid-certs and mid-reviews, scheduling overview, Gateway portal.	New and/or Existing TXIN Users	Register in the Texas WIC Training Catalog: October 2021 TXIN Application Training	Debra.White1@hhs.texas.gov Sandra.West@hhs.texas.gov
10/14	12:00-1:00	**Lunch & Learn: Similac Pro Products**	Local Agency Staff who issue formula	Lunch & Learn Link	Andrea.urquidez@hhs.texas.gov
10/19	8:30-3:30	**Virtual New WIC Directors' Orientation** Join us for the New WIC Directors' Orientation (Day 1) to learn about the functions of each State Agency unit and branch and how the work they do supports the local agency efforts with running the WIC Program at the local level. Hear from the State WIC Director, Edgar Curtis, Unit Directors and Branch Managers.	New Local Agency WIC Directors (required within 6-months of hire), Asst. Directors and/or Fiscal Officers for WIC. Refresher for other WIC staff and Fiscal Officers.	Contact Doreen LaDuca to register.	Doreen.LaDuca@hhs.texas.gov
10/20 - 10/21	8:30-1:00	**Virtual WIC Financial Management Training** Are you new to WIC Financial Management or just need a refresher? The WIC Financial	New Local Agency WIC Directors (required within 6-months of hire), Asst. Directors	Contact Doreen LaDuca to register.	Doreen.LaDuca@hhs.texas.gov

Texas WIC Live Online Training Schedule

Updated: 10/11/21

Date	Time	Session Description	Target Audience	Registration Link	Contact for Questions
		Management training provides an overview of the various aspects of managing WIC funding. Learn about how to understand surplus pages, reporting requirements, invoicing, cost categories and allocations, unallowable costs, and much more.	and/or Fiscal Officers for WIC. Refresher for other WIC staff and Fiscal Officers.		
10/21	12:00-1:00	**Lunch & Learn: Peer Counselor Scope of Practice**	Peer Counselors, Breastfeeding Coordinators, PC Supervisors	Lunch & Learn Link	Andrea.urquidez@hhs.texas.gov
10/22	9:30-11:00	**WIC Shopping 101** This live, interactive training event is designed for staff in a variety of roles. Join to learn about WIC foods, shopping resources available for clients, common challenges and tips for supporting the shopping experience.	Local Agency Staff and State Staff	This training will be hosted live on Microsoft Teams. No advanced registration required. **Teams link:** Click here to join the meeting	Kaylene.Thompson@hhs.texas.gov Alyssa.Rubin@hhs.texas.gov
10/28	12:00-1:00	**Lunch & Learn: Tips for Breastfeeding Tele Consults**	Local Agency Staff who counsel breastfeeding mothers	Lunch & Learn Link	Andrea.urquidez@hhs.texas.gov

Texas WIC Live Online Training Schedule

Updated: 10/11/21

Date	Time	Session Description	Target Audience	Registration Link	Contact for Questions
November 2021					
11/1	8:30-9:30	**LiveStorm Orientation** This class must be taken before attending VLP or VALM. This is a review of how to use the LiveStorm platform.	Staff attending a LiveStorm class	TALWD.Eventbrite.com enter code: TexasWIC	Missy.Hammer@hhs.texas.gov
11/2 11/3 11/4	8:30-12:00	**Virtual Lactation Principles Days 1-3** This breastfeeding course addresses the fundamentals of breastfeeding, utilizing various case studies, activities and group discussions. All 3 days are required in order to receive a completion certificate.	Staff offering breastfeeding education	TALWD.Eventbrite.com enter code: TexasWIC	Kristina.Arrieta@hhs.texas.gov Missy.Hammer@hhs.texas.gov Michelle.Poole@hhs.texas.gov
11/4	12:00-1:00	**Lunch & Learn: Formula Drop Shipment-Tips and Tricks**	Local Agency staff who handle drop shipment of formula	Lunch & Learn Link	Andrea.Urquidez@hhs.texas.gov
11/8 11/10 11/16 11/18	19 hours of live virtual instruction over a 2-week period. See the Texas WIC Training Catalog for exact times.	**TXIN Application Training Day 1** We will introduce TXIN and give a little history before we explore navigation. During this class, we will create a family record and add an endorser and participants to the family record. **TXIN Application Training Day 2** This is an all-day class with a break for lunch. During this class we will certify a participant, sign the Rights & Responsibilities document, create a benefits issuance, and demonstrate how to write to WIC benefits card **TXIN Application Training Day 3** This day is all about formula! We will verify formula, replace formula, return formula, create and approve a prescription and create a drop ship order.	New and/or existing TXIN users	November 2021 TXIN Application Training	debra.white1@hhs.texas.gov sandra.west@hhs.texas.gov

Texas WIC Live Online Training Schedule

Updated: 10/11/21

Date	Time	Session Description	Target Audience	Registration Link	Contact for Questions
		TXIN Application Training Day 4 Daily Rider, high risk referrals, recertification, mid-certs and mid-reviews, scheduling overview, Gateway portal.			
11/9	10:00-11:30	**WIC Shopping 101** This live, interactive training event is designed for staff in a variety of roles. Join to learn about WIC foods, shopping resources available for clients, common challenges and tips for supporting the shopping experience.	Local Agency Staff and State Staff	This training will be hosted live on Microsoft Teams. No advanced registration required. **Teams link:** WIC Shopping 101 Live Training	Kaylene.Thompson@hhs.texas.gov Alyssa.Rubin@hhs.texas.gov
11/18	12:00-1:00	**Lunch & Learn: Tips for Peer Texting**	Peer Counselors, Breastfeeding Coordinators	Lunch & Learn Link	Andrea.Urquidez@hhs.texas.gov
11/29	8:30-9:30	**LiveStorm Orientation** This class must be taken before attending VLP or VALM. This is a review of how to use the LiveStorm platform.	Staff attending a LiveStorm class	TALWD.Eventbrite.com Enter code: AdvLM	Missy.Hammer@hhs.texas.gov
11/29	1:00-5:00	**Virtual Advanced Lactation Management Session 1** This advanced-level class utilizes critical thinking & problem-solving skills during activities and case studies. It consists of 4 sessions which can be taken in any order. Refer to Memo 21-042 for specific topics.	Local Agency staff who counsel breastfeeding mothers	TALWD.Eventbrite.com Enter code: AdvLM	Kristina.Arrieta@hhs.texas.gov