

Local Agency Self-Assessment

Marlene Williams, RD

Heather Liddell, RD

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What is a LA SA?

- Mini ME
 - You're in charge of
- Federal Reg
 - CFR
 - 246.19(b)(6)



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What is the purpose of the LA SA?

- Improve client services
- Help staff prepare for the ME
- Improve ME results



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What is required?

- Staff observations
 - Observe each staff member complete a certification, nutrition education and anthropometric/lab for each of the following:
 - a woman
 - an infant
 - a child

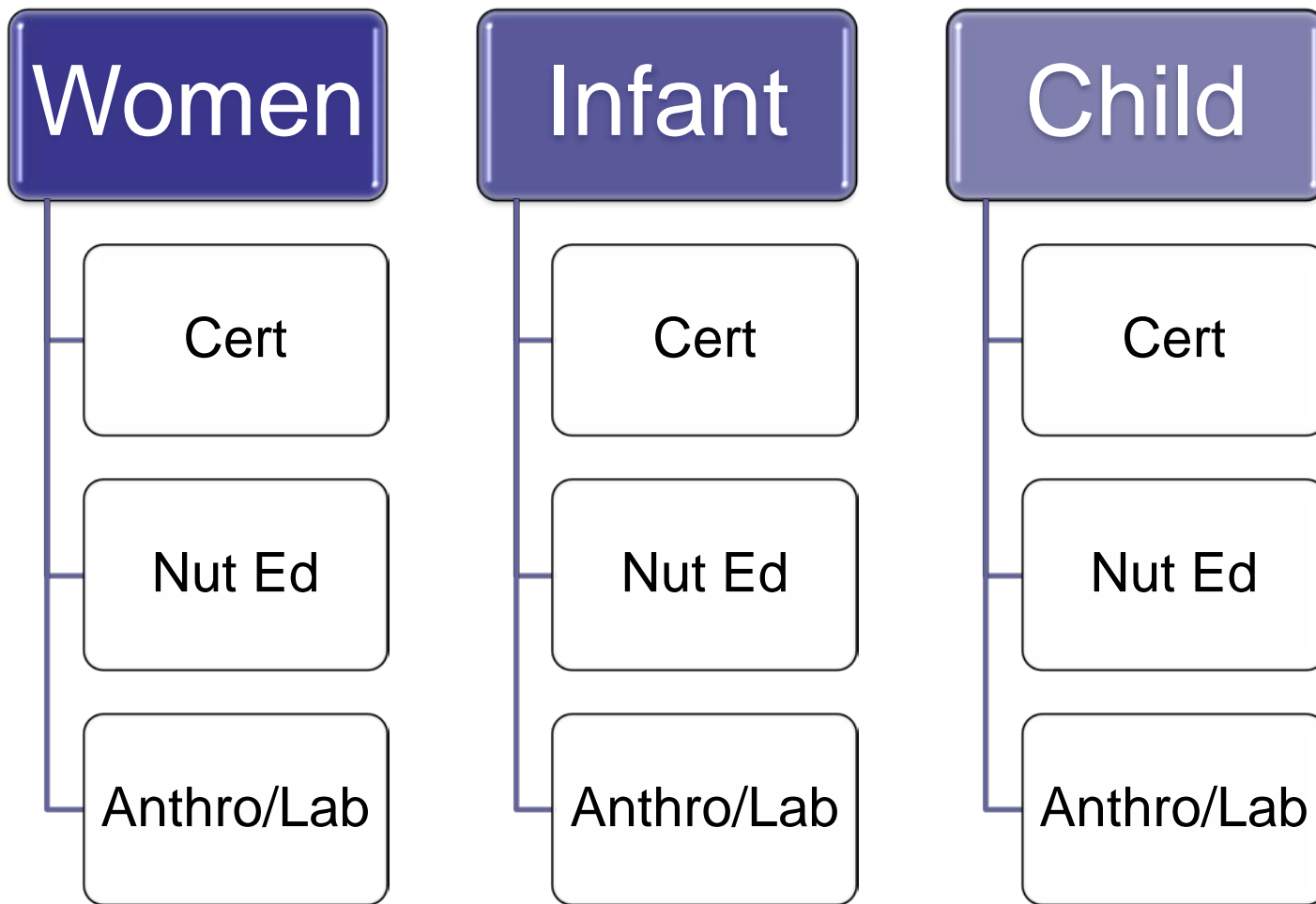


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What is required?



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Staff observations

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“Every computer has been equipped with a compass to help keep our team on course.”

- It would be best practice to watch each of the 3 separately instead of a family, this will allow you to give feedback and to observe if the staff use the feedback provided.

