APPENDIX I:
Sample Follow-up Email to WIC State Agencies

OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

Good Morning,

Thank you for submitting the April WIC participant characteristic data for [STATE].   The diagnostic tables have been prepared and reviewed. Attached you will find some suggestions and questions raised during an evaluation of the tables. Relevant tables have also been included for ease of review.

After you have a chance to review the questions and the tables, we would appreciate your feedback, or we are happy to discuss them with you in a brief conference call and answer any questions you may have. Please respond by [DATE] or let me know when would be a convenient time for you in the next week to schedule a conference call. I can be reached by phone at [ANALYST PHONE] or by email at [ANALYST EMAIL].

Sincerely,

[ANALYST SIGNATURE]

The document below is a sample of the issue memo sent with the follow-up email. The issue memos have copies of diagnostic tables attached illustrating each WIC SA's specific issues in the data.

[DATE]

MEMORANDUM

To:	[WIC SA PC CONTACT]
CC:	[ADDITIONAL WIC SA STAFF]
From:	[ANALYST]
Subject:	[STATE]'s WIC PC[YEAR] Data Submission

Thank you for submitting the April WIC participant characteristics data for [STATE]. We have thoroughly reviewed the data and would like to talk with you about some aspects of the submission. These issues are described below and the relevant tables have been attached. Please let me know when we can set up a conference call to discuss the data submission and any next steps we might take. I can be reached at [ANALYST PHONE] or [ANALYST EMAIL].

Income or Income Range – Table 38
No participants have $0 income. Does [STATE] truly have no participants with $0 income, or are there any reasons for this missing data? Also, approximately 8 percent of participants reported an income of $1. A numeric value of 1 should indicate an actual dollar amount, not missing data. Please let us know if these income values are $1 or if they may indicate missing values or participants without income.

Nutritional Risk Code #2 – Table 44
More than half of infants and children are missing a second nutritional risk code. We expect most infants and children to have more than one nutritional risk code. Please describe any factors or policies that could contribute to these high missing values for infants and children.

Date Breastfeeding Data Collected – Table 84
This table displays data on infants and children who were 6 to 13 months old in April [YEAR]. Within this group, 21 percent infants and children who reported that they were currently breastfeeding were between 0 and 4 months of age when breastfeeding data were collected, including 9 percent for whom this information was collected at birth. This indicates that the breastfeeding information is old and will likely provide an inaccurate estimate of breastfeeding duration in [STATE]. Is [STATE] able to report a date that more accurately reflects when the breastfeeding data were collected or confirmed for these infants and children?

Food Package Codes – Table 87a
Food package prescriptions are expected to be reported for all participants (except partially breastfeeding women who do not receive a food package). Nearly 15 percent of [STATE]'s participants are missing food package code data. Please explain what accounts for these missing data.

Preliminary Statistics for Minimum Data Set
State/Agency: State Name
Table 38
Distribution of Certification Category by Presence of Income or Adjunctive Income Range

The FREQ Procedure

Frequency Percent	Table of cert_cat by p2			
cert_cat(Certification Category)	p2(Any Income Reported)			
	Missing	$1	> $1	Total
Pregnant Women	0 0.00	5 0.44	61 5.41	66 5.85
Breastfeeding Women	0 0.00	13 1.15	125 11.08	138 12.23
Postpartum Women	0 0.00	7 0.62	117 10.37	124 10.99
Infant (< 12)	3 0.27	13 1.15	185 16.40	201 17.82
Child (12-59)	1 0.09	49 4.34	549 48.67	599 53.10
Total	4 0.35	87 7.71	1037 91.93	1128 100.00

There are no participants who reported a $0 income. Does *State Name* truly have no participants with $0 income, or are there any reasons for this missing data?

Approximately 8 percent of participants reported have an income of $1. A numeric value of 1 should indicate an actual dollar amount, not missing data.

Please indicated if these income values are $1 or if they may indicate missing values.

Preliminary Statistics for Minimum Data Set
State/Agency: State Name
Table 44
Distribution of Certification Category by NAWD Code 2

The FREQ Procedure

Frequency / Row Pct

Table of cert_cat by nawd2

cert_cat (Certification Category)	Missing	nawd2 (Nutritional Risk #2) A10	A20	A30	A40	A50	A90	B10	C10	C20	C30	C40	C50	C60
Pregnant Women	12 / 18.18	1 / 1.52	11 / 16.67	0 / 0.00	20 / 30.30	0 / 0.00	0 / 0.00	3 / 4.55	2 / 3.03	0 / 0.00	4 / 6.06	2 / 3.03	2 / 3.03	1 / 1.52
Breastfeeding Women	41 / 29.71	1 / 0.72	17 / 12.32	0 / 0.00	30 / 21.74	0 / 0.00	0 / 0.00	13 / 9.42	2 / 1.45	9 / 6.52	0 / 0.00	1 / 0.72	6 / 4.35	0 / 0.00
Postpartum Women	26 / 20.97	2 / 1.61	11 / 8.87	0 / 0.00	30 / 24.19	0 / 0.00	0 / 0.00	28 / 22.58	1 / 0.81	3 / 2.42	1 / 0.81	6 / 4.84	7 / 5.65	0 / 0.00
Infant (< 12)	111 / 55.22	4 / 1.99	2 / 1.00	2 / 1.00	4 / 1.99	11 / 5.47	1 / 0.50	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00
Child (12-59)	352 / 58.76	1 / 0.17	19 / 3.17	16 / 2.67	24 / 4.01	19 / 3.17	0 / 0.00	35 / 5.84	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00	8 / 1.34	0 / 0.00
Total	542	9	60	18	108	30	1	79	5	12	5	9	23	1

55 percent of infants and 59 percent of children are missing Nutritional Risk Code #2. This is higher than expected.

Please describe any factors or polices that could contribute to these high missing values for infants and children.

Preliminary Statistics for Minimum Data Set
State/Agency: State Name
Table 84
Distribution of Currently Breastfeeding by Date Breastfeeding Data Collected
For Infants and Children 6 to 13 Months at Reference Date

The FREQ Procedure

Frequency Row Pct	Table of cbrstfed by bfmonths														
cbrstfed(Currently Breastfeeding)	bfmonths(Age in Months at Breastfeeding Response)														
	Missing	0	1	2	3	4	5	6	7	8	9	10	11	12	Total
Missing	3 100.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	3
Yes	0 0.00	6 8.70	1 1.45	2 2.90	3 4.35	3 4.35	0 0.00	10 14.49	11 15.94	8 11.59	12 17.39	9 13.04	2 2.90	2 2.90	69
No	0 0.00	3 2.05	2 1.37	0 0.00	1 0.68	4 2.74	3 2.05	19 13.01	13 8.90	23 15.75	42 28.77	22 15.07	5 3.42	9 6.16	146
Total	3	9	3	2	4	7	3	29	24	31	54	31	7	11	218

21 percent of infants and children (6 to 13 months old) who answered YES to currently breastfeeding were between 0 and 4 months old when breastfeeding data were collected; nearly 9 percent were collected at birth.

This indicates that the breastfeeding information is old, and will likely provide an inaccurate estimate of breastfeeding in *State Name*.

Is *State Name* able to report a date that more accurately reflects when the breastfeeding data was collected/confirmed for these infants and children?

Preliminary Statistics for Minimum Data Set
State/Agency: State Name
Table 87a
Distribution of Food Package Codes

The FREQ Procedure

Food package prescriptions are expected to be reported for all participants (except partially breastfeeding women who do not receive a food package).

Nearly 15 percent of *State Name's* participants are missing Food Package Code data. Please explain what accounts for these missing data.

Food Package Codes	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing	163	14.45	163	14.45
00068	3	0.27	166	14.72
00585	1	0.09	167	14.80
12542	49	4.34	216	19.15
12596	3	0.27	219	19.41
12601	4	0.35	223	19.77
12618	3	0.27	226	20.04
12619	1	0.09	227	20.12
12621	29	2.57	256	22.70
12660	69	6.12	325	28.81
12674	8	0.71	333	29.52
12677	9	0.80	342	30.32
12681	1	0.09	343	30.41
12712	6	0.53	349	30.94
12713	12	1.06	361	32.00
12714	245	21.72	606	53.72
12715	16	1.42	622	55.14
12732	2	0.18	624	55.32
12733	1	0.09	625	55.41
12740	6	0.53	631	55.94