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| Oregon Women, Infants and Children (WIC) Program  WIC Review Tool ― Compliance Findings | | | | | |
| Agency and clinic locations visited: | |  | Reviewer: | |  |
| Contact: |  | | Date: |  | |

| Program area | | Compliant? | | | Citations | Findings/comments |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Yes | No | N/A |  |  |
| I. Program management | | | | | | |
| **A.** | **Caseload**   1. Caseload must be maintained at an average of 97-103% of assignment over the last 12 months. Caseload compliance is reviewed quarterly by the state WIC program. |  |  |  | * Program Element #40: WIC Services, 1(e) * [325](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/325.pdf): ¶1.0 |  |
| **B.** | **Civil rights**   1. Has staff received Civil Rights  training annually and is the training documented? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶13.0 |  |
|  | 1. Are forms, materials, and services provided for this program available in the languages of the population groups served? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶6.0 |  |
|  | 1. Is the nondiscrimination statement posted in a public area where WIC services are provided? (*USDA And Justice For All poster*) |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶2.1 |  |
|  | 1. Is the program equally accessible to people with disabilities? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶8.0 |  |
|  | 1. Do outreach materials developed by the local program include the required nondiscrimination statement and notification of where to file complaints? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶4.0 |  |
|  | 1. Have outreach activities been conducted and documented on a regular basis and at least annually via the media to inform potential participants, particularly high risk populations, of the availability of WIC program services? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶5.0 * [470](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/470.pdf): ¶1.0, ¶3.0 |  |
| **C.** | **Right to Transfer**   1. Is a “Moving?” notification posted in every clinic? |  |  |  | * [650:](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/650.pdf) ¶1.0 |  |
| **D.** | **Local policies and procedures**   1. Are all local WIC policies and procedures developed within the framework of USDA, Federal and State requirements? |  |  |  | * [420](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/420.pdf): ¶2.0 |  |
| **E.** | **Staffing**   1. Have all staff who provide WIC services completed all required training modules and are these documented in TWIST? |  |  |  | * [[440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶4.0 * [660](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/660.pdf): ¶3.2 |  |
|  | 1. Is a qualified Registered Dietitian Nutritionist (RDN)/WIC Nutritionist available for high-risk counseling and referral? |  |  |  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0 |  |
|  | 1. Is there documentation that all Competent Professional Authorities (CPAs) have participated in quarterly in-services? |  |  |  | * [660](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/660.pdf): ¶3.3 |  |
|  | 1. Training supervisor    1. Is there a designated training supervisor? |  |  |  | * [[440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶10.0 |  |
|  | * 1. Does the training supervisor meet the qualifications as outlined in policy? |  |  |  | * [440](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/440.pdf): ¶10.1 |  |
|  | 1. Breastfeeding coordinator    1. Is there a designated breastfeeding coordinator? |  |  |  | * [710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶2.0 |  |
|  | * 1. Does the breastfeeding coordinator meet the qualifications as outlined in policy? |  |  |  | * [710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶2.0 |  |
| **F.** | **Local Agency (LA) self-evaluation**   1. Is there documentation on file demonstrating that the LA has conducted a self-evaluation of their program operations, including those of associated clinics, at a minimum of every other year? |  |  |  | * [215](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/215.pdf): ¶10.0 |  |
| II. Certification | | | | | | |
| **A.** | **Processing standards**   1. Are processing standards met, or temporary extensions approved by the State WIC program? |  |  |  | * [605](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf) |  |
|  | 1. Do staff attempt to reschedule pregnant women who miss their first prenatal WIC appointment? |  |  |  | * [[605](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/605.pdf): ¶2.0 |  |
| **B.** | **Eligibility screening**   1. Are appropriate proofs requested and provided: |  |  |  | * [610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶1.0 |  |
|  | * 1. Proof of ID? |  |  |  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶3.0-¶8.0 |  |
|  | * 1. Proof of income? |  |  |  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶15.0-¶20.0 * [611](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/611.pdf) |  |
|  | * 1. Adjunctive Eligibility? |  |  |  | * [612](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/612.pdf) |  |
|  | * 1. Proof of residency? |  |  |  | * [[610](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/610.pdf): ¶9.0-¶12.3 |  |
|  | 1. Is the participant being certified physically present for the visit? |  |  |  | * [601](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/601.pdf) |  |
|  | 1. Is “eligibility pending” box checked if applicable? |  |  |  | * [616](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/616.pdf) |  |
|  | 1. Is the “No Proof” affidavit signed if all proofs are not provided? |  |  |  | * [616](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/616.pdf) |  |
