IV. ORGANIZATION AND MANAGEMENT

(Please indicate) **State Agency:** **Utah** for **FY** **2016**

Organization and management involves the procedures for the documentation of staff time at the State level devoted to the various WIC functions, the evaluation and selection of local agencies, the documentation of local agency staffing standards and data, as well as disaster planning.

A. State Staffing – 246.3(e), 246.4(a)(4) and (24): describe the information relating to State level staff requirements and utilization as it relates to WIC Program functions and how the State agency will provide a drug-free workplace.

B. Evaluation and Selection of Local Agencies - 246.4(a)(5)(i) and (7) and 246.5: describe the procedures and criteria utilized in the selection and authorization of local agencies.

C. Local Agency Staffing - 246.4(a)(4): describe the State staffing standards which apply to the selection of local agency staff and the means used by the State agency to track and analyze local level staffing data.

D. Disaster Planning - describe the disaster plans to be implemented in the event of a disaster.

IV. ORGANIZATION AND MANAGEMENT

A. State Staffing

1. State Level Staff

a. Record below the current total full-time equivalent staff (FTEs) available for each position listed or attach equivalent information in Appendix _____ of this section:

Position	FTE WIC	FTE In-kind	Total FTE
Director	40		40
Nutritionist	150		150
Vendor Specialist	80		80
Program Specialist	120		120
Financial Specialist	20		20
Breastfeeding Coordinator	40		40
(MIS/EBT) Specialist	60		60
Intern	20		20
Other (specify): Clerical	112		112

b. The State agency has a WIC organizational chart showing all positions, titles, and staff names.

☒ Yes ☐ No

If yes, please attach the WIC organizational chart in Appendix _____ of this section.

c. If available, attach an overall organizational chart that identifies the WIC Program's relationship within the State Health Department or Indian Tribal Organization in Appendix _____ of this section.

d. The State agency has updated position descriptions for each of the above positions.

☒ Yes ☐ No

Please include position descriptions in Appendix _____ of this section.

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

IV. ORGANIZATION AND MANAGEMENT

A. State Staffing

2. Estimate below the average percent of State staff time devoted to fulfilling the following functions:

Function	Percent of Total Staff Time
Certification, including nutrition risk determination	0
Breastfeeding training/promotion and support	10
Nutrition education	10
Monitoring of local agencies	15
Fiscal reporting	5
Food delivery system management	15
Vendor management, including vendor training	10
Staff training and continuing education	5
(MIS/EBT) system development and maintenance	20
Civil rights	2
Coordination with and referrals to other assistance programs and social service agencies	3
Other (specify): Program integrity	5
Total	100

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

3. Drug-Free Workplace

a. The State agency has a plan that will enable them to achieve a drug-free workplace.

☒ Yes ☐ No

b. Attach a description of the State agency's plans to provide and maintain a drug-free workplace in Appendix _____ of this section.

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

IV. ORGANIZATION AND MANAGEMENT
B. Evaluation and Selection of Local Agencies

☐ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

1. Local Agencies Authorized

13 Number of local agencies authorized to provide WIC services last year

13 Number of local agencies planned to provide WIC services this year

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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2. The State agency accepts applications from potential local agencies:

☐ Annually ☐ Biennially

☒ On an on-going basis ☐ Other (specify) _____

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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3. Existing local agencies must reapply and compete with new applicant agencies for authorization:

☐ Annually ☐ Biennially ☒ Not applicable

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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4. Selection Criteria

a. The State agency uses the following criteria in selecting local agencies in new service areas and/or in reviewing applications from existing service areas:

New Service Areas	Existing Service Areas	
☐	☒	Coordination with other health care providers
☐	☒	Projected cost of operations/ability to operate with available funds
☐	☒	Location/participant accessibility
☐	☒	Financial integrity/solvency
☐	☒	Relative need in the area
☐	☐	Range and quality of services
☐	☐	History of performance in other programs
☐	☒	Ability to serve projected caseload
☐	☒	Non-smoking facility
☐	☒	Americans with Disabilities Act (ADA) compliance
☐	☒	Other factors: Must be a local public health department.
☐	☐	_____

IV. ORGANIZATION AND MANAGEMENT

B. Evaluation and Selection of Local Agencies

b. The State agency conducts studies (provide date of most recent study: _____) of the cost-effectiveness of local agency operations that examine:

- ☐ Location and distribution of local agencies in proportion to participants/potential eligibles
- ☐ Clinic procedures to optimize participant access/service (Patient Flow Analysis, etc.)
- ☐ Staff-to-participant ratios and related staffing analyses
- ☐ Comparative analyses of local agency/clinic costs
- ☐ Other

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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5. The State agency enters into a formal written agreement or contract with each local agency.

