

Wichealth.org Checklist

8/2/2022

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 [Section 6.7, Additional Nutrition Education](#)
- Review **Education Choices for Participants** Module, phone counseling tips and other training materials
- Determine criteria by categories (P, B, N, 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
 - Who verifies lesson completions?
 - Who contacts participants?
 - Do you need language line? Do you have staff speaking the language?
- **How:**
 - How will you schedule in HuBERT? (resource column or new appointment type)
 - How will you verify lesson completion? [WICHealth.org Contacts](#)
- **What:**
 - Offer wichealth for eligible participants
 - Schedule a follow-up call (see options on **Using Email or Texts with wichealth.org**)
 - Explain what to expect, how and when benefits be issued next time
- **Alternate Plan:**
 - Determine a plan if participants failed to complete lesson
 - 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

- Benefits cannot be issued without completing nutrition services nor without verifying address
- **MY MN WIC App:** Ensure staff and participants understand the reminder display on MY MN WIC App

Reference – Complete Listing of Hyperlinks

Section 6.7, Additional Nutrition Education

https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_7.pdf

WICHealth.org Contacts

(<https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/reference.pdf>)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 1-800-657-3942