| **C.** | **Physical assessment**   1. Are anthropometric measurements taken and documented correctly? |  |  |  | * [625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶2.0 * [628](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/628.pdf) |  |
|  | 1. Are biochemical measurements taken and documented correctly? |  |  |  | * [626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶4.0,¶13.0 |  |
|  | 1. Are low hemoglobin values rechecked per policy? |  |  |  | * [626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶3.1 |  |
|  | 1. Are timeframes met for hemoglobin testing? |  |  |  | * [626](file://pubs/pubNAS/!%20INACTIVE%20PROJECTS/OHA/Public%20Health/!!!Triennial%20Review%20Forms%20(RECURRING)/OHA%209804G%20WIC%20Review%20Tool%20-%20Compliance%20Findings/12.2018/Working/1.%09On%20the%20WIC%20tool%20(OHA%209804g),%20there%20is%20a%20missing%20link%20in%20Section%20C,%20Physical%20Assessment,%20#4.): ¶1.0 |  |
|  | 1. Are refusals documented per policy? |  |  |  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶1.2.1 |  |
|  | 1. Does the program follow a standard procedure and document routine testing and, if needed, calibration of scales based on industry standards for the equipment to ensure accuracy in measurements of risk evaluation? |  |  |  | * [[628](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/628.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶1.1 |  |
|  | 1. Does the program follow a standard procedure and document routine cleaning of the blood testing equipment based on industry standards to ensure accuracy in measurements and risk evaluation? |  |  |  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0 |  |
|  | 1. Is a current CLIA certificate or waiver displayed per policy? |  |  |  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶9.0 |  |
|  | 1. Microcuvettes    1. Is the room temperature where microcuvettes are stored checked and documented as per policy? |  |  |  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0 |  |
|  | * 1. Are all of the microcuvettes within expiration date? |  |  |  | * [[626](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/626.pdf): ¶12.0 |  |
| **D.** | **Participant Notification/Rights and Responsibilities (R&R)**   1. Are program rights and responsibilities reviewed with the participant? |  |  |  | * [635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶1.0 |  |
|  | 1. Participant Signature Form    1. Is the Participant Signature Form signed by the participant? |  |  |  | * [635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶1.3-¶1.4 * [640](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/640.pdf): ¶4.0 |  |
|  | * 1. Is a copy retained on file for the required time, as defined in policy? |  |  |  | * [426](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/426.pdf): ¶1.0 |  |
|  | 1. Is information in appropriate languages? |  |  |  | * [452](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/452.pdf): ¶6.0 |  |
|  | 1. Are minimum orientation requirements provided at initial certification? |  |  |  | * [[635](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/635.pdf): ¶3.0 |  |
|  | 1. Are ineligibility or graduation letters issued within appropriate timelines? |  |  |  | * [636](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/636.pdf) |  |
| **E.** | **Nutritional risk assessment/documentation**   1. Is a full health and diet assessment completed? |  |  |  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶1.0 |  |
|  | 1. Are all applicable risks selected? |  |  |  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶6.0 * [670](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf): ¶1.1 |  |
|  | 1. Are all selected risks documented correctly? |  |  |  | * [[625](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/625.pdf): ¶6.0 * [640](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/640.pdf): ¶2.0 * [[670](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/670.pdf): ¶1.2 |  |
|  | 1. Did the CPA change the risk level from medium to high if required? |  |  |  | * [661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)**:** ¶1.1 |  |
|  | 1. Is the food package assignment appropriate for the participant’s category and nutritional risk? |  |  |  | * [769](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/769.pdf): ¶1.0 |  |
|  | 1. Is the food package documented correctly if required (*e.g. Infant Fresh Fruit and Vegetable benefit issued per policy and required education provided and documented*)? |  |  |  | * [769](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/769.pdf): ¶9.1.2 |  |
|  | 1. Is a connection made between the participant’s program eligibility and desired health outcomes? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0-1.3 |  |
|  | 1. Medical documentation    1. Is there medical documentation on file to support the food package assignment? (*if applicable*) |  |  |  | * [765](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/765.pdf): ¶4.0-¶5.0 |  |
|  | * 1. Is medical documentation reviewed and signed by WIC nutritionist or another health professional? |  |  |  | * [765](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/765.pdf): ¶4.0-¶5.0 |  |
|  | 1. Mid-certifications    1. Are measurements completed for mid-cert health assessments? |  |  |  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1 |  |
|  | * 1. Is health questionnaire completed for mid-cert health assessments? |  |  |  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1 |  |
|  | * 1. Is diet questionnaire completed for mid-cert health assessments? |  |  |  | * [646](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/646.pdf): ¶1.1 |  |
