

Suggested Oregon eWIC Readiness Activity Time Line

How to use this time line:

- Use the month column to tell you the suggested number of months before or after your agency’s scheduled conversion date that you could complete each activity.
 - Use your conversion month to identify the target month for each activity for your agency.
- Use the Clinic eWIC Readiness Toolkit section and resources from the website to help you complete each activity.
- Go to the website to find the recorded one hour webinars to review as needed.
 - The final webinar will be live as it is a “Celebration of Pilot contributions -Report from Pilot on conversion and lessons learned” – Suggested audience: WIC Coordinators. Date 12/3
- For more information, consider participating in monthly eWIC Technical Assistance (eTA) conference calls the 3rd Wednesday of each month from 8:30-9:30 starting in July 2015 and running through December 2015.



Month	View this Webinar	Complete this Readiness Activity	Use this Clinic eWIC Readiness Toolkit section
-7 mo.	#1 eWIC Basics – Suggested audience: All WIC Staff #2 eWIC in TWIST – Suggested audience: All WIC Staff	<ul style="list-style-type: none"> • Review Section 1: Introduction to the Clinic eWIC Readiness Toolkit (CeRT) and develop a plan for completing the readiness activities. • eWIC Card stock <ul style="list-style-type: none"> ○ Plan for receipt, storage and distribution ○ Plan for card inventory 	#1 Introduction to the Clinic eWIC Readiness Toolkit (CeRT) #6 eWIC Cards and Inventory
-6 mo.	#3 Conversion Plan – Audience: All WIC Staff	<ul style="list-style-type: none"> • Participant notification materials available for use in clinics – posters, individual flyers • Estimate amounts of existing equipment and materials needed through conversion and adjust ordering accordingly • Clinics receive new equipment for eWIC: cards, card readers • Record total number of sleeves of cards received on Monthly eWIC Card Inventory Log. 	#2 Conversion and Participant Notification #5 Equipment #6 eWIC Cards and Inventory

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-5 mo.	<p>#4 Appt scheduling and maintaining caseload during conversion – Suggested audience: WIC Coordinators</p> <p>#5 Changes that Impact Clinic Flow – Suggested audience: WIC Coordinators and key staff</p>	<ul style="list-style-type: none"> • Local Agency conversion discussion and decisions needed to support caseload and clinic flow during transition to eWIC <ul style="list-style-type: none"> ○ Individual and group appointments ○ Formula Warehouse • Review eWIC NE Session Guide (if using) 	<p>#2 Conversion and Participant Notification</p> <p>#3 App Scheduling and Caseload Management</p>
-4 mo		<ul style="list-style-type: none"> • Clinic Flow Discussion and Decisions related to: <ul style="list-style-type: none"> ○ Policy changes for separation of duties ○ Printing Benefit List ○ Adding Cardholder information ○ Participant PIN set up ○ Compliance Issues • Plan for Clinic schedule when staff attend eWIC training • Appointment schedule adjustments for month(s) of conversion • Review inventory of state produced materials and review locally produced materials for changes necessary for eWIC 	<p>#3 Appointment Scheduling and Caseload Management</p> <p>#4 Clinic Flow</p> <p>#5 Equipment</p> <p>#7 Participant Materials</p> <p>#9 eWIC Policy Drafts</p>
-3 mo	<p>#7 Vendor perspective – Suggested audience: All WIC Staff</p> <p>#8 Outreach planning for partners – Suggested audience: WIC Coordinators</p>	<ul style="list-style-type: none"> • Distribute notification materials to participants re: their specific month for conversion 	<p>#2 Conversion and Participant Notification</p>
-2 mo	<p>#9 Formula Warehouse – Suggested audience: Certifiers and Nutritionists</p>	<ul style="list-style-type: none"> • Identify how and where benefit balance list will be printed • Develop plan for communicating with partners • Submit draft local agency procedures to your state nutrition consultant 	<p>#5 Equipment</p> <p>#4 Clinic Flow</p> <p>#8 Partner Notification and Promotion</p> <p>#9 eWIC Policy Drafts</p>

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-1 mo		<ul style="list-style-type: none"> • All agency WIC staff attend 1 day eWIC training • Agencies with laptops and air cards will bring them with the card readers to the training • TWIST Practice Database will be available 2 weeks prior to conversion <ul style="list-style-type: none"> ○ Staff will need access to Practice Database • Practice eWIC Group NE session if using • Consider having one or two staff attend a regional eWIC Vendor training and shopping demonstration 	#3 Appointment Scheduling and Caseload Management
Conv. Mo.		<ul style="list-style-type: none"> • eWIC cards issued to new participants and participants without vouchers printed for future months 	
+1 mo		<ul style="list-style-type: none"> • eWIC cards issued to new participants and participants without vouchers printed for future months • Plan for what to do with voucher stock and MICR printers post conversion 	#5 Equipment
+2 mo		<ul style="list-style-type: none"> • eWIC cards issued to new participants and participants without vouchers printed for future months 	
+3 mo		<ul style="list-style-type: none"> • eWIC cards issued to new participants and participants without vouchers printed for future months 	
+4 mo		<ul style="list-style-type: none"> • eWIC Conversion complete • Outdated materials are removed • Final equipment disposition 	