

THE WIC NUTRITION EDUCATION/BREASTFEEDING TIME STUDY

This document explains the purpose, methods, forms and instructions for conducting the WIC local agency Nutrition Education and Breastfeeding Time Study (NEBFTS). Nutrition Education is referred to as “NE” throughout the text.

I. PURPOSE AND OVERVIEW

A. Federal Requirements

Public Law 101-147, enacted in 1989, mandates WIC agencies to report breastfeeding promotion and education expenditures, beyond the required nutrition education expenditures. USDA specifies a minimum expenditure level annually. Nutrition education and breastfeeding promotion and education expenditures are documented using the methods outlined in this document.

WIC Federal Regulations (Section 246.12(b)(2)) require that during each fiscal year, an amount, equal to at least one-sixth (2/3%) of the funds expended by each state agency for administrative costs, are utilized for NE.

Future funding for the WIC local agency nutrition education and breastfeeding promotion activities are dependent upon completing and submitting the time study forms.

B. Michigan WIC NE/Breastfeeding Time Study Overview

Michigan WIC is authorized to complete its annual NE time study using a representative sample of local WIC agencies (1/3 each year). Selected WIC agencies must participate at least once in each three-year cycle.

Each local agency records time study data for three, one-week periods, designated Periods I, II and III. Participating agencies will be provided with notice of specific scheduled dates for each data collection period. Any exception to the schedule must be submitted in writing and have written approval from MDCH-WIC Division. Please forward any request for time study schedule adjustments to your WIC NPE Consultant.

During the weeks of data collection, agency WIC staff record the amount of time spent performing the following activities:

- Nutrition Education (other than breastfeeding),
- Breastfeeding Promotion and Education,
- Other WIC Activities (non-nutrition education or breastfeeding), and
- Other Non-WIC Activities (*for internal use only*)

Completed forms are submitted to the WIC Coordinator, who checks for accuracy, then submits the data to MDCH/WIC Division at the end of each data collection period.

II. PROCEDURES FOR COMPLETING TIME STUDY FORMS

For those agencies selected to administer the time study, the two forms which must be completed for each employee are:

- A. TS-151 (one for each 5 day period, 15 total)
- B. TS-152 (one for each period, 3 total)

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A. TS-151: Employee Daily Activity Log

All WIC-funded employees, contractual employees, and in-kind providers who provide WIC services must complete a TS-151 each day of the specified data collection periods. **Exception:** Those employees who spend less than 5% of their duties on NE and breastfeeding activities (combined) may be excluded from the time study.

There are 5 business days per day, data collection period. Each participating employee will complete one TS-151 form for each 5-day period (for a total of 15 days). The WIC Coordinator should review these forms for accuracy and completeness before weekly period totals are entered on the TS-152 form.

Contractual employees should also complete a TS-151 form if they are involved in providing nutrition education activities. If the time recorded for the contractual employee is not typical for that person, the Coordinator should contact their NPE WIC Consultant for assistance.

Instructions for completing Form TS-151

1. Table I. See sample attachment. The WIC Coordinator should review all sections following employee completion.
2. Activity Descriptions. This space is used to identify a distinct activity. See Section III of this document for the types of activities that qualify as nutrition education or breastfeeding promotion and education.
3. Time Start/Stop. Enter the actual starting and ending time to nearest 5 minutes. The amount of total minutes should also be placed in the appropriate activity column, or divided among the appropriate columns.
4. Column A. Enter the total minutes of nutrition education, other than breastfeeding, in this column.
5. Column B. Enter the total minutes of activity related to breastfeeding promotion and support.
6. Column C. Enter the total minutes in this column if the activity meets the definition of a WIC activity but is not NE or Breastfeeding Support. Also, break time, leave time, etc., should be recorded in this column, when the time is budgeted to the WIC program (see Section III of this document). **Note:** This data is currently not required for the NEBFTS, but may be useful as a local agency assessment tool.
7. Column D. Enter the total minutes in this column if the activity meets the definition of a non-WIC activity and relates to another program such as Immunizations, MSS, etc. Also, break time, leave time, etc., should be recorded this column when the time is budgeted to a non-WIC program (see Section III of this document). Column C. Enter the total minutes in this column if the activity meets the definition of a WIC activity but is not NE or Breastfeeding Support. Also, break time, leave time, etc., should be recorded in this column, when the time is budgeted to the WIC program (see Section III of this document). **Note:** This data is currently not required for the NEBFTS, but may be useful as a local agency assessment tool.
8. Column E. Enter the sum of the total minutes recorded in columns A, B, C, and D for the activity.
9. Daily Totals (across the bottom of the form). Tally the total minutes for columns A, B, C and D. The sum of the totals should equal the sum of the totals in column E.

