

**UMATILLA MORROW HEAD START INC.
WIC PROGRAM
POLICY AND PROCEDURES**

PROGRAM SELF ASSESSMENT

Policy: Umatilla Morrow Head Start, Inc, WIC Program will complete an annual program assessment to assure that we are meeting Oregon WIC Program Standards and to assure ongoing quality services to families.

Procedure:

1. In the month of January, WIC staff will participate in a program assessment. Each clinic will complete the Oregon WIC Review Tool – Compliance Findings, the Farm Direct Nutrition Program Review Tool – Compliance Findings, the Oregon WIC Client Record Review tool and the Breastfeeding Peer Counseling Program Review Tool-Compliance Findings.
2. UMCHS WIC Operations manager will compile the information. Information will be shared with WIC Staff at the following WIC in-service meeting, with recommendations for improvement.
3. WIC Operations manager will do a monthly monitor (refer to schedule below). Each clinic will receive a copy of the monitor with feedback within 15 days of monitor completion. WIC Operations Manager will complete any follow up action needed and record on the monitor.
4. WIC Operations Manager will maintain copies of the monitors for three years.

WIC Operations Monitor Schedule		
Clinic Monitor To include: formula stock, FI's, breast pump logs/call backs	Group Education Observation	Client Record Review Certification observation
July October January April	August November February May	September December March June