

IV. ORGANIZATION AND MANAGEMENT

Organization and management involves the procedures for the documentation of staff time at the State level devoted to the various WIC functions, the evaluation and selection of local agencies, the documentation of local agency staffing standards and data, as well as disaster planning.

A. State Staffing - 246.4(a)(4) and (23): describe the information relating to State level staff requirements and utilization as it relates to WIC Program functions and how the State agency will provide a drug-free workplace.

B. Evaluation and Selection of Local Agencies - 246.4(a)(5)(i) and (7): describe the procedures and criteria utilized in the selection and authorization of local agencies.

C. Local Agency Staffing - 246.4(a)(4): describe the State staffing standards which apply to the selection of local agency staff and the means used by the State agency to track and analyze local level staffing data.

D. Disaster Planning - describe the disaster plans to be implemented in the event of a disaster.

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A. State Staffing

1. State Level Staff

a. Record below the current total full-time equivalent staff (FTEs) available for each position listed or attach equivalent information in Appendix of this section:

<u>Position</u>	<u>FTE WIC</u>	<u>FTE In-kind</u>	<u>Total FTE</u>
Director	<u>1</u>	_____	<u>1</u>
Nutritionist	<u>6</u>	_____	<u>6</u>
Vendor Specialist	<u>3</u>	_____	<u>3</u>
Program Specialist	<u>6</u>	_____	<u>6</u>
Financial Specialist	<u>4</u>	_____	<u>4</u>
Breastfeeding Coordinator	<u>1</u>	_____	<u>1</u>
ADP Specialist	<u>1</u>	_____	<u>1</u>
Intern	_____	_____	_____
Other (specify):	<u>4</u>	_____	<u>4</u>

Administrative Support

b. The State agency has a WIC organizational chart showing all positions, titles, and staff names.

Yes No

If yes, please attach the WIC organizational chart in Appendix OM Appendix 1 of this section.

c. If available, attach an overall organizational chart that identifies the WIC Program's relationship within the State Health Department or Indian Tribal Organization in Appendix OM Appendix 2 & 3 of this section.

d. The State agency has updated position descriptions for each of the above positions.

Yes No

Please include position descriptions in Appendix OM Appendix 4 of this section.

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A. State Staffing

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation)

2. Estimate below the average percent of State staff time devoted to fulfilling the following functions:

Function	Percent of Total Staff Time
Certification, including nutrition risk determination	<u>10</u>
Breastfeeding training/promotion and support	<u>10</u>
Nutrition education	<u>20</u>
Monitoring of local agencies	<u>10</u>
Fiscal reporting	<u>10</u>
Food delivery system management	<u>10</u>
Vendor management, including vendor training	<u>10</u>
Staff training and continuing education	<u>5</u>
ADP system development and maintenance	<u>5</u>
Civil rights	<u>5</u>
Coordination with and referrals to other assistance programs and social service agencies	<u>5</u>
Other (specify):	_____

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

3. Drug-Free Workplace

a. The State agency has a plan that will enable them to achieve a drug-free workplace.

Yes No

b. Attach a description of the State agency's plans to provide and maintain a drug-free workplace in Appendix _____ of this section.

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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B. Evaluation and Selection of Local Agencies

b. The State agency conducts studies (provide date of most recent study:) of the cost-effectiveness of local agency operations that examine:

- location and distribution of local agencies in proportion to participants/potential eligibles
- clinic procedures to optimize participant access/service (PFA, etc.)
- staff-to-participant ratios and related staffing analyses
- comparative analyses of local agency/clinic costs
- other

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

5. The State agency enters into a formal written agreement or contract with each local agency.

- Yes (state duration): No

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

6. The State agency has established statewide fair hearing procedures for local agency appeals.

- Yes, attach local agency fair hearing procedures or specify the location in the Procedure Manual and reference below:
- No
- Not Applicable

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

7. The State agency maintains a listing of clinic sites that includes the following information. If available, please attach the listing in Appendix OM Appendix 5 of this section:

- Location
- Type of site (e.g., hospital, health department, community action program)
- Service area
- Hours of operation
- Days of operation
- Health services provided on-site
- Social services provided on-site
- Participation
- Other (specify):

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B. Evaluation and Selection of Local Agencies

**ADDITIONAL DETAIL: Organization & Management Appendix
and/or Procedure Manual (citation):**

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C. Local Agency Staffing

DOES NOT APPLY (PROCEED TO NEXT SECTION)

1. Staffing Standards

a. The State agency prescribes local agency staffing standards that include:

- credentials
- staffing levels
 - staff-to-participant ratio standards
 - time spent on WIC functions
 - other (specify):
- functions of CPAs
- paraprofessional requirements
- other (specify):
- not applicable

b. The State agency has a plan for ensuring that local agency credentials are in line with the Nutrition Services Standards, i.e., federal requirements (FR), recommended criteria (RC), best practices (BP).

Yes No

c. The State agency maintains copies of local agency CPA position descriptions, classified in terms of Nutrition Services Standards, i.e., federal requirements (FR), recommended criteria (RC), best practices (BP).

Yes No

d. Local agencies follow staffing standards established by unions or local governmental authorities.

Yes No

If yes, how many of the total local agencies are currently authorized by unions or local governmental authorities?

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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C. Local Agency Staffing

2. Local Level Staffing Data

a. The State agency gathers and analyzes data to determine staff-to-participant ratios (check all that apply):

- for each clinic/local agency
 - at regular intervals
 - monthly
 - quarterly
 - annually
 - other (specify):

- by function
 - program management
 - food delivery
 - certification
 - nutrition education
 - breastfeeding promotion and support
 - other (specify):

b. Results of analyses are reported back to local agencies.

- No
- Yes, in a single report comparing all local agencies
- Yes, in a local agency-specific report (no comparative data)

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (cite):

3. Local Agency Breastfeeding Staffing Requirement

a. The local agency has designated a staff person to coordinate breastfeeding promotion and support activities.

- Yes No

b. The State agency maintains approved copies of local agency Breastfeeding Coordinator and Peer Counselor position descriptions as outlined in the FNS Loving Support Peer Counseling Model.

- Yes No

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D. Disaster Plan

1. State agency has developed a WIC disaster plan

Yes No

2. The WIC disaster plan is part of a broader Health Department or other State agency disaster plan

Yes, what agency/ies: Department of Health and Human Services
 No

3. The State agency shares the disaster plan with its local agencies and clinics?

Yes No

4. The Disaster Plan addresses:

- Procedures to assess the extent of a disaster and report findings
- Access to program records
- Certification and food issuance sites and procedures
- Food package adjustments
- Food delivery systems
- Information System (IS) Recovery
- IS alternate procedures
- Emergency authorization of vendors
- Back up computer systems
- Back up filing systems
- Staffing arrangements
- Use of mobile equipment, clinics
- Other (describe)_____

5. The State agency requires local agencies/clinics to have individual disaster plans.

Yes No

If yes, such plans are reviewed for compliance and consistency with the State agency disaster plan.

Yes No

6. The State agency has a designated staff person to coordinate disaster planning.

Yes No