

315.62 Mid-Year and Year-End Reports

Overview

Policy

All local agencies holding a contract to administer the WIC Program must submit a mid-year report and a year-end progress report each year including program reports.

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Mid-Year Report

Description

The mid-year report is required to be completed to describe progress made with the outreach strategies, Quality Improvement Project, and Nutrition Education & Breastfeeding Action Plans that were identified in the agency's RFA/RFP.

Required contents

The mid-year outreach report must include the following information:

Part	Description
Collaboration and Partnerships	
Collaboration and Partnerships Narrative	Provide a narrative on how the WIC agency is collaborating with other programs/partnerships & referring participants.
Quality Improvement (QI) Project(s)	
QI Narrative	Provide a narrative for the QI Project(s) and include the following information: <ul style="list-style-type: none"> ● Progress made regarding QI activities ● Effectiveness of the tools used for the project ● Mid-year evaluation of the QI strategies that includes: <ul style="list-style-type: none"> - What is working - What needs to change - Barriers and obstacles encountered
Outreach Strategies	
Outreach Narrative	Provide a narrative for each outreach strategy and include the following information: <ul style="list-style-type: none"> ● Progress regarding outreach activities, ● Effectiveness of the procedures used to monitor and document the impact of the outreach efforts, ● How the outreach strategies are affecting caseload, and ● Mid-year evaluation of the outreach strategies that includes: <ul style="list-style-type: none"> - What is working - What needs to change - Barriers and obstacles encountered

Mid-Year Report, Continued

Part	Description
Nutrition Education and Breastfeeding Plans	
	<p>The following information should be submitted for each action plan:</p> <ul style="list-style-type: none"> ● A brief description of the coordination and collaboration that has occurred to this date with the community partners listed in the “Community Linkages Table” of the grant application. ● Focus Area Strategy and Evaluation Plan <ul style="list-style-type: none"> – A “Yes or No” answer included for each activity in the Focus Area Strategy Table “Completed” column. – A brief description of progress made for each focus area strategy ● A narrative describing the following: <ul style="list-style-type: none"> – The effectiveness of any data collection methods used to this point, – Barriers or obstacles encountered, – Changes that need to be made

Year-End Report

Required Contents

The program year-end report must include the following:

Part	Description
Collaboration and Partnerships	
Collaboration and Partnerships Narrative	Provide a narrative on how the WIC agency collaborated with other programs/partnerships & referred participants.
Quality Improvement (QI) Project(s)	
QI Narrative	<p>A narrative of the QI Process should be provided that includes the following information:</p> <ul style="list-style-type: none"> ● A description of the QI Project implemented as listed in the RFA/RFP, ● A brief summary of the completed activities, ● Effectiveness of the tools used for the project, ● A summary of the Evaluation Plan for the project, ● Barriers or obstacles encountered, and ● Lessons learned.
Outreach Strategies	
Outreach Narrative	<p>A narrative describing the following for each outreach strategy:</p> <ul style="list-style-type: none"> ● A description of the outreach strategy implemented, ● The procedure used to monitor and document the impact of the WIC outreach efforts, ● Barriers and obstacles encountered, and ● How the outreach effort impacted caseload.

Year-End Report, Continued

Part	Description
Nutrition Education & Breastfeeding Action Plans	
Nutrition Education & Breastfeeding Action Plans	A brief description of the coordination and collaboration among community partners listed in the “Community Linkages Table” of the grant application. Submit the description in the “Outcomes of Activities” column of the Community Linkages Table
	A “Yes or No” answer included for each activity in the Focus Area Strategy Table “Completed” column.
	A description of activities completed for each focus area strategy in the “Focus Area Strategy Table”
	A number or percentage in each completed field for the “Program Outputs and Outcomes Table” of the application.
	A narrative for each action plan, describing the following: <ul style="list-style-type: none"> ● A brief summary of the completed activities, ● Progress made if the activities/evaluation plan were not achieved, ● Specific data collection methods used, ● Barriers or obstacles encountered, ● Lessons learned, and ● Collaborative partner, WIC staff or participant success story.

Submitting Reports

Deadline and Submitting Reports

A schedule for submitting required reports is outlined in the local WIC agency contract. Specific guidance will be forwarded from the Department in regards to the dates of submission. Reports should be uploaded to IowaGrants.gov.

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