

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

324



FROM: Community Health Agency/ Department of Public Health

SUBMITTAL DATE:
June 19, 2009

SUBJECT: Ratify the Agreement with the National Evaluation of the Changes to the WIC Food Package Study Team and the Community Health Agency, Department of Public Health for Women, Infants and Children (WIC) Supplemental Nutrition Program.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Agreement with the National Evaluation of the Changes to the WIC Food Package Study Team and the Community Health Agency, Department of Public Health, Women, Infants and Children (WIC) Program in the amount of \$4000.00 ending August 30, 2010
- 2) Authorize the Chairperson to sign two (2) originals of Said Agreement on behalf of the County

BACKGROUND: The Food and Nutrition Service of the USDA has awarded a contract to Abt Associates, Inc. to study the implementation of the Interim Rule governing WIC Food Packages and its effects on breastfeeding outcomes for WIC Participants across the country. This study will determine how the Interim Rule has been implemented and it affects on mothers' decisions about breastfeeding.

Riverside County Community Health Agency's Department of Public Health WIC Program will be compensated \$4000.00 for assistance with Evaluation of the Birth Month Breastfeeding Changes to the WIC Food Packages Study.

This study will begin approximately March 1, 2009 and extend through August 30, 2010.

GH: MA

Susan D. Harrington

Susan D. Harrington, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 4000.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0.00	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0.00	For Fiscal Year:	09/10

SOURCE OF FUNDS: 100% Grant Funded	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	

C.E.O. RECOMMENDATION:

APPROVE

Debra Cournoyer

Debra Cournoyer

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Neal R. Kipnis*
DATE: 6/12/09
NEAL R. KIPNIS

Departmental Concurrence

Dept's Recomm.: Consent Policy

Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** ALL | **Agenda Number:**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.16

Memorandum of Understanding

Between the National Evaluation of the Changes to the WIC Food Packages Study Team & County of Riverside Community Health Agency Department of Public Health WIC Program

This Memorandum of Understanding (MOU) is between the **Evaluation of the Changes to the WIC Food Packages Study Team** and the **County of Riverside Community Health Agency Department of Public Health WIC program (County of Riverside WIC)** concerning participation in the Food & Nutrition Service (FNS) of the U.S. Department of Agriculture's (USDA) Evaluation of the Changes to the WIC Food Packages on Breastfeeding Practices. This MOU describes the terms and conditions associated with the participation of County of Riverside WIC in the study. Each party is signing this agreement in good faith and with the expectation of fulfilling its obligations as described in the MOU. This agreement is contingent on the USDA Food & Nutrition Service exercising its authority to approve continued implementation of this study.

Study Background

The Food and Nutrition Service of the USDA has awarded a contract to Abt Associates, Inc. to study the implementation of the Interim Rule governing WIC food packages and its effect on breastfeeding outcomes for WIC participants across the country. This study will determine how the Interim Rule has been implemented and its affect on mothers' decisions about breastfeeding.

The central features of the FNS design include:

- Collection and analysis of administrative data in 16 selected local WIC agencies (LWAs) both before and after the food package changes are implemented; and
- Data on pre- and post-implementation site characteristics; and
- Interviews with State and local WIC agency staff to gather information on local agency characteristics, the implementation process, and perceived impacts on mothers' infant feeding behaviors; and
- Interviews with WIC participants about their household and employment characteristics, their food package choices, their infant feeding practices and their understanding of and beliefs about breastfeeding.

Roles and Responsibilities of the Study Team and Participating Local WIC Agencies

Major responsibilities and expectations for both Abt Associates and Abt-SRBI¹ (hereby known as Abt) and for participating Local WIC Agencies are listed in this section.