| **F.** | **Referrals**   1. Are required referrals made and documented on behalf of participant? (*e.g. OHP and Drug and Alcohol*) |  |  |  | * [880](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/880.pdf): ¶1.0, ¶4.0 * [885](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/885.pdf): ¶1.0, ¶2.0 |  |
|  | 1. Are other referrals made upon request or when a need is assessed, and are the referrals documented in TWIST? |  |  |  | * [885](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/885.pdf) ¶4.0, ¶7.0 |  |
|  | 1. Immunization screening and referral    1. Does the local program screen infant/ child immunization status using a documented record at certification visits and at the mid-certification health assessment for children between 3-24 months of age? |  |  |  | * [481](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf): ¶3.0 |  |
|  | * 1. Does the local program provide a referral to immunization services if needed? |  |  |  | * [[481](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/481.pdf): ¶4.0 |  |
| **G.** | **Voter registration**   1. Is the participant, parent or caregiver (*who is eligible to vote*) given an opportunity to register to vote at both certification and recertification? |  |  |  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶1.0-¶3.6 |  |
|  | * 1. Does the agency mail completed registration cards within five (5) calendar days of receiving the completed form? |  |  |  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶9.0 |  |
|  | * 1. Does the agency report voter registration activity weekly or monthly to the Elections Division? |  |  |  | * [480](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/480.pdf): ¶10.0 |  |
| III. Nutrition education | | | | | | |
| **A.** | **Nutrition Education at Certification/Recertification**   1. Is nutrition education provided to all participants at certification and recertification? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0 |  |
|  | 1. Do the nutrition counseling topics and materials offered relate to the nutrition risk, category and/or the participant’s interests or concerns? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.0 |  |
|  | 1. Is minimum competency in participant centered skills demonstrated during nutrition counseling sessions? |  |  |  | * [FNS Policy Memorandum 2006-5](http://www.fns.usda.gov/sites/default/files/2006-5-VENA-WICNutritionAssessmentPolicy.pdf): Value Enhanced Nutrition Assessment (VENA) |  |
|  | 1. Are nutrition education topics discussed with the participant documented per policy? |  |  |  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶1.0 |  |
|  | 1. Is quarterly nutrition education offered? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0 |  |
|  | 1. Is the participant actively involved in setting a nutrition related next step? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶1.2 |  |
|  | 1. Is participant nutrition education attendance documented in TWIST? |  |  |  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶1.0 |  |
| **B.** | **Quarterly nutrition education contacts**   1. Does the local program provide or make available quarterly nutrition education opportunities for participants? |  |  |  | * [810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶1.0 * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0 |  |
|  | 1. Are there education opportunities available to meet the needs of each WIC category and risk? |  |  |  | * [810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.0 * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0 |  |
|  | 1. If nutrition education is provided by non-WIC programs, is there a written agreement between agencies on file and is attendance and nutrition education documented? |  |  |  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶7.0 |  |
|  | 1. If a participant does not attend scheduled quarterly nutrition education, are benefits issued according to policy? |  |  |  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶8.0 |  |
|  | 1. If the quarterly nutrition education was attended, is it documented per policy? |  |  |  | * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf) ¶3.0, 4,0, 5.0 |  |
|  | 1. If agency offers online nutrition education, do they follow their local procedure for offering, tracking and documenting online nutrition education? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶4.0 |  |
|  | 1. Group nutrition education    1. Does the program have nutrition education session guides on file for all groups offered? |  |  |  | * [[810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.2.3 * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶3.0 |  |
|  | * 1. Was the intent or main objectives of the session covered by the instructor? |  |  |  | * [[810](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/810.pdf): ¶2.2 * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶3.0 |  |
|  | * 1. Were the participants’ cultural/language needs met? |  |  |  | * [[820](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/820.pdf): ¶2.0, 3.0 |  |
|  | * 1. Are participant centered facilitation skills used during group education sessions? |  |  |  | * [810](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/810.pdf): ¶1.3 * [FNS Policy Memorandum 2006-5](http://www.fns.usda.gov/sites/default/files/2006-5-VENA-WICNutritionAssessmentPolicy.pdf): Value Enhanced Nutrition Assessment (VENA) |  |
| **C.** | **High risk requirements**   1. Are high-risk participants referred to the Registered Dietitian Nutritionist (RDN)/WIC Nutritionist? |  |  |  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0 * [[830](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf): ¶2.0 |  |
