


# Attachment J Gold Evaluation Worksheet


Phase II - State Agency Review
Search this site

WIC LSA APPLICATIONS
PARTNERWEB HOME PAGE
FNIC
SA REVIEW
REGIONS
SITE MANAGERS

WIC LSA Home


SA Review

Regions

Contacts

People and Groups

Site Contents



**Instructions for State Agency Evaluations**

**STEPS AND FUNCTIONS FOR STATE AGENCIES**

**Step 1: Open Gold Evaluation Instructions**

[Open Gold Evaluation Instructions](#)  
This link will open the Gold evaluation instructions required to complete an evaluation worksheet for each application. Print the instructions to reference throughout the evaluation process.

[Sign Off and Make Recommendations](#)  
Under "My Evaluations", you will see new listings as you answer the evaluations questions. Once you are finished evaluating, click the "edit" icon to sign off and make your recommendations.

**Step 2: Read Applications from Your State and Open Evaluation Worksheet**

[Read Applications from Your State](#)  
To begin Step 2 locate the section "Applications and Evaluation Worksheets". Click the → next to your State to expand the view of all applications submitted within your State. The applications are located in the "name" column. Either click the local Agency name to open the .zip files or right click on the drop down menu icon, select "download a copy" from the menu, and save the application packet for easy access. The .zip file contains the completed application forms and all of the documentation submitted by the local agency. Return to State Agency Review window.

[Open Evaluation Worksheet](#)  
To score an application, you will need to open an evaluation worksheet. Go back to the "Applications and Evaluation Worksheets" section. To the far left, you will see a column named "edit". This is where the evaluation worksheets are located. Each application has its own evaluation worksheet. To open the evaluation worksheet for the application you are evaluating, click the "edit" icon to the left of the local agency name.

**Step 3: Gold Premiere/Elite Evaluations**

[Open Gold Premiere/Elite Instructions](#)  
You must complete the Gold award evaluation before starting the Premiere/Elite evaluation. The evaluation instructions required to complete an evaluation worksheet for each application. Prior the evaluation process. If you need to reopen an application follow the instructions in step 2.

[Open Evaluation Worksheet](#)  
To score the Premiere/Elite application, you will need to go back to the evaluation worksheet. Evaluation Worksheets" section. To the far left, you will see a column named "edit". This is where each application has its own evaluation worksheet. To open the evaluation worksheet for the application to the left of the local agency name.

**WIC Breastfeeding Data Local Agency Report**

[Performance Data](#)  
Local agency performance data is required for the Premiere and Elite awards. Use the data from Premiere/Elite evaluation instructions.

**ANNOUNCEMENTS**

OMB Disclosure new 9/24/2020 3:17 PM  
by Terra Newman

This information is being collected to assist the Food and Nutrition Service in implementing a program to recognize exemplary breastfeeding support practices at WIC local agencies and clinics. This is a voluntary collection and FNS will use the information...

(More Announcements...)

[Add new announcement](#)

**APPLICATIONS AND EVALUATION WORKSHEETS**

Edit	Local Agency Name	State-Status	Worked By	Type	Name
	State : (1)				
	Not Started		Terra Newman		1 23 PM

[Add document](#)

**MY EVALUATIONS - CLICK "EDIT" TO SEE THE FULL DETAILS AND/OR CONTINUE EDITING**

Edit	State	ID	State-Status	Local Agency Name	GScore	SA-Recommendation for Gold	gold-eligibility	pscore	SA-Recommendation-Premiere-Elite	pscore-PC	pscore
		412	Not Started		0	Not Started	Ineligible - GS core under 30		0	Not Started	0

[Add document](#)

In accordance to Section 231 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) (Public Law 111-296), this information is being collected to assist the Food and Nutrition Service in implementing a program to recognize exemplary breastfeeding support practices at WIC local agencies and clinics. This is a voluntary collection, but failure to provide the requested information in full will prevent applicants from being considered for recognition. FNS will use the information to improve the delivery and tailoring of WIC services and increase satisfaction of both staff and participants. This collection requests only minimal personally identifiable information (email address) which will not be used routinely to retrieve records under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0591. The time required to complete this information collection is estimated to average 1.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S.

