WICHEALTH.ORG CHECKLIST

Training and Preparation
☐ Contact help@wichealth.org to create wichealth account for staff or agency
☐ Create an agency email account
☐ Explore wichealth website and familiarize with its functions and lessons
☐ Review MOM 6.7: Additional Education
☐ Review Education Choice for Participants Module, phone counseling tips and other training materials
☐ Determine criteria by categories (PG, BF, PP, I, C) for low-risk participants
☐ Determine process and create HuBert calendar accordingly
☐ Review workflow and materials with your staff

Logistics
☐ When: Determine the start date to offer wichealth Education Choice
☐ Who: Determine staff roles
  o Who verifies lesson completions?
  o Who contacts participants?
  o Who issues benefits?
  o Do you need language line? Do you have staff speaking the language?
☐ How:
  o How will you schedule in Hubert? (resource column or new appointment type)
  o How will you verify lesson completion? (email or client lookup)
  o How will you document? (note or group education tab)
☐ What:
  o Offer wichealth for eligible participants
  o Schedule a follow-up call (see options on Using Email or Texts with wichealth.org)
  o Explain what to expect, how and when benefits will be issued next time
☐ Alternate Plan:
  o Determine a plan if participants failed to complete lesson
  o Determine a plan if unable to reach participants by phone

Tips/Reminders
☐ Update phone record at each visit and ask participants to add WIC # in their contact list
☐ A lesson completed can be counted for nutrition education for all household members of the same category
☐ Nutrition Education must be documented for each member
☐ Benefits cannot be issued without completing nutrition services
☐ MY MN WIC App: Ensure staff and participants understand the reminder display on MY MN WIC App

Reviewed with your state WIC consultant ___________________________ Date: __________