

IV. ORGANIZATION AND MANAGEMENT

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 - 246.4(a)(4) and (23): 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): 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.

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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:

<u>Position</u>	<u>FTE WIC</u>	<u>FTE In-kind</u>	<u>Total FTE</u>
Director	<u>1</u>	_____	<u>1</u>
Nutritionist	<u>11</u>	_____	<u>11</u>
Vendor Specialist	<u>3</u>	_____	<u>3</u>
Program Specialist	<u>47</u>	_____	<u>47</u>
Financial Specialist	_____	_____	<u>6</u>
Breastfeeding Coordinator	<u>1</u>	_____	<u>1</u>
ADP Specialist	<u>15</u>	_____	<u>15</u>
Intern	___	___	<u>varies</u>
Other (specify):	_____	_____	<u>51</u>
Mgr	12		12
Admin	18		18
Trainer	7		7
Media Specialist	14		14

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 "Nutrition Services Organization Chart" 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 "DSHS Organization Chart" of this section.

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

Yes No

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A. State Staffing

Please include position descriptions in Appendix "Available for review on file at SA - as approved by SWR office" of this section.

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

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	<u>1</u>
Breastfeeding training/promotion and support	<u>4</u>
Nutrition education	<u>4</u>
Monitoring of local agencies	<u>4</u>
Fiscal reporting	<u>5</u>
Food delivery system management	<u>9</u>
Vendor management, including vendor training	<u>6</u>
Staff training and continuing education	<u>14</u>
ADP system development and maintenance	<u>12</u>
Civil rights	<u>1</u>
Coordination with and referrals to other assistance programs and social service agencies	<u>1</u>
Other (specify):	<u>39</u>

Director, administration, local agency coordination, EBT program development, contract management, purchasing, inventory control, client 1-800 line, policy development, marketing, video production, statistical support.

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 "see HHSC Human Resources Manual, Chapter 3, section O on a Drug Free Workplace at <http://hhscx.hhsc.state.tx.us/hr/hrm/contents.htm>" of this section.

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A. State Staffing

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

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B. Evaluation and Selection of Local Agencies

DOES NOT APPLY (PROCEED TO NEXT SECTION)

1. Local Agencies Authorized

78 number of local agencies authorized to provide WIC services last year

77 number of local agencies planned to provide WIC services this year

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

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

annually

on an on-going basis

biennially

other (specify) As needed

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

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):

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	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	coordination with other health care providers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	projected cost of operations/ability to operate with available funds
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	location/participant accessibility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	financial integrity/solvency
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	relative need in the area
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	range and quality of services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	history of performance in other programs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ability to serve projected caseload
<input type="checkbox"/>	<input type="checkbox"/>	other factors:
<input type="checkbox"/>	<input type="checkbox"/>	

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B. Evaluation and Selection of Local Agencies

b. The State agency conducts studies (provide date of most recent study: "as needed") 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 (PFA, 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):

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

- Yes (state duration): **Federal fiscal Year** No

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

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 "Fair Hearing Procedures can be found in the Texas Administrative Code at:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=31&sch=C&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=31&sch=C&rl=Y) - Select rule 31.36"

and/or Procedure Manual (citation):

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):

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

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

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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
- 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, i.e., federal requirements (FR), recommended criteria (RC), best practices (BP).

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 (FR), recommended criteria (RC), best practices (BP).

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?

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

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C. Local Agency Staffing

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): **As needed**

- by function
 - program management
 - food delivery
 - certification
 - nutrition education
 - breastfeeding promotion and support
 - other (specify): **all functions, as needed**

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

- 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 (cite):

3. Local Agency Breastfeeding Staffing Requirement

a. The local agency has designated a staff person to coordinate breastfeeding promotion and support activities.

- Yes No

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.

- Yes No

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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: Texas Department of State Health Services, to the extent all services at DSHS are subject to the department's plan.
 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

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D. Disaster Plan