Gold Award Evaluation

OMB Control Number: 0584-0591

Expiration date: xx/xx/20xx

Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th floor, Alexandria, VA 22314 ATTN: PRA (0584-0591). Do not return the completed form to this address.

# Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

FY \*  2020

State \*

Local Agency Name \*

Name of the applicant, as is stated in the application

FNSRO \*  NERO  
 MARO  
 SERO  
 MWRO  
 MPRO  
 SWRO  
 WRO

This is the region operationally responsible for the State

Prescreen for Gold

Prior Gold Awardee

Has your Local Agency received a Gold award in the past 4 years?

Prior Award Year

If Prior Gold Awardee, choose the year the Local Agency received a Gold Award. Scroll down to the Premiere/Elite section to complete the evaluation

Gold-Q1a  Yes  
 No  
 -

Does the local agency conduct an annual needs assessment that identifies each of the following:

- a) the top 2 priorities for your target audience;
- b) where gaps exist in breastfeeding services and resources within your target audience that can be addressed through peer counseling; and
- c) where improvements in your program are needed?

Gold-Q1b  Yes  
 No  
 -

# Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

Does the documentation meet the requirements as listed in the instructions?

Gold-Q2a

**Yes**

**No**

-

Applicant Response for:

Do you have a protocol that describes how peer counselors address a mother's concerns and needs outside of usual clinic hours, including how peer counselors make after-hour referrals?

Gold-Q2b

**Yes**

**No**

-

Does the documentation meet the requirements as listed in the instructions?

Gold-Q3

**Yes**

**No**

-

Applicant Response for:

Do you have opportunities for peer counselors to observe and shadow experienced lactation experts and more experienced peer counselors?

Gold-Q4

**Yes**

**No**

-

Applicant Response for:

Do you routinely monitor the work of peer counselors through spot checks, chart reviews or contact forms?

Gold-Q5

**Yes**

**No**

-

Applicant Response for:

Do you routinely observe newly trained peer counselors during contacts with mothers to provide guidance and affirmation.

# Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

Gold-Q6

**Yes**

**No**

-

Applicant Response for:

Do you schedule routine meetings to discuss case studies with your peer counselors?

Gold-Q7

**Yes**

**No**

-

Applicant Response for:

Do you have adequate supervision of peer counselors by staff with advanced lactation training?

Adequate supervision is defined as having at least a .25 full time employee (FTE) supervisor for every 5 peer counselors.

Gold-Q8a

**Yes**

**No**

-

Applicant Response for:

Do you have a written defined scope of practice for peer counselors, limited to supporting normal breastfeeding, that describes the peer counselor's role to provide basic breastfeeding education and support to WIC mothers?

Gold-Q8b

**Yes**

**No**

-

Does the documentation meet the requirements as listed in the instructions?

Gold-Q9a

**Yes**

**No**

-

Applicant Response for:

Do you have a process/protocol in place that lists when the peer counselors should "yield" breastfeeding concerns and conditions that are outside the scope of practice of the peer counselor to a Designated Breastfeeding Expert?

Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

Gold-Q9b

**Yes**

**No**

-

Does the documentation meet the requirements as listed in the instructions?

Gold-Q10a

**Yes**

**No**

-

Applicant Response for:

Do you have a process/protocol in place for WIC staff to refer WIC participants to peer counselors as part of your usual WIC certification, assessment and nutrition education process?

Gold-Q10b

**Yes**

**No**

-

Does the documentation meet the requirements as listed in the instructions?

Gold-Q11

**Yes**

**No**

-

Applicant Response for:

Do peer counselors routinely contact mothers, at a minimum, monthly during pregnancy and weekly 2 weeks prior to a woman's expected delivery date?

Gold-Q12

**Yes**

**No**

-

Applicant Response for:

Do peer counselors routinely contact mothers, at a minimum, every 2-3 days in the first week after delivery AND within 24 hours if the mother reports problems with breastfeeding AND weekly throughout the rest of the first month?