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When does this need to be done?

Year of ME

- Once per year
- Completed by contract due date

Off Year

- Twice per year
- Best Practice:
 - Quarterly
- Complete at least one by contract due date

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What tools do we use to complete these?

- Altarum Clinic Entrance Observation Tool
- Clinic Flow Observation Tool
- LA Site Review
- Clinic Site Review
- Certification Observation
- Nutrition Education Observation
- Anthropometric/Lab Observation

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Who?



- Who has to complete this?
 - LA Directors, supervisors, and/or peers
- Best practice
 - Keep these separate from performance appraisals

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What else is required?

- Every staff member to complete 5 random chart reviews
 - Highlighted areas required
 - Bring awareness of what is being monitored



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What reports can we use?

- Monthly High Risk Report (Crystal)
 - Sent by the state at the beginning of each month
 - Best practice to use this report for chart audits
 - Shows clients certified and flagged with a high risk
 - Shows date of certification (and/or category change)
 - Shows staff who certified client (and/or did category change)
 - Separates risk codes
 - Clients with multiple high risk will appear in the report multiple times (i.e. 141 and 142)

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High risk report



SAN LUIS WIC



Risk	Client	Cat	Cert Date	DOB	HIGH_RISK_FLAG	CNW
101	██████████8677	PG2	07/06/2011	██████████87	Y	██████████
	██████████52	PG2	07/06/2011	██████████92	Y	██████████
	██████████45	PG2	07/13/2011	██████████89	Y	██████████
	██████████533	PG1	07/07/2011	██████████94	Y	██████████
103	██████████16	IFF	07/06/2011	██████████11	Y	██████████
	██████████97	IFF	07/19/2011	██████████11	Y	██████████
	██████████76	C2	07/12/2011	██████████8	Y	██████████
	██████████61	IFF	07/07/2011	██████████11	Y	██████████
	██████████10	C4	07/12/2011	██████████06	Y	██████████
	██████████33	C4	07/12/2011	██████████06	Y	██████████
	██████████58	C1	07/26/2011	██████████10	Y	██████████



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Reports

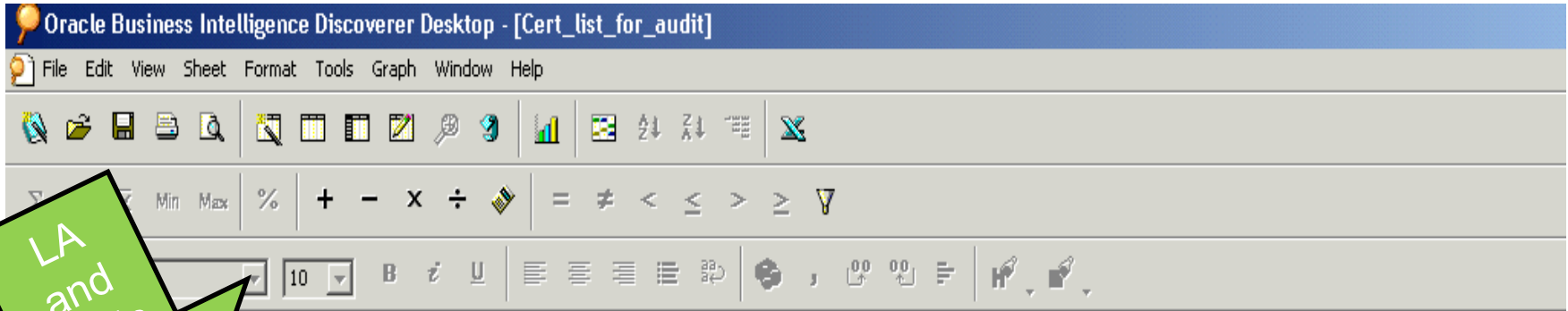
- Cert list for audit (Discoverer)
 - In Cert folder
 - Better for smaller agencies to use than monthly high risk report
 - For chart audits
 - Local Agencies can run this report at clinic level
 - Ask consultant for assistance

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Cert_list_for_audit



LA and Clinic Info

Local Agency Certifications listing for audit

LA Org Code Parameter 1: '01', Cert End Date Parameter 1: '31-AUG-2011'
 LA Org Code = : "LA Org Code Parameter 1", Created By <> 'EODADM', Cert End Date >= : "Cert End Date Parameter 1"

Cert end date

Page Items: LA Org Code: 01 | Clinic Org Code: 01 | Program: W

	Last Name	First Name	»Cert Start Date	»Cert End Date	Created By	Client Id	Family Id	Cat Code
1	[REDACTED]	[REDACTED]	14-JUL-2011	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C1
2	[REDACTED]	[REDACTED]	25-JUL-2011	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C3
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	IPN
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C4

