

Subject: Health Linkages and Integration**Item: Coordination with Local Health Programs and Services**

PURPOSE:

To describe requirements for coordinating services with other health programs.

POLICY:

- I. The local agency (LA) must coordinate the provision of its services with local health programs and services to improve access and maximize convenience to applicants/participants.

PROCEDURE(S):

- I. To coordinate services with other health programs, the LA staff must:
 - A. Protect the confidentiality of its employees, applicants and participants by preventing the unauthorized disclosure of their personal information (refer to WPPM 120-10).
 - B. Develop written cooperative agreements or memoranda of understanding (MOU) (Appendix 990-10).
 - C. Arrange delivery of services in order to minimize travel requirements for participants and, if possible, operate services in co-located facilities.
 - D. Refer applicants and participants to health care providers and programs as appropriate.
 - E. Collaborate with local hospitals and other programs in order to advise potentially eligible individuals of availability of WIC program benefits and provide them with the opportunity to participate in the WIC program.
- II. If an LA wishes to disclose confidential applicant and participant information to other public organizations that serve similar populations, the following must apply:
 - A. The LA disclosing the information must enter into a written MOU with the other public organization.
 - B. The MOU must specify that the receiving organization may use the confidential applicant and participant information only for:
 1. Establishing the eligibility of WIC applicants or participants for the programs that the receiving organization administers.
 2. Conducting outreach to WIC applicants and participants for such programs.

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3. Enhancing the health, education, or well-being of WIC applicants or participants who are currently enrolled in such programs, including the reporting of known or suspected child abuse or neglect.
 4. Streamlining administrative procedures in order to minimize burdens on staff, applicants, or participants in either the receiving program or the WIC Program.
 5. Assessing and evaluating the receiving program's responsiveness to participants' health care needs and health care outcomes.
- C. The MOU must contain the receiving organization's assurance that it will not use the information for any other purpose or disclose the information to a third party.
- III. The LA is responsible to oversee the quality assurance of nutrition education provided by other programs on its behalf. When coordinating nutrition assessment and education with other programs the following criteria is required:
- A. Information gathered from a nutrition assessment must be completed under the direction of a nutrition professional.
 - B. Nutrition assessment information shared with another health program, must adhere to the WIC confidentiality guidelines (refer to WPPM 120-10).
 - C. Nutrition education contacts received by WIC participants through another program may be counted if the nutrition education adheres to the California WIC Program's Nutrition Education Minimum Standards and the nutrition education policies (WPPM Section 400s).
 - D. Standards of nutrition education provided by other health programs must assure quality of the:
 1. Lesson plans and materials.
 2. Counseling method/teaching strategies.
 3. Nutrition messages.
 4. Delivery.
 - E. WIC approved health program nutrition education contacts must be documented in the WIC management information system.
 - F. Evaluation of nutrition education provided by other health programs must be a part of the LA's internal quality assurance plan (refer to WPPM 100-01).

OUTREACH and REFERRALS

WPPM #700-07

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AUTHORITY:

[7 CFR §246.6\(b\)\(3\) and \(5\) Agreements with local agencies](#)

[7 CFR §246.6\(e\) Health or human service agencies and private physicians](#)

[7 CFR §246.6\(f\) Outreach/certification in hospitals](#)

[7 CFR §246.26\(d\)\(2\)\(ii\) Disclosure to public organizations](#)

[7 CFR §246.26\(h\) Requirements for use and disclosure of confidential applicant and participant information for non-WIC purposes](#)

[7 CFR §246.7\(a\) Integration with health services](#)

[7 CFR §246.7\(b\) Program referral and access](#)

[USDA Nutrition Services Standards: Standard 15 and 16](#)

CROSS REFERENCE:

WPPM 100-01 Quality Assurance

WPPM 120-10 Access to and Security of Confidential Information

WPPM 990-10 Developing a Memorandum of Understanding

WPPM 970-10 Glossary