

2023 Coordinator's Calendar - Year at a Glance

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January 2023

Quarterly Jan-Mar	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for January (Memo 2022-114 and 2022-155).
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
12	WIC Update Webinar (Memo 2022-140)
9-13	Sandbox Quarterly Refresh; Sandbox unavailable
16	State office closed – Martin Luther King, Jr. Day
18	Complete fiscal/contract contacts spreadsheet form (Memo 2023-02)
20	WIC billing and required back-up documents for Oct. 2021-Sept. 30, 2022 (Memo 2023-05)
24	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Adapted Baby-Led Weaning (review of Nutrition Masterclass webinar) (Memo 2023-10)
25	WIC LA Dietetic Internship Program Survey (Memo 2023-03)
26	WIC Health Online Nutrition Education webinar (Memo 2022-143)
31	NSP – Breastfeeding Support Objective 2A (Memo 2022-116)
31	Complete 5% review of December SOD report (Memo 2021-31)

February 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
	USDA Breastfeeding Curriculum Training (Level 1) (Memo 2022-90, 150)

Note: **Red items are contract deliverables**

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1	Not to issue Phase 2-Formulas (Memo 2022-145)
1	WIC Health Online Nutrition Education webinar (Memo 2022-143)
9	WIC Update Webinar (Memo 2022-140)
20	State office closed - President's Day
28	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Avoidant Restrictive Food Intake Disorder (ARFID) overview (Memo 2023-10)
28	Submit January Time Study to WICBudgets@doh.wa.gov (Memo 2022-114)
28	Complete 5% review of January SOD report (Memo 2021-31)

March 2023

	National Nutrition Month
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	USDA Breastfeeding Curriculum Training (Level 2) (Memo 2022-90, 150)
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	International Board of Certified Lactation Consultants (IBCLC) Day
9	WIC Update Webinar (Memo 2022-140)
15	Registered Dietitian Nutritionist (RDN) Day
28	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Gastroesophageal Reflux Disease (GERD) guidelines (Memo 2023-10)
31	NSP - Nutrition Education Objective 1A (Memo 2022-116)
31	Complete 5% review of February SOD report (Memo 2021-31)
31	WIC Health Implementation (Memo 2023-14)
31	Deadline to complete WICHealth Training (Memo 2023-12)

April 2023

Quarterly April - June	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.

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	Complete time studies for April (Memo 2022-114 and 2022-155).
	New income guidelines
	Confirm staff have view the required course, Breaking Through Implicit Bias in Maternal Healthcare.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
	USDA Breastfeeding Curriculum Training (Level 3) (Memo 2022-90, 150)
5	Rumble Tuff Pump Supply Demonstration at 11:00 am (Memo 2023-09)
10-14	Sandbox Quarterly Refresh; Sandbox unavailable
13	WIC Update Webinar (Memo 2022-140)
25	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Tips on how to determine which formula to recommend (Memo 2023-10)
30	Complete 5% review of March SOD report (Memo 2021-31)

May 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
	USDA Breastfeeding Curriculum Training (Level 4) (Memo 2022-90, 150)
11	WIC Update Webinar (Memo 2022-140)
23	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Oral motor development and milestone moments checklist (Memo 2023-10)
29	Memorial Day Observed – State WIC office closed
31	Complete 5% review of April SOD report (Memo 2021-31)
31	NSP – Participant Shopping Experience Objective 3A (Memo 2022-116)
31	Submit April Time Study Workbook to WICBudgets@doh.wa.gov (Memo 2022-114)

June 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.

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1	Farmers Market Nutrition Program (FMNP) season starts
8	WIC Update Webinar (Memo 2022-140)
19	Juneteenth (day observed) – State WIC office closed; no Cascades or Policy Support
27	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Review of Ellyn Satter's Division of Responsibility and real-life examples (Memo 2023-10)

July 2023

Quarterly July-Sept.	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for July. (Memo 2022-114 and 2022-155).
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
4	Independence Day – State WIC office closed
10-14	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
13	WIC Update Webinar (Memo 2022-140)
25	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Attention Deficit Hyperactivity Disorder (ADHD) support through nutrition (Memo 2023-10)

August 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Remind fiscal staff to bill for FMNP Administrative funds
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Complete annual inventory in preparation for the FFY24 WIC Budget Workbook. (See instructions on FFY23 WIC Budget Workbook.)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1-7	World Breastfeeding Week (Memo 2022-92)
10	WIC Update Webinar (Memo 2022-140)
22	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Specialty growth charts and when/how to use them (Memo 2023-10)

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2023 Coordinator's Calendar - Year at a Glance

September 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov .
	Add 2024 Holidays into the Cascades calendar
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
4	Labor Day – State WIC office closed
14	WIC Update Webinar (Memo 2022-140)
26	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Review of Early Support for Infants and Toddlers (ESIT) (Memo 2023-10)
30	Additional Cash Value Benefit ends
30	Last day to issue Farmers Market benefits
30	DUE Nutrition Service Plan, staff complete a nutrition education material assessment survey
30	DUE Nutrition Service Plan, all WIC staff who provide direct services to WIC participants are required to complete the new USDA Breastfeeding Curriculum training
30	DUE Nutrition Service Plan, submit breastfeeding partnership activities

October 2023

Quarterly Oct.-Dec.	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for October (Memo 2022-114)
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
9-13	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
12	WIC Update Webinar (Memo 2022-140)
24	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Autism and nutrition (Memo 2023-10)

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31	Federal Fiscal Year 2023 Nutrition Services Plan Reporting Form
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November 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov .
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
9	WIC Update Webinar (Memo 2022-140)
10	Veteran’s Day – State WIC office closed
23-24	Thanksgiving Holiday – State WIC office closed
28	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Food Allergies (Memo 2023-10)
30	Send October Time Study to WICBudgets@doh.wa.gov
30	Submit the annual Nutrition Services Expenditure Report for the contract year ending 9/30/23 by submitting the final WIC Budget Workbook.

December 2023

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
14	WIC Update Webinar (Memo 2022-140)
25	State observed holiday – State WIC office closed
26	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM Open discussion of review of past topics and future ones for 2024 (Memo 2023-10)

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Activities to complete (not time specific)	
	Complete Civil Rights training (Memo 2019-69).
	Notify by calling Cascades Support of any unexpected clinic closures (1-800-841-1410, select 3, select 2).
	Complete local agency yearly self-evaluation
	Complete a minimum of two staff and WIC contractor observations.
	Conduct outreach frequently throughout the year.
	Check calibration of scales and hematology equipment twice a year.
	Review confidentiality policies and have staff sign a Staff Confidentiality Agreement Fillable or Blank to print (Memo 2022-11).
	Review and update clinic policies and protocols.
	Review inventory of breast pumps to check for lost, stolen or missing pumps.
	Send in lost-stolen-damaged pump forms to state office.
	Review weather related emergencies – Volume 1, Chapter 22 Issue WIC Food Benefits , page 38 (Memo 2022-149).

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