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NOTE: If new employees are added during periods II or III, please use a TS-151 to include the new employees.

B. TS-152: Periodic Activity Summary

This form must be completed with data taken from completed TS-151 daily activity logs. Please submit one TS-152 form for each employee, along with the TS-151 forms after each time study week. **Instructions for completing Form TS-152 are included on the form.**

III. TIME STUDY ACTIVITIES

A. Definition and Description of Nutrition Education Activities

Definition: a trained professional conducts nutrition education. It includes both the communication of food and nutrition facts appropriate to the needs of the client and the evaluation of the educational program's effectiveness. Nutrition education should encourage the client's motivation and increase knowledge, awareness and skills in making informed decisions about diet and nutrition practices. NE includes four steps:

1. Evaluation of the individual's nutrition knowledge and eating practices, as well as health and socio-cultural status. Determination of educational needs and objectives.
2. Development of an instructional program that meets identified objectives and is compatible with past experiences, reading and learning abilities.
3. Implementation of the instructional program.
4. Evaluation of comprehension to determine the instructional program's effectiveness.

Description: Activities that should be counted in **Column A on Form TS-151 as NE activities** include any one of the three classifications of activities: nutrition education sessions, nutrition education counseling, and nutrition education support services.

1. **NE Session** is a general approach to resolve specific nutrition-related health problems. Nutrition education sessions may be provided in an individual or group setting. In a group setting, clients should be grouped according to their educational needs and skill levels. For instance, nutrition education sessions may include:
 - a. Risk eligibility
 - b. Nutritional objectives
 - c. Nutritional value of eligible foods
 - d. WIC supplements to the total diet
 - e. WIC food consumption by participant
 - f. Diet/health services relationship(s)
 - g. Nutrition facts appropriate to each participant's cultural nutrition/health needs and level of understanding
 - h. Counseling, including the development of a nutrition care plan and documentation of the counseling session. The definition of this NE activity is consistent with the Policy and Procedure Manual, Chapter 6.02.

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NE Sessions do not include:

- a. Completion of dietary questionnaires,
- b. The measurement and recording of anthropometric, and
- c. Hematocrit/hemoglobin data collection and recording.

2. NE and Counseling is a one-on-one process in which the client and a registered dietitian address individualized nutrition problems. Nutrition counseling strives to increase knowledge and establish or reinforce health behaviors that will improve or restore health and, if needed, control disease. The nutrition counseling process has five principal components:

- a. Review of the client's nutritional assessment findings, knowledge of nutrition and health facts, and current health attitudes and values.
- b. Development of long-term nutrition goals, objectives and a plan of action with the client's involvement. Each goal should have short-term objectives for behavioral change.
- c. Communication of selected nutrition and health facts and appropriate behavioral change techniques.
- d. Evaluation of the client's understanding of the instructional information given in counseling.
- e. Provision of follow-up sessions, as necessary, to evaluate and support the behaviors needed to achieve objectives.

NE and Counseling consist of the following:

- a. Clarification of the purpose of the session.
- b. Assessment of the client's present nutrition knowledge and values.
- c. Specific suggestions related to the client's cultural pattern, educational level and socioeconomic status.
- d. Involvement of the client in identifying goal(s) and planning objectives.
- e. Explanation of any materials supplied.
- f. Active participation in the education and counseling sessions.
- g. Sufficient time for questions and answers.
- h. Use of easily understood language with explanations of any unfamiliar words or phrases.

The client has the responsibility to recognize that a problem needs to be addressed and be willing to take a responsible role in the education and counseling process. Clients need to supply accurate and complete information, analyze the lifestyle habits that could be willingly changed, request clarification of questions and issues as needed, and take responsibility for behavioral changes that have been agreed upon.

Nutrition education and counseling are evaluated to measure the effectiveness and appropriateness of an activity or intervention in producing desired changes. When evaluation is performed throughout the education or counseling session, it identifies the effectiveness of the instructional technique and assists in planning future sessions. Outcomes of nutrition education or counseling sessions include changes in knowledge, attitudes, behaviors and ultimately, in improved nutritional status. All activities and evaluations occurring in nutrition education and counseling sessions need to be documented in the client record.

