

Appendix I.
Sample Follow-Up Email to
State Agencies

Good Afternoon/Morning,

Thank you for submitting the WIC [LONGITUDINAL/EBT] data for [STATE]. We reviewed your data using a series of diagnostic tables. Attached you will find some suggestions and questions raised during our 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, which you may provide via email or in a brief conference call during which we will answer any questions you may have. Please respond by [DATE] or let me know when we can schedule a conference call within the next week. I can be reached by email at [ANALYST EMAIL] or by phone at [ANALYST PHONE] .

Sincerely,

[ANALYST SIGNATURE]

This information is being collected from State agencies to enable the Food and Nutrition Service (FNS) to prepare biennial reports on WIC participant and program characteristics. This is a mandatory collection authorized under 7 CFR §246.25(b) (3). FNS uses the data from these reports to estimate budgets, submit civil rights reporting, identify needs for research, and to develop and review WIC policies and procedures. Under the Privacy Act of 1974 and the System of Record Notice FNS-8 USDA/FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the law. 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 0584-0609. The time required to complete this information collection is estimated to average 30 minutes 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. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0609). Do not return the completed form to this address.*

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 State agency's specific issues in the data.



An Employee-Owned
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Memorandum

Date: [DATE]
To: [WIC PC CONTACT]
CC: [ADDITIONAL WIC STAFF]
From: [ANALYST]
Subject: [STATE]'s WIC PC [YEAR] [LONGITUDINAL/EBT] Data Submission

Thank you for submitting the WIC [LONGITUDINAL/EBT] data for [STATE AGENCY]. We have thoroughly reviewed the data and would like your feedback regarding some aspects of the submission. We describe our questions below and attach the relevant tables. We describe our questions below and attach the relevant tables.

Please either send back responses to our questions via email by [DATE] or let us know when you are available for a conference call to discuss the data submission and any next steps we might take. I can be reached at [ANALYST EMAIL] or [ANALYST PHONE].

Income - Table G10

Approximately 39 percent of participants have missing income, and no participants have \$0 income. Can [STATE] confirm no participants have \$0 income and provide data for the participants missing income reporting?

Nutritional Risk Code 2 - Table H3

About 7 percent of postpartum women are assigned nutritional risk codes associated with category N30, which is for breastfeeding women and infants. In PC [PREVIOUS STUDY YEAR], [STATE AGENCY] explained that these mothers were breastfeeding at the time of certification but when the data was pulled, their categories were changed to not breastfeeding/postpartum.

- If this explanation is still true, please check here:

Date Breastfeeding Data Collected - K12

This table displays data on infants and children who were 9–13 months old in April [YEAR]. Within this group, 20 percent of the infants and children who were reported to be 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 AGENCY]. Is [STATE AGENCY] 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 M8

Food package prescriptions should be reported for all participants (except partially breastfeeding women who do not receive a food package). About 20 percent of [STATE AGENCY]'s participants are missing food package code data (i.e., "null food package"). Please provide food package prescription for these participants or explain what accounts for these missing data.

Preliminary Statistics for Minimum Data Set*State/Agency: State Name***Table G10****Distribution of Certification Category by Presence of Income or Adjunctive Income Range**

| Frequency Percent | Table of cert_cat by p2 | | | | |
|----------------------|-------------------------------------|-------------------------|----------------|-----------------|-------|
| | cert_cat(Certification Category) | p2(Any Income Reported) | | | Total |
| | | Missing | \$1 | > \$1 | |
| Pregnant Women | 3,261 3.4 | 2 0.0 | 5,404 5.6 | 8,667 9.1 | |
| Breastfeeding Women | 3,036 3.2 | 0 0.0 | 3,982 4.2 | 7,018 7.3 | |
| Postpartum Women | 2,889 3.0 | 2 0.0 | 2,119 2.2 | 5,010 5.2 | |
| Infants (< 12 mos) | 8,563 8.9 | 2 0.0 | 10,410 10.9 | 18,975 19.8 | |
| Children (12-59 mos) | 19,771 20.7 | 5 0.0 | 36,262 37.9 | 56,038 58.6 | |
| Total | 37,520 39.2 | 11 0.0 | 58,177 60.8 | 95,708 100.0 | |

Over 39% of participants are missing income and no participants have zero income. Can STATE improve this reporting?

Preliminary Statistics for Minimum Data Set
State/Agency: State Name
Table H3
Distribution of Certification Category by NAWD Code

The FREQ Procedure

| Frequency Row Pct | Table of cert_cat by allnawds | | | | | | | | | | | | | | |
|----------------------|----------------------------------|-----------------------------|---------------|---------------|---------------|------------|------------|-----------|------------|------------|------------|---------------|---------------|------------|--|
| | cert_cat(Certification Category) | allnawds(Nutritional Risks) | | | | | | | | | | | | | |
| | A10 | A20 | A30 | A40 | A50 | A90 | B10 | B90 | C10 | C20 | C30 | C40 | C50 | C60 | |
| Pregnant Women | 86 1.3 | 1,711 25.8 | 0 0.0 | 329 5.0 | 0 0.0 | 0 0.0 | 109 1.6 | 1 0.0 | 424 6.4 | 406 6.1 | 149 2.2 | 1,251 18.8 | 1,033 15.6 | 275 4.1 | |
| Breastfeeding Women | 79 0.8 | 1,534 16.0 | 0 0.0 | 1,001 10.4 | 0 0.0 | 0 0.0 | 230 2.4 | 0 0.0 | 501 5.2 | 644 6.7 | 17 0.2 | 864 9.0 | 1,551 16.2 | 135 1.4 | |
| Postpartum Women | 70 1.0 | 1,150 16.7 | 0 0.0 | 761 11.0 | 0 0.0 | 0 0.0 | 243 3.5 | 0 0.0 | 378 5.5 | 632 9.2 | 72 1.0 | 690 10.0 | 1,368 19.8 | 268 3.9 | |
| Infants (< 12 mos) | 1,413 6.3 | 1,211 5.4 | 2,683 12.0 | 312 1.4 | 3,041 13.6 | 412 1.8 | 24 0.1 | 1 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 753 3.4 | 0 0.0 | |
| Children (12-59 mos) | 1,148 2.8 | 7,229 17.8 | 6,789 16.8 | 58 0.1 | 2,743 6.8 | 7 0.0 | 718 1.8 | 50 0.1 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 4,128 10.2 | 0 0.0 | |
| Total | 2,796 | 12,835 | 9,472 | 2,461 | 5,784 | 419 | 1,324 | 52 | 1,303 | 1,682 | 238 | 2,805 | 8,833 | 678 | |

| cert_cat(Certification Category) | Table of cert_cat by allnawds | | | | | | | | | | Total |
|----------------------------------|-------------------------------|--------------|----------------|------------|------------|---------------|---------------|-----------|------------|--------|-------|
| | allnawds(Nutritional Risks) | | | | | | | | | | |
| | C90 | D10 | D90 | N10 | N20 | N30 | N40 | N50 | N90 | | |
| Pregnant Women | 166 2.5 | 180 2.7 | 311 4.7 | 0 0.0 | 18 0.3 | 14 0.2 | 0 0.0 | 11 0.2 | 163 2.5 | 6,637 | |
| Breastfeeding Women | 162 1.7 | 102 1.1 | 386 4.0 | 0 0.0 | 35 0.4 | 2,303 24.0 | 0 0.0 | 9 0.1 | 37 0.4 | 9,590 | |
| Postpartum Women | 100 1.4 | 146 2.1 | 446 6.5 | 2 0.0 | 27 0.4 | 482 7.0 | 0 0.0 | 6 0.1 | 60 0.9 | 6,901 | |
| Infants (< 12 mos) | 10 0.0 | 0 0.0 | 1,684 7.5 | 10 0.0 | 118 0.5 | 467 2.1 | 9,924 44.3 | 25 0.1 | 300 1.3 | 22,388 | |
| Children (12-59 mos) | 574 1.4 | 2,825 7.0 | 13,339 32.9 | 181 0.4 | 150 0.4 | 0 0.0 | 0 0.0 | 48 0.1 | 515 1.3 | 40,502 | |
| Total | 1,012 | 3,253 | 16,166 | 193 | 348 | 3,266 | 9,924 | 99 | 1,075 | 86,018 | |

About 7 percent of postpartum women are assigned nutritional risk codes associated with category N30, which is for breastfeeding women and infants.



Preliminary Statistics for Minimum Data Set**State/Agency: State Name****Table K12****Distribution of Currently Breastfeeding by Date Breastfeeding Data Collected
Among 9 - 13 Month Old Infants and Children at Reference Date**

| Frequency Row Pct | Table of cbrstfed by bfmonths | | | | | | | | | |
|----------------------|--------------------------------------|---|------------|------------|------------|------------|---------------|---------------|----------------------------------|-------|
| | cbrstfed(Currently Breastfeeding) | bfmonths(Age in Months at Breastfeeding Response) | | | | | | | Between 6 and 13 months | Total |
| | | Missing | 0 | 1 | 2 | 3 | 4 | 5 | | |
| Missing | 2 100.0 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 0 0.0 | 2 0.0 | |
| Yes | 0 0.0 | 219 9.0 | 87 3.6 | 26 1.1 | 35 1.4 | 113 4.6 | 328 13.5 | 1,626 66.8 | 2,434 | |
| No | 0 0.0 | 1,877 12.7 | 509 3.4 | 255 1.7 | 276 1.9 | 892 6.0 | 2,350 15.9 | 8,629 58.4 | 14,788 | |
| Total | 2 | 2,096 | 596 | 281 | 311 | 1,005 | 2,678 | 10,255 | 17,224 | |

Is [STATE] able to report a date that more accurately reflects when the breastfeeding data were collected/confirmed for 9-13-month-old infants and children?

Preliminary Statistics for Minimum Data Set*State/Agency: State Name***Table M8****Prevalence of Null Food Packages***The FREQ Procedure*

| Null / Missing Food Package Contents | | | | |
|--|-----------|---------|----------------------|--------------------|
| nullpkg | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| Prescription contains at least one food code | 154,785 | 79.7 | 154,785 | 79.7 |
| Null food package | 39,441 | 20.3 | 194,226 | 100.0 |

20% of participants are missing food package prescriptions. Can [STATE] provide food package data for these participants or explain why these data are missing?