ABT AGREES TO:

1. Select Eligible WIC Participants to be interviewed

For each LWA selected for participation, procedures for interview data collection with approximately 100 WIC participants (50 prior to implementation of the Interim Rule and 50 after rule implementation) will be determined based on each agency's site characteristics and logistics. The "pre-implementation" interviews will occur approximately two months prior the State's implementation of the relevant parts of the Interim Rule. The "post-implementation" interviews will occur approximately three months after the Rule has been implemented. The data collection process will be designed by Abt and approved by the LWA Director. Individual agency data collection plans will take into account the number of sites within agency, distance between sites, number of participants served and site demographic characteristics. Each data collection plan will be tailored to the individual needs and characteristics of the agency staff and participants served. Abt will work with each agency to minimize burden.

2. Collect Data

Abt will conduct interviews with approximately 100 eligible WIC participants who have initiated breastfeeding and have an infant 0-60 days old (approximately 50 "pre-implementation" interviews and 50 "post-implementation"), conduct interviews with the local WIC Director, Breastfeeding Coordinator and Lead Nutritionist (collected on a similar schedule "pre-implementation" and "post-implementation"). Abt Associates will also obtain 13 consecutive months of administrative data for the selected LWAs, working with the State to do so. Attachment A summarizes the data collection activities and schedule. Following is a description of the data collection activities.

- **WIC Participant Interviews:** Highly trained and closely monitored Abt staff will conduct 30-minute interviews with WIC Participants regarding infant information and feeding practices, WIC program participation, food package choices, breastfeeding (history, knowledge about, attitude towards, decisions), employment, child care, and demographic characteristics. These interviews will happen either in-person or by telephone. WIC participants will receive \$35 for a completed interview.
- **LWA Staff Interviews:** Abt staff will conduct telephone interviews with local WIC agency staff prior to Interim Rule implementation and will perform site visits after the Interim Rule has been implemented. The pre-implementation interviews will address state policies/practices on partial breastfeeding package, implementing new regulations, support to local WIC agencies, information for WIC participants, and anticipated effects

¹ Abt-SRBI is Abt's data collection subsidiary.

of food package changes. The post-implementation site visit will address how the new rule was actually implemented.

- **Administrative Record Data Collection:** Abt will obtain the state's cooperation in obtaining monthly data abstracts for a select number of variables about WIC participants served by the LWA who have initiated breastfeeding and have an infant 0 through 5 months of age. If requested by the State, the LWA will be asked to assist in the administrative data extracts.

3. Provide Participation Incentives for County of Riverside WIC and WIC Participants

County of Riverside WIC will be compensated \$4,000 for assistance with the Evaluation of the Birth Month Breastfeeding Changes to the WIC Food Packages Study. When the Memorandum of Understanding is signed and returned, \$1,333.34 will be paid to the LWA; another \$1,333.34 will be released after the first set of WIC participant interviews have been completed, and the final amount after the second set of WIC participant interviews have been completed.

WIC participants who complete interviews will receive a \$35.00 gift certificate from the Study Team.

4. Obtain Necessary Approval and Consent

Abt has obtained approval from the Abt Institute Review Board for this study. Nine individuals comprise the Abt Associates IRB including the IRB Chairperson and the Director of Human Subjects Protection. Each board member brings special and complementary expertise and qualifications to IRB deliberations concerning IRB recommendations on particular projects, as well as broader policies. As stipulated by Federal regulation, certain IRB members must be capable of representing adequately the interests of children, prisoners, and other potentially vulnerable or disadvantaged populations in reviews of relevant studies submitted to the Board. Abt will be responsible for conducting research in accord with any additional federal, state and local WIC protocols and will fulfill the requirements of any other relevant research review boards, as necessary. Abt will follow established federal, state and local procedures for obtaining participant consent for interviewing WIC participants. Abt will work with the liaison designated by County of Riverside WIC (hereafter referred to as the On-Site Liaison) in developing the procedures for obtaining consent.

5. Ensure Confidentiality

No personal identifying information from any interviews conducted by Abt will be used in any report or in the public use database. Information collected will not be attributed to a single respondent but will be presented in the aggregate and analyzed across a host of variables. For WIC participants, cross analysis will be conducted across demographics and other variables via the assignment of a unique code that does not identify a participant. All correspondence with WIC participants will remind respondents that their responses will remain confidential to the extent allowed by law.

