

Twice per Calendar Year

Action	Description	SME/Contact
Distribute outreach information to organizations and agencies that serve potentially eligible persons.	Retain documentation at the LA (OR: 01.0).	Jessica.leyendecker@hhs.texas.gov

Annually

Action	Description	SME/Contact
Conflict of Interest statements are to be signed by each employee (new employees upon employment).	Retain documentation at the LA (GA: 20.0).	Paula.kanter@hhs.texas.gov
Trainings: Complete Civil Rights, Cybersecurity Awareness (replaces Security Awareness and Computer Usage training), Hospitality, Human Trafficking and Intimate Partner Violence trainings for all employees.	Retain documentation at the LA, including attendees' names, job titles, training topics and the date the training was completed (AUT: 08.0, CR: 08.0 & TR: 03.0). DIR website: Statewide Cybersecurity Awareness Training Texas Department of Information Resources.	Angela.Gil@hhs.texas.gov

<p>NE Coordinator and BF Coordinator attend the Texas Nutrition and Breastfeeding Conference.</p>	<p>Retain documentation at the LA. With SA approval, coordinators may attend other conferences/trainings in lieu of the NBF conference (NE: 02.0 and BF: 02.0). Contact SAP for these circumstances.</p>	<p>Akata.Sanghani@hhs.texas.gov (NE) Safia.Hussain@hhs.texas.gov (BF)</p>
<p>Submit the LA NEBF Plan.</p>	<p>Submit plans including class schedule, staff BF referral protocol, client BF resource list and outreach plan (NE: 2.0, BF: 2.0, OR 1.0). Follow the instructions in the memo, which is usually sent in May/June, with plans due in July.</p>	<p>Akata.Sanghani@hhs.texas.gov (NE plan) Safia.Hussain@hhs.texas.gov (BF plan) Jessica.Leyendecker@hhs.texas.gov (Outreach plan)</p>
<p>Annual breastfeeding updates for all employees</p>	<p>Retain documentation at the LA (BF: 04.0).</p>	<p>Safia.Hussain@hhs.texas.gov</p>
<p>Contact each homeless facility where current WIC participants reside to verify that the required conditions are being met.</p>	<p>Contact is only applicable if LA or clinic has a homeless facility in the area served (OR: 01.0).</p>	<p>Tiffany.Brown@hhs.texas.gov</p>
<p>Fire extinguisher inspection</p>	<p>Occupational Safety and Health Administration e-CFR for portable fire extinguishers</p>	<p>QMB@hhs.texas.gov</p>