Illinois WIC Program Policy Practice Standards (PPS)
WIC Paraprofessional Program (WPP) Procedure Template
November 2023

Policy Practice Standards assist staff in translating policy into practice. This guidance is intended to be used with the Illinois WIC Policy and Procedure manual; Administration section 12. Local Agencies must work with their Regional Nutritionist Consultant (RNC) from the beginning of the process as procedures will vary based on regional and agency differences.

Agency: Click or tap here to enter text.
Name and Title of Staff Submitting: Click or tap here to enter text.
Date Submitted: Click or tap here to enter text.

1) Plans for meeting minimal staffing requirements.
   <u>Nutrition Coordinator</u>
   a) Attach Nutrition Coordinator job description, including responsibilities and roles in WIC.
      - % of time allocated to this role: Click or tap to add % FTE.
      - How will the Nutrition Coordinator manage the WPP and provide the daily supervision and on-going monitoring of CPA Assistants?
        Click or tap to explain.
   b) Will the Nutrition Coordinator also be the WIC Coordinator? ☐ Yes ☐ No
   c) What other roles in WIC/Local Agency will the Nutrition Coordinator have? ☐ N/A
      Click or tap to explain.
   d) When the Nutrition Coordinator is not available, who will temporarily supervise CPA Assistants? Include qualifications. Click or tap to enter staff and credentials.

   <u>CPA Assistant</u>
   a) Attach CPA Assistant job description, including responsibilities and roles in WIC.
      - % of time allocated to this role: Click or tap to add % FTE.
      - What other roles in WIC/Local Agency will the CPA Assistant have? What are plans to ensure separation of duties (IL WIC PM AD 15.3) and ensure adequate time to complete responsibilities and duties (IL WIC AD 11.1)? ☐ N/A
        Click or tap to explain.
   b) Will CPA Assistants provide bi-lingual capabilities or cultural competence? ☐Yes ☐No
   c) If CPA Assistant has higher credentials (e.g., BS or MS) describe how they will still fit the paraprofessional role? ☐ N/A Click or tap to explain.

2) Plans for meeting training requirements.

   <u>Nutrition Coordinator</u>

   a) How will the Nutrition Coordinator be trained on responsibilities? Click or tap to explain.

   <u>CPA Assistant</u>

   a) Training Checklists for Level 1 and Level 2 are available from your RNC. After reviewing checklists, indicate if the timeline, format, or activities for completion of the Department's competency-based training for the CPA Assistants will be modified (e.g., if roles will be more limited, activities may not apply or be done in the recommended order and/or training may focus on specific categories or types of visits).

   ☐ N/A no changes will be made. Click or tap to explain and differences.

   b) CPA Assistants will be trained as: ☐ Level 1 only ☐ Level 2.

   c) How will the Nutrition Coordinator provide support, mentoring and review of competence during the CPA Assistant's training period? Click or tap to explain.

   d) Level 2 CPA Assistant roles should be the WIC staff's primary job duty in WIC. If staff will not be full time (i.e., PRN, combined roles), how will they meet training requirements and stay current on program requirements? ☐ N/A

   Click or tap to explain.

3) How will other WIC staff be trained on the purpose, function, and integration of the approved WIC Paraprofessional Program?

    Click or tap to enter training details.

   a) Where will WPP policies and local agency specific procedures be kept ensuring they are accessible to all WIC staff? Click or tap to explain.

4) Strategies to maintain the program with staff turnover.

   a) What staff do you have that are qualified to follow up on high-risk participants? Include qualifications.

      Click or tap to enter a list of staff and credentials.

   b) What staff do you have that are qualified to be Nutrition Coordinator? ☐ N/A

      Click or tap to enter a list of staff and credentials.

   c) What are plans for recruitment and retention of qualified staff?

      Click or tap to enter a narrative description of plans.

5) Review your local agency procedure for communicating abnormal values and health concerns (IL WIC PM CS 5.1) and attach with WIC Paraprofessional Program procedure. This will be used by your CPA Assistant communicate abnormal values to the Nutrition Coordinator.

6) The CPA Assistant can offer low risk, basic nutrition education and breastfeeding support and must refer high risk, complex problems to the Nutrition Coordinator, designated CPA or Designated Breastfeeding Expert (DBE) per Addendum PPS Guidelines for Referrals for CPA Assistants. After reviewing this document, provide details on <u>how</u> high risk participants will receive referrals and necessary follow up to designated staff?
Click or tap to enter plans for high risk follow up (IL WIC AD 11.3).

Return completed procedure to your RNC to begin the planning and approval process.
<u>Procedure must be approved before implementation of a WIC Paraprofessional Program.</u>

The Nutrition Coordinator must communicate program status information changes (e.g., terminations, hires) to the Regional Nutritionist Consultant or Program.
**Any changes to the approved procedure must be updated and resent for approval. **

Approved By: Click or tap here to enter text.
Date Approved: Click or tap here to enter text.