3. NE Support Services are defined as those activities that are performed to prepare and assist in the actual provision of NE encounters. Any support services specifically related to breastfeeding should be documented in the breastfeeding column (B). Those time measurable activities include the following distinct categories:

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- a. Development of NE materials. Such activity includes the creation, adaptation, and review of NE materials (printed and audio-visual materials, lesson plans, etc.)
- b. Staffing of qualified/trained NE personnel to provide NE encounters and services. This category includes time spent directly orienting, supervising, and scheduling qualified NE personnel. It also includes time spent attending nutrition related NE training in services and conferences. Time used to arrange for NE encounter services provided by qualified personnel of other community agencies (EFNEP, Project FRESH, etc.) should be included.
- c. Documentation of NE records (including logs and referrals to other NE service providers, which can be accurately interpreted by supervisors and the subsequent file reviewers). This time measurement involves post-encounter completion of required NE file records.
- d. Evaluation of NE contact services. This activity includes four types of evaluation activity:
 - 1). Time spent to develop and apply methods to measure (post-tests, written/verbal) participant/caretaker comprehension and retention of NE concepts, and/or behavioral changes.
 - 2). The follow-up and evaluation of NE referrals to other nutrition and/or medical services' providers.
 - 3). Time spent in completing and processing NE time study forms.
 - 4). The review of NE program participation and effectiveness.

B. Definition and Description of Breastfeeding Promotion & Support Activities

Definition: Breastfeeding Promotion and Support Activities are all staff activities related to promotion of breastfeeding and may include non-WIC staff breastfeeding promotion activities as well as WIC-funded staff.

Description: The activities that fall under this category are reported in **Column B of Form TS-151**. The **Breastfeeding Promotion Activities** include:

- a. Review or development of educational materials.
- b. Provision of information, education and counseling regarding breastfeeding.
- c. Staff training.
- d. Peer counseling, training and development.
- e. Outreach activities.
- f. Community network activities.
- g. Promotion of a positive clinic environment.
- h. Evaluation of breastfeeding promotion activities.
- i. Documentation of breastfeeding promotion activities.

C. Definition and Description of Other WIC (Non-NE) Activity

Definition: Other WIC (Non-NE) activity includes all work activity paid by the WIC program, that is not designated as NE or breastfeeding activity.

Description: This includes sick and vacation leave time, break time, etc., when the employee is not temporarily replaced. If absentees are replaced, the substituted employee should complete the time study daily log form.

The activities that fall under this category are recorded in Column C of Form TS-151. **This data is currently not required for the NEBFTS, but may be useful as a local agency assessment tool.**

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D. Definition and Description of Non-WIC Activity

Definition: This time usage category is used to account for other program work time of employees participating in the time study.

Description: This is for any activity performed by an employee when the activity is in another program other than WIC (such as EPSDT, MSS, etc.). This category includes WIC employees who also are funded to work in EPSDT, MSS, etc.

The activities that fall under this category are recorded in Column D of Form TS-151.

Note: This data is currently not required for the NEBFTS, but may be useful as a local agency assessment tool.

IV. SUBMITTING TIME STUDY DATA TO MDCH WIC DIVISION

- A. The data collection periods are scheduled by MDCH WIC Division through a random selection process. Participating agencies will be notified 4-6 weeks before the time study week. WIC Coordinators need to select and train all staff members before the time study begins.
- B. The WIC Coordinator needs to review all TS-151 daily log sheets for accurate completion before posting weekly totals on the TS-152 - Activity Summary. If an employee is absent or has no scheduled work hours in an assigned time logging day, it is not necessary to submit a TS-151, as long as the missing day is accounted for on the TS-152, Activity Summary. *If a temporary substitute worker replaces an absent employee, the Coordinator may elect to log the substitute's time, if that time is representative of the employee's work.
- C. Please submit the TS-151 and TS-152 forms **after each period has been completed.** There are three methods for returning forms:
 - i. E-mail: Send all forms to Denise Phenicie at phenicied@michigan.gov
 - ii. Diskette via Mail: Save all completed forms to the diskette provided.
 - iii. Hard copies: Staple each TS-152 on top of an employee's TS-151 forms

**Send diskette or hard copies to:
Denise Phenicie, TEC Secretary
WIC Division/MDCH
P.O. Box 30195
Lansing, MI 48909**

- D. Contact your NPE WIC Consultant if you have problems or questions.