|  | 1. Is a care plan documented for all high-risk participants? |  |  |  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.3 * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶9.0 |  |
|  | 1. Is the care plan written by a Registered Dietitian Nutritionist (RDN)/WIC Nutritionist and are required components included per policy? |  |  |  | * [[661](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/661.pdf): ¶4.0 * [[830](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/830.pdf): ¶2.0 * [840](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/840.pdf): ¶9.0 |  |
| **D.** | **Annual Nutrition Services Plan**   1. Has the approved Nutrition Services Plan been implemented? |  |  |  | * [[850](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/850.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/850.pdf) |  |
| IV. Breastfeeding promotion and support | | | | | | |
| **A.** | 1. Is breastfeeding promoted to all pregnant women at their certification visit? |  |  |  | * [[710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶1.0 |  |
|  | 1. Do women have access to breastfeeding promotion and support activities during the prenatal and postpartum periods? |  |  |  | * [[710](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/710.pdf): ¶1.1 |  |
|  | 1. Supplemental formula    1. Are breastfeeding mothers who request formula provided assessment and counseling from a qualified staff according to policy? |  |  |  | * [713](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf) |  |
|  | * 1. Are breastfed infants’ food packages tailored so as to support continued breastfeeding? |  |  |  | * [[713](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf)](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/713.pdf): ¶2.3 |  |
| **B.** | 1. Breast pumps (*if applicable*)    1. Are the required procedures followed when issuing breast pumps? (*observe or review procedure*) |  |  |  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶5.0, ¶7.0, ¶8.0, ¶9.0 |  |
|  | * 1. Are the required procedures followed for tracking multi-user breast pumps? |  |  |  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶8.0, ¶11.0, ¶12.0 |  |
|  | * 1. Does the local program ensure security of breast pumps? |  |  |  | * [712](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/712.pdf): ¶4.0 |  |
| V. Program integrity | | | | | | |
| **A.** | **eWIC card security procedures**   1. Are unissued eWIC cards kept in locked storage during non-use times including breaks, meal times and overnight? |  |  |  | * [501](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/501e.pdf): ¶3.0 |  |
|  | 1. Is a monthly physical inventory performed with the actual eWIC card stock on hand? |  |  |  | * [501](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/501e.pdf): ¶4.2 |  |
| **B.** | **Separation of duties**   1. Is there a separation of duties between staff determining income eligibility and staff responsible for risk determination? |  |  |  | * [595](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/595.pdf) |  |
|  | 1. Are staff following State policy regarding serving relatives, friends and co-workers? |  |  |  | * [620](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/620.pdf) |  |
|  | 1. Does the local WIC Coordinator or appropriate designee run and audit the separation of duties report every two weeks? |  |  |  | * [595](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/595.pdf): ¶2.0 |  |
| **C.** | **Confidentiality**   1. Does the local program protect the WIC applicant or participant’s confidentiality by    1. Maintaining confidentiality of participant’s electronic snd hardcopy records? |  |  |  | * [450](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/450.pdf): ¶2.3 |  |
|  | * 1. Assuring privacy of participant information when interviewing or counseling participants? |  |  |  | * [450](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/450.pdf): 1.0 |  |
| **D.** | **Returned formula**  Does the local program manage returned formula per policy? |  |  |  | * [735](http://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/735.pdf): ¶6.0 |  |
| **E.** | **Homeless facilities/institutions**   1. Does the local agency ensure, where appropriate, that WIC services benefit the WIC participant and not the facility? |  |  |  | * [655](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/655.pdf): ¶2.0, ¶4.0 |  |
|  | 1. Is there documentation that the local agency has communicated WIC requirements to homeless facilities in their service area that serve WIC participants? |  |  |  | * [655](https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/655.pdf): 2.3 |  |
| **F.** | 1. Have all employees signed the Oregon WIC Employee Signature Form? (*required within 30 days of hire and annually*) |  |  |  | * [596](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/596.pdf): ¶1.1 |  |
| VI. Fiscal management | | | | | | |
| **A.** | **Payroll charges**   1. Do all staff paid for with WIC Funds accurately fill out quarterly time studies as outlined by policy? |  |  |  | * [316](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/316.pdf): 1.4 |  |
|  | 1. Does the Personel Summary and on-site observations demonstrate that WIC Funds are only used to provide WIC services? |  |  |  | * [300](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/300.pdf) * [315](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/Documents/ppm/315.pdf): ¶2 |  |
| **B.** | **Nutrition education and breastfeeding promotion expenditures**   1. Do expenditures reflected for nutrition education and breastfeeding promotion meet the program expenditure requirements? |  |  |  | * [315](http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/ppm/315.pdf) |  |