

SECTION: Administration**SUBJECT: Data Reports & Program Improvement****POLICY**

Program Coordinators and Nutritionists shall review WIC Data Reports on a monthly basis in order to:

1. ensure data are consistent with what is occurring at the local agency level; and,
2. monitor the local agency's progress towards meeting State and local nutrition and program quality objectives.

State WIC Staff: CT WIC data reports are located on the **shared Q drive**, "LA_Reports"; data report folders are indicated in ALL CAPS *:

- OUTCOMES, with subfolders →
 - ✓ Outcomes_YEAR;
 - ✓ Outcomes_SUMMARIES; and,
 - ✓ Outcomes_TRENDS.
- PARTICIPATION, with subfolders →
 - ✓ _by Age Group: Women and Infants & Children;
 - ✓ _by Primary Language;
 - ✓ _by Race-Ethnicity: Detailed & