

310.27

Data Coordinator Guidelines

Qualifications and Requirements

Qualifications The data coordinator must be the WIC coordinator or a licensed health professional.

Desirable skills Knowledge of nutrition surveillance systems and basic statistical analysis is desirable.

Supervision If another staff member serves in this capacity, they are responsible to the WIC coordinator. Technical assistance can be obtained from the state WIC office regarding reports which may be used.

Responsibilities

Minimum responsibilities

The data coordinator's minimum responsibilities include:

- Knowledge of reading and interpreting the WIC data system.
 - Organizing and updating agency data either electronically or as paper documents.
 - Assisting with the analyses and interpretation of agency data and trends.
 - Participating in the development of agency nutrition education and breastfeeding promotion and support action plans.
 - Attending surveillance trainings.
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Other possible responsibilities

Additional responsibilities may include:

- Reporting data to local agency staff.
 - Assisting with the development of a WIC program evaluation plan and a data reporting plan.
 - Providing surveillance data to local coalitions or community groups conducting community needs assessments.
 - Advocating for programs that address problems identified through surveillance.
 - Utilizing the *WIC Nutrition Education Needs Assessment Technical Assistance Tool* at all phases of the WIC program process.
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