

# Guidance for 2016-17 NSP Work Plan

## Goal 1: Nutrition Education

This year the NSP has many new activities. We are providing detailed guidance to make completion of this document efficient and meaningful for you. Please contact your State Nutrition Consultant, if you have any questions.

***Reminder: You do not need to submit your work plan, Attachment A, until the end of FFY 2016.***

**Goal 1: NUTRITION EDUCATION- Local Agency staff members are provided with training to assist caregivers to make healthy choices for their families' nutrition.**

### FFY 2016 (YEAR 1)

**Objective 1.1: By 09/30/16, at least 80% of LA staff who provide nutrition education will receive the CDPH WIC-developed *Participant Goal-Setting Training*.**

The Participant Goal-Setting Training will be posted on the NSP page of our website by January 1, 2016. Training materials will include a Power Point, facilitator guide, trainee workbook and post-test for staff. This 90-minute training is for all staff providing nutrition education. It uses Participant Centered Education techniques and a step-by-step process to help staff guide participants in setting a meaningful, realistic goal for behavior change.

**Objective 1.2: By 09/30/16, at least 80% of staff who provide nutrition education will receive the CDPH WIC-developed *Individual Nutrition Education Plan (INEP) Documentation Training*.**

The *Individual Nutrition Education Plan (INEP) Documentation Training* will be posted on the NSP page of our website by January 1, 2016. Training materials will include a Power Point, facilitator guide, trainee workbook, and post-test for staff. This 90-minute training will help staff document individual nutrition education contacts in WIC MIS that communicate effectively with other staff and support continuity of care to help participants reach their goals.

**Objective 1.3: By 09/30/16, all staff that provides nutrition education will pass the *Participant Goal-Setting Training* post-test at a score of 80% or higher.**

If there are questions on the ***Participant Goal-Setting Training*** post-test that staff members are consistently missing (30% or more of the time), the LA will create a list of those questions and retrain staff on the content. This retraining could be reviewing content as a group or individually.

**Objective 1.4: By 09/30/16, all staff members that provide nutrition education will pass the *Individual Nutrition Education Plan (INEP) Documentation Training* post-test at a score of 80% or higher.**

If there are questions on the ***Individual Nutrition Education Plan (INEP) Documentation Training*** post-test that staff members are consistently missing (30% or more of the time), the LA will create a list of those questions and retrain staff on the content. This retraining could be reviewing content as a group or individually.

## **FFY 2017 (YEAR 2)**

**During year 2, you will continue retraining as needed (if you did not complete retraining in year 1) and you will begin to monitor your staff's ability to set appropriate participant-centered goals and document accurately and completely in the INEP.**

**By 9/30/17, at least 80% of staff trained on goal setting will have the knowledge and ability to assist participants in setting achievable, realistic participant-centered goals for behavior change.**

This objective includes incorporating observation of goal setting during your staff's counseling sessions into your current CQI plan. An observation form will be provided by CDPH WIC by year 2.

**Objective 1.6: By 09/30/17, at least 80% of trained staff will have the knowledge and ability to implement new Individual Nutrition Education Plan (INEP) documentation guidelines to promote improved continuity of care for participants.**

This objective includes incorporating record review of INEP documentation into your current CQI plan. A record review form will be provided by CDPH WIC by year 2.