

Utah Goals and Objectives
Vendor Management FY 2016

Goals	Objectives	Activities	Outcome
<p>1.) Evaluate the educational material for required vendor training in accordance to §246.12 changes for FY2016.</p>	<p>By January 1, 2016, evaluate all educational materials and make appropriate changes regarding the Vendor Training Manual, Vendor Management Module, annual & three year interactive training materials as needed.</p>	<p>By February 1, 2016 implement any changes to the educational material for Vendor Training Manual, Vendor Management Module, annual & three year interactive training materials as needed in accordance with any changes in §246.12.</p>	<p>Cashier Manual was redone & distributed to all vendors. Vendor manual was shortened and made to look more professional. The manual is easier to read for the cashier. In the process of redoing the Vendor Manual to look and feel like the Cashier Manual. Updating the slide to match the new manuals.</p>
<p>2.) Evaluate compliance buys and results for five percent (5%) of the total number of vendors FY2016.</p>	<p>By March 1, 2016 evaluate each compliance buy for appropriate training, procedures, violations found, and any associated problems.</p>	<p>By June 1, 2016 implement any changes to training materials and/or forms as needed based on the evaluation results.</p>	<p>A new form was created to save time. It now takes the investigator 1 hour instead of 3 hours to fill out the form. Determined high risk vendors to receive compliance investigations this year. All compliance buys for this year have been completed. We exceeded the 5% requirement.</p>
<p>3.) Evaluate monitoring visits conducted FY2016.</p>	<p>My March 1,2016 evaluate each monitoring visit for appropriate training, procedures, violations found, and any associated problems.</p>	<p>By June 1, 2016 implement any changes to training materials and/or forms as needed based on the evaluation results.</p>	<p>Determined which stores would have a monitoring visit during the year. Reviewed documentation for all monitoring visits completed. Worked with vendors to resolve all violations found during the visit. Created a tentative 3 year plan for</p>

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			monitoring visits.
4.) Document The Integrity Profile (TIP) for FY2016 and upload to the USDA TIP website.	Document the Integrity Profile (TIP) database for uploading by January 15, 2016. Test extract file for output errors.	Continually document The Integrity Profile (TIP) Report separately or on the USDA TIP website and begin new TIP reporting for FY 2015 by January 15, 2016. By January 1, 2016, test the TIP extract file for output errors.	Completed and submitted the TIP report before the deadline.
5.) Design changes for the Utah WIC Vendor Agreement, peer groups, pricing structure, comparison tables, training modules and other material required for compliance with the vendor cost containment measures. All changes will be based on USDA regulation/requirements.	By January 1, 2016 complete all changes to the UTAH WIC Vendor Agreement (if required), peer groups, pricing structure, comparison tables, training modules and other material for required compliance with vendor cost containment measures.	By January 30, 2016, implement any changes to the Utah WIC Vendor Agreement (if required), peer groups, pricing structure, comparison tables, training modules and other material required for compliance with vendor cost containment measures.	Changes were complete and distributed.
6.) Look for and evaluate technologies that will help create efficiencies in gathering vendor information during trainings and monitoring visits.	Throughout the year look for technologies and processes that could help streamline the Vendor Training and Monitoring throughout the state.	Implement any technologies and processes found during the year.	Created a new vendor website that will go live July 2016. Working on Phase II for next year.
7.) Gather and enter UPCs into Vision for each food item; preparing for EBT.	Ongoing process	Contact Vendors for listings of all UCP's that apply to all WIC'able food items within the individual stores.	We researched and picked a UPC database interface that will help us be efficient in gathering the UPC's. Gathering process will start next year.