☒ Yes (state duration): 5 years ☐ No

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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6. The State agency has established statewide fair hearing procedures for local agency appeals.

- ☒ Yes, attach local agency fair hearing procedures or specify the location in the Procedure Manual and reference below:
- ☐ No
- ☐ Not Applicable

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):
Section II Appeals

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7. The State agency maintains a listing of clinic sites that includes the following information. If available, please attach the listing in Appendix _____ of this section.

- ☒ Location
- ☒ Type of site (e.g., hospital, health department, community action program)
- ☒ Service area
- ☒ Hours of operation
- ☐ Days of operation
- ☐ Health services provided on-site
- ☐ Social services provided on-site
- ☐ Participation
- ☐ Other (specify): _____

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

IV. ORGANIZATION AND MANAGEMENT
C. Local Agency Staffing

☐ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

1. Staffing Standards

a. The State agency prescribes local agency staffing standards that include:

- ☒ Credentials
- ☐ Staffing levels
  - ☐ Staff-to-participant ratio standards
  - ☐ Time spent on WIC functions
  - ☐ Other (specify): _____
- ☒ Functions of CPAs
- ☒ Paraprofessional requirements
- ☒ Separation of duties to ensure no conflicts of interest
- ☐ Other (specify): _____
- ☐ Not applicable

b. The State agency has a plan for ensuring that local agency credentials are in line with the Nutrition Services Standards.

☒ Yes ☐ No

c. The State agency maintains copies of local agency CPA position descriptions, classified in terms of Nutrition Services Standards, i.e., federal requirements, recommended criteria, best practices.

☐ Yes ☒ No

d. Local agencies follow staffing standards established by unions or local governmental authorities.

☒ Yes ☐ No

If yes, how many of the total local agencies are currently authorized by unions or local governmental authorities? 13 (All are part of county government health departments.)

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

_____

2. Local Level Staffing Data

a. The State agency gathers and analyzes data to determine staff-to-participant ratios (check all that apply):

- ☒ For each clinic/local agency
- ☐ At regular intervals
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually
- ☒ Other (specify): biannually at ME's
- ☐ By function
- ☐ Program management
- ☐ Food delivery
- ☐ Certification
- ☐ Nutrition education
- ☐ Breastfeeding promotion and support
- ☐ Other (specify): _____

IV. ORGANIZATION AND MANAGEMENT
C. Local Agency Staffing

b. Results of analyses are reported back to local agencies.

- [x] No
- [ ] Yes, in a single report comparing all local agencies
- [ ] Yes, in a local agency-specific report (no comparative data)

ADDITIONAL DETAIL: Organization & Management Appendix and/or Procedure Manual (citation):

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3. Local Agency Breastfeeding Staffing Requirement

a. 13 **Number of local agencies with a designated a staff person to coordinate breastfeeding promotion and support activities.**

b. The State agency maintains approved copies of local agency Breastfeeding Coordinator and Peer Counselor position descriptions as outlined in the FNS Loving Support Peer Counseling Model.

- [x] Yes
- [ ] No

c. 13 **Number of local agencies with breastfeeding peer counselors**

IV. ORGANIZATION AND MANAGEMENT

D. Disaster Plan

1. State agency has developed a WIC disaster plan.

☒ Yes ☐ No

2. The WIC disaster plan is part of a broader Health Department or other State agency disaster plan.

☒ Yes, what agency(ies): Utah Department of Health

☐ No

3. The State agency shares the disaster plan with its local agencies and clinics?

☒ Yes ☐ No

4. The Disaster Plan addresses:

☒ Procedures to assess the extent of a disaster and report findings

☒ Access to program records

☒ Certification and food issuance sites and procedures

☐ Food package adjustments

☒ Food delivery systems

☒ Information System (IS) Recovery

☐ IS alternate procedures

☐ Emergency authorization of vendors

☐ Back up computer systems

☐ Back up filing systems

☒ Staffing arrangements

☒ Use of mobile equipment, clinics

☐ Other (describe) _____

5. The State agency requires local agencies/clinics to have individual disaster plans.

☒ Yes ☐ No

If yes, such plans are reviewed for compliance and consistency with the State agency disaster plan.

☒ Yes ☐ No

6. The State agency has a designated staff person to coordinate disaster planning.

☐ Yes ☒ No