Client name

Cert start and end dates

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Reports

- Premature Clients Food Packages 3 (Discoverer)
 - In FPkg folder
 - Shows Premature and Low birth weight clients assigned powdered formula

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Premature Clients Food Packages 3

Oracle Business Intelligence Discoverer Desktop - [Premature Clients Food Packages 3]

File Edit View Sheet Format Tools Graph Window Help

Risk Codes Categories

Food Packages for Premature Infants

Client Id IN (Clients with Specific Description LIKE : "Description Parameter 1", LA Org Code = : "LA Org Code Parameter 1"

Crf Risk Factor Id Parameter 1: '141, 142', Cat Category Code Parameter 1: 'IFF, IPN, IEN', Cert Start Date Parameter 5: '01-MAY-2011', Cert Start Date Parameter 6: '13-AUG-2011', Description Parameter 1: '%POWDER%', LA Org Code Parameter 1: '10'

Page Items:

	LA Org Code	Clinic Org Code	Cc Client Id	Cat Code	Plus Flag	Cert Start Date	Prescription Created By	lfp Food Package Id	Description
1	10	15	[REDACTED]	IPN	Y	07-FEB-2011	[REDACTED]	AZB10003	SIMILAC ADVANCE, POWDER, IPN+
2			[REDACTED]	IFF	N	15-JUN-2011	[REDACTED]	AZB10010	ENFAMIL AR, 12.9 OZ POWDER, IPN+
3			[REDACTED]	IPN	Y	07-FEB-2011	[REDACTED]		ENFAMIL AR, 12.9 OZ POWDER, IPN+
4			[REDACTED]	IFF	N	15-JUN-2011	[REDACTED]	AZB10010	ENFAMIL AR, 12.9 OZ POWDER, IFF
5			CL 15 Count Distinct : 1						
6			LA 10 Count Distinct : 1						
7			Count Distinct: 1						

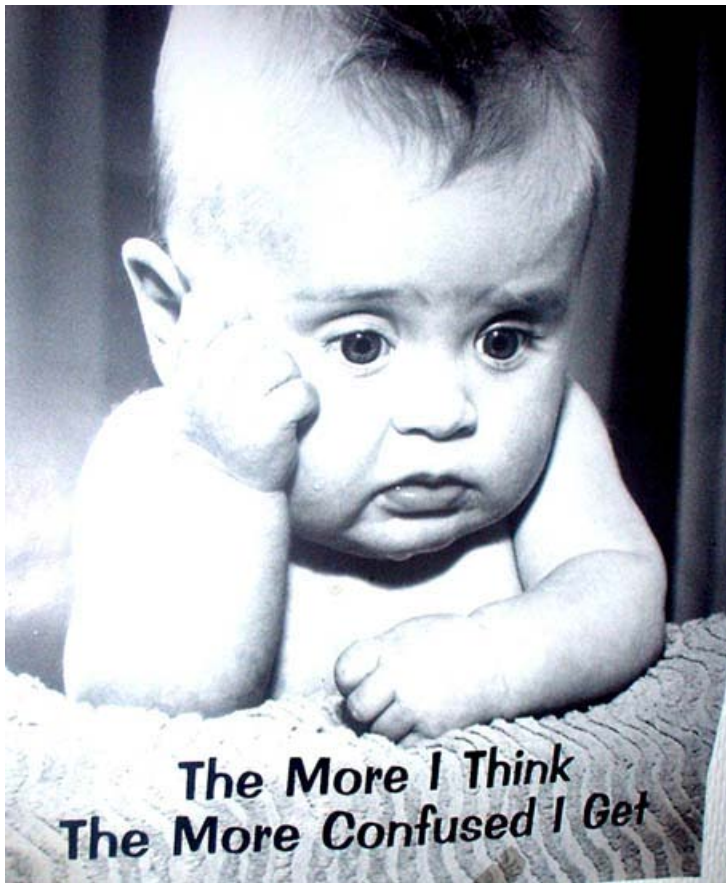
Staff who assigned food package

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What do we do with them?



- Submit the following with annual contract:
 - a summary of your observations
 - The good, the bad, and plan of action
 - Copies of observation forms

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Summary

- Staff Observations
 - A total of 9 per staff
 - Cert, Nut Ed, Lab
 - W, I, C
 - Labs can coincide with cert and/or nut ed
- Once per year with ME
- Twice per year without ME
- Submit
 - Summary of observations (1 page)
 - Copies of observation forms, LA and Clinic Site Review, Clinic Entrance and Flow, and chart reviews
 - With annual contract

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Questions?



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