

New Hampshire WIC Policy & Procedure Manual

Chapter 10. MONITORING & EVALUATION

Local Agency Self Evaluation

Purpose	To assist local agencies in assuring consistency and effectiveness of service delivery to participants. To monitor compliance with federal and State regulations for program operations during opposite years of the local agency management evaluation.
Policy	Local Agency Self Evaluations (SE) shall be conducted on opposite years of Management Evaluations (ME). Local agencies shall follow the same evaluation criteria used at the Management Evaluations. At a minimum, areas reviewed shall include certification, nutrition education, breastfeeding promotion and support, provision of referrals, food instrument integrity and distribution, and inventory.
Authority	7 CFR 246.19(b)(6)
Procedure	<p>The local agency shall conduct a Self Evaluation on the opposite year of their scheduled Management Evaluation. The SE shall be scheduled between the months of March-June unless otherwise directed by the SA. The self evaluation does not need to include a formal submission of the Local Agency ME Questionnaire or individual corrective action plans, however, it is recommended that the local agency use all of the NH WIC Program Management Evaluation tools in order to accurately and efficiently assess their program's operations and nutrition services. This includes record reviews and staff observations. The local agency shall send a final summary to the State Agency summarizing their evaluation by June 30th, unless otherwise directed by the SA.</p> <p>The State Agency will communicate with local agency directors via email to schedule the Self Evaluation. The local agency final summary report (1-2 page summary) shall be sent via email to the State Agency and include self-identified areas that need improvement, as well as current best practices and initiatives at the local agency. The SE Report shall also include an update on the local agency work plan if this has not already been requested and submitted at an earlier date and a physical inventory.</p> <p>The local agency is required to keep all supporting documents on file for review during the subsequent Management Evaluation.</p>
Exception	No exceptions
Best Practice	The local agency will use their Self Evaluation findings and observations to improve clinic operations prior to their next Management Evaluation.