Gold-Q13

**Yes**

**No**

-

Gold-Q14

Applicant Response for:  
Do peer counselors routinely contact mothers after a woman's first month postpartum, at a minimum, monthly, as long as things are going well?

- Yes**
- No**
- 

Gold-Q15

Applicant Response for:  
Do peer counselors routinely contact mothers after a woman's first month postpartum, at a minimum, 1-2 weeks before the mother plans to return to work or school AND 1-2 days after she returns to work or school?

- Yes**
- No**
- 

Gold-Q16

Applicant Response for:  
Was the partnership developed to solve an existing problem or gap in breastfeeding support services?

- Yes**
- No**
- 

Gold-Q17

Applicant Response for:  
Are the resources each partner brings to the partnership clearly delineated?

- Yes**
- No**
- 

Gold-Q18

Applicant Response for:  
Does the partnership have goals that have been agreed upon by the members of the partnership?

- Yes**
- No**
- 

Applicant Response for:  
Are the roles and responsibilities clearly identified and understood by all members of the partnership?

# Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

Gold-Q19

**Yes**

**No**

-

Applicant Response for:

Does the partnership have activities that have been agreed upon by the members of the partnership?

Gold-Q20

**Yes**

**No**

-

Applicant Response for:

Has the partnership produced results that provide an ongoing benefit?

Gold-Q21

**Yes**

**No**

-

Applicant Response for:

Do you have a supportive clinic environment for breastfeeding that visibly endorses breastfeeding as the preferred method of infant feeding?

Gold-Q22

**Yes**

**No**

-

Applicant Response for:

Do you have policies that support a clinic environment where participants feel comfortable breastfeeding?

Gold-Q23a

**Yes**

**No**

-

Applicant Response for:

Do you have policies and procedures that encourage and support exclusive breastfeeding among prenatal and postpartum WIC participants?

Gold-Q23b

**Yes**

**No**

-



Gold-Q24

Does the documentation meet the requirements as listed in the instructions?

- Yes**
- No**
- 

Gold-Q25a

Do you ensure that all staff are trained to support the goal of exclusive breastfeeding with WIC participants using the FNS-developed competency-based breastfeeding curriculum?

- Yes**
- No**
- 

Gold-Q25b

Do you have policies and procedures that require staff to assess, and individually tailor food packages to all breastfeeding dyads when infant formula is requested?

- Yes**
- No**
- 

Gold-Q26

Does the documentation meet the requirements as listed in the instructions?

- Yes**
- No**
- 

Gold-Q27

Does new clinic staff orientation include breastfeeding policies and procedures especially related to supporting exclusive breastfeeding?

- Yes**
- No**
- 

Gold-Q28

Applicant Response for:  
Do you provide ongoing training to all WIC staff using the FNS-developed competency-based breastfeeding curriculum, or similar State-developed training based on FNS-developed competency-based breastfeeding curriculum?

- Yes**
- No**
-

Gold-Q29a

Applicant Response for:  
Do you have ongoing continuing education on breastfeeding for all staff through regularly scheduled staff trainings and other educational opportunities?

- Yes**
- No**
- 

Gold-Q29b

Applicant Response for:  
Do you have policies and procedures that require support for breastfeeding mothers, especially during the early postpartum period, that assist mothers in continuing exclusive breastfeeding for as long as possible?

- Yes**
- No**
- 

Gold-Q30

Does the documentation meet the requirements as listed in the instructions?

- Yes**
- No**
- 

STOP-HERE-Gold

Do you have policies that ensure all participant breastfeeding concerns are addressed according to established time frames?

When you have completed questions 1 through 30 scroll down to the bottom of this page and click OK to view score.

# Gold Award Evaluation

OMB Control Number: 0584-0591  
Expiration date: xx/xx/20xx

State-Status

- Not Started
- Not Finished
- Finished

SA-Recommendation for Gold \*

- Not Started
- No Recommendation
- Recommend Gold

SA-Recommendation-Premiere-Elite \*

- Not Started
- No Recommendation
- Recommend - Premiere
- Recommend - Elite

Justification for No Recommendation

Justification for No Recommendation

Version:  
Created at by  
Last modified at by

SAVE CANCEL