

MEMORANDUM

ACTION MEMO #16-13

TO: District Nutrition Services Directors

FROM: Angela Hammond-Damon, IBCLC 
Deputy Director, Operations and Nutrition Services
Georgia WIC Program

DATE: January 5, 2016

SUBJECT: WIC Workforce Survey

The Georgia WIC Public Health Dietetic Internship Program is required to collect nutrition workforce data as part of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) credentialing process. The attached survey is for the period of April 1, 2015 – September 30, 2015. The deadline for this survey is February 5, 2016, at close of business.

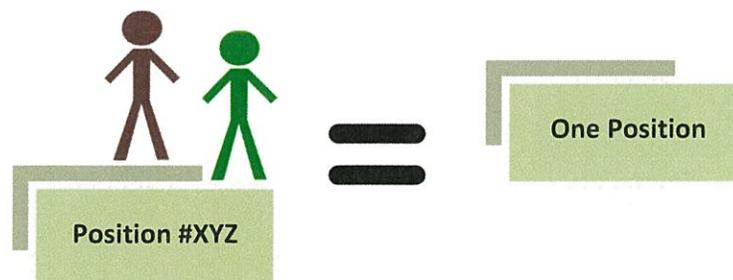
The purpose of this WIC Workforce Survey is to collect data on nutrition positions that are Bachelor's degree or higher. Survey results will be used for:

- Nutrition workforce development and planning
- ACEND Internship reporting
- Providing general data on professionals providing Georgia WIC Nutrition Education
- Supporting staff development training and materials resource allocation
- USDA Reporting

Important Information about the Reporting Tool:

Workforce Survey Tab: ([Excel Spreadsheet](#))

- Enter data for budgeted positions only. Include partially WIC funded, part time, or full-time positions in the data reported.
- Shared Positions: If you have a single budgeted position that is shared by two people, please only count them once. An explanation should be entered in the comments line (Two individuals share the same budgeted position).



- There are two columns under each title (Budgeted & Filled).
 - The budgeted column represents **all** positions you have budgeted.
 - The filled column is for the number of positions, out of those budgeted, that are filled on the last day of the quarter (in the case of this survey – September 30, 2015).
- Each position should be entered into the worksheet under only one Title column (Nutritionist/LD/Unlicensed RD/RD, LD/RN/LPN/Nutrition Assistant).
- Additional definitions available at the bottom of the worksheet.

Nutrition Degreed Staff Tab: ([Excel Spreadsheet](#))

- This worksheet is used to summarize nutrition staff credentials for all WIC positions.
- This worksheet will **not** include LPN, RN, or Nutrition Assistants as we are collecting data for the Public Health Dietetic Internship.

Action Steps:

- Collect Accreditation Council on Education in Nutrition and Dietetics (ACEND) verification statements for all non-licensed CPA's and submit to the Dietetic Internship Administrator Rhonda Tankersley by February 5, 2016.
- Complete both tabs of the Excel Nutrition Education Workforce Survey and submit the completed survey tool to the Dietetic Internship Administrator Rhonda Tankersley by February 5, 2016.
- This survey will be completed quarterly in 2016. Verification statements for new non-licensed employees will be required quarterly. You will receive an e-mail reminder and an updated survey tool via e-mail.
- Quarterly surveys are due by the 15th of January, April, July and October.

If you have any questions regarding this information, please contact Rhonda Tankersley at 404-463-0742 or via email at rhonda.tankersley@dph.ga.gov.

Attachments

c: Debra L. Keyes, MA, RD - Director, Georgia WIC Program
District Health Directors
District Program Managers
WIC Deputy Managers
WIC Managers

Georgia WIC Program

4/1/2015-9/30/2015	Number of Postions/Staff FTE - Actual Positions; a position must only be entered in one column*														Not		Comments:	
	Nutritionist		LD		Unlicensed RD		RD, LD		RN		LPN		Nutrition Assistant		Total Nutrition Positions Budgeted	Total Nutrition Positions Filled		
	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled	Budgeted	Filled		
District																		
1-1 N West (Rome)																0	0	
1-2 N GA (Dalton)																0	0	
2-0 North (Gainesville)																0	0	
3-1 Cobb-Douglas																0	0	
3-2 Fulton*																0	0	
3-3 Clayton (Jonesboro)																0	0	
3-4 E Metro (Lawrenceville)																0	0	
3-5 DeKalb																0	0	
4-0 LaGrange																0	0	
5-1 S Central (Dublin)																0	0	
5-2 N Central (Macon)																0	0	
6-0 E Central (Augusta)																0	0	
7-0 W Central (Columbus)																0	0	
8-1 South (Valdosta)																0	0	
8-2 S West (Albany)																0	0	
9-1 Coastal (Savannah)																0	0	
9-2 S East (Waycross)																0	0	
10-0 N East (Athens)																0	0	
12-0 Grady																0	0	
Districts Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
State Office																0	0	
Statewide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

* If an RN is budgeted for providing WIC services 25% of the time; he/she will still be counted as 1 for this report; if a nutritionist is budgeted at 29 hours a week; he/she will still be counted as 1 for this report; if a budgeted position is filled by 2 people - document each as 1 position for the filled and explain each occurrence in the comments.

Definitions:

- Budgeted = the number of positions that were in the budget at the beginning of the quarter
- Filled = the number of positions that were filled at the end of the quarter
- Nutr = Nutritionist with a Bachelor's Degree in Nutrition/Dietetics
- LD = Licensed Dietitian is a non-RD who is licenced to practice as a Dietitian in the State of Georgia (This includes PLD)
- RD = Registered Dietitian (unlicensed - not licensed to practice as a Dietitian in GA; licensed - licensed as a Dietitian in the State of Georgia (RD,LD))
- RN = Registered Nurse (must be licensed to practice in Georgia)
- LPN = Licensed Practical Nurse (must be licensed to practice in Georgia)
- NA = Nutrition Assistant (All Degree Levels)
- FTE = Full Time Equivalents (this worksheet is not collecting data on full time equivalents; this data will not be utilized to analyze staffing standards)

Georgia WIC Program

4/1/2015-9/30/2015	CPA Education - Highest Degree Earned (Degreed Nutritionist and Registered Dietitian). Each Nutritionist, LD or RD should only be entered into one column			
District	CPA with BS from non-ACEND Accredited Program	CPA with BS from ACEND Accredited Program	CPA Master's Degree & BS from ACEND Accredited Program	Explain any Degreed Nutritionist or RD that is providing WIC Services but does not fit these descriptions
1-1 N West (Rome)				
1-2 N GA (Dalton)				
2-0 North (G'ville)				
3-1 Cobb-Douglas				
3-2 Fulton*				
3-3 Clayton (J'boro)				
3-4 E Metro (L'ville)				
3-5 Dekalb				
4-0 LaGrange				
5-1 S Central (Dublin)				
5-2 N Central (Macon)				
6-0 E Central (Augusta)				
7-0 W Central (C'bus)				
8-1 South (V'dosta)				
8-2 S West (Albany)				
9-1 Coastal (S'nnah)				
9-2 S East (W'cross)				
10-0 N East (Athens)				
12 Grady				
Districts Subtotal	0	0	0	
State Office				
Statewide	0	0	0	