COUNTY OF RIVERSIDE WIC AGREES TO:

1. Participate for the Duration of the Study

Participation by the **County of Riverside WIC** in the Evaluation of the Birth Month Breastfeeding Changes to the WIC Food Packages will begin approximately on March 1, 2009 and extend through August 2010.

2. Assign an On-Site Study Liaison

The **County of Riverside WIC** will assist Abt Associates in designating an on-site study liaison to help obtain participant consent from clinic offices and coordinate and schedule WIC participant data collection and LWA staff interview activities.

3. Agree to Assist in the Process of Selecting Eligible WIC Participants for the Pre- and Post- Implementation Data Collection

Abt will be responsible for instituting the formal consent process but will need assistance from the LWA in identifying WIC participants who are qualified to be interviewed. The **County of Riverside WIC** agrees to support the method by which eligible WIC participants are selected for interviews, including informing participants of their eligibility and getting their approval for Abt staff to contact them and ask for their participation in the study. This can include asking WIC participants at the time of their certification if they would be willing to talk to an Abt researcher who is on site. It may also involve handing out post cards, fact sheets and/or verifying contact information as specified by the mutually agreed upon site data collection plan.

4. Participate in and Pre-Implementation Telephone Interviews and in Post-Implementation Site Visits

Two rounds of staff interviews will be conducted with relevant staff at the County of Riverside WIC office, who may include the WIC Director, the Breastfeeding Coordinator, and Nutrition Specialists. The initial interviews will occur by telephone for a total of approximately two hours, three months prior to implementation of the Interim Rule and the second round of interviews will be conducted at the County of Riverside WIC approximately three-six months following Interim Rule implementation. The on-site interviews are expected to take approximately one-half a day.

5. Assist the Study Team in Obtaining Information from Administrative Records (if requested by the state)

It is Abt's expectation that monthly data extracts about WIC participants served by the LWA, which predominantly consist of a small subset of variables for the WIC PC data, will be obtained through State. However, if requested by the State WIC Director, the County of Riverside WIC agrees to assist with the collection of administrative data on WIC Participants with infants between the ages of 0 through 5 months, receiving services at the local WIC agency. The On-Site Study Liaison will be the primary contact for study staff in obtaining a total of 13 months of administrative records from the site on a monthly basis, beginning four months prior to the implementation of the Interim Rule and lasting until nine months following implementation of the Interim Rule.

CHANGES TO THE AGREEMENT:

We anticipate that over the course of the study, some modifications or additions may need to be made to this agreement. It is understood that the terms may be adjusted with written amendments as agreed upon by both parties.

Signatures

The following people have read this Memorandum of Understanding and acknowledge the terms and conditions regarding participation in the USDA Food & Nutrition Service's Evaluation of the Changes to the WIC Food Packages Study Team by the County of Riverside WIC program.

Ann Collins, Project Director

Date

Jeff Stone, Chairman, Board of Supervisors
County of Riverside

Date

FORM APPROVED COUNTY COUNSEL

BY: 
NEAL R. KIPNIS

DATE 6/18/09

Study Team Contact Information

For further information about USDA Food & Nutrition Service's Evaluation of the Birth Month Breastfeeding Changes to the WIC Food Packages, please contact:

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Attachment A

Example of Timing of Data Collection for One LWA (Implementation of Interim Rule at Month Zero)

Month	-4	-3	-2	-1	0	1	2	3	4	5	6	7	8	9
Administrative Data	█	█	█	█	█	█	█	█	█	█	█	█	█	█
State and Local Interviews		█						█						
WIC Participant Interviews			█						█					

Schedule for Data Collection

Task	Time period
Begin Monthly Administrative Data Extracts	4 months prior to Interim Rule Implementation – 9 months following implementation
Conduct state & local pre-implementation interviews	3 months prior to Interim Rule implementation
Conduct WIC Participant pre-implementation interviews	2 months prior to Interim Rule implementation
Conduct state & local post-implementation site visits	3-6 months after Interim Rule implementation
Conduct WIC Participant post-implementation interviews	4 months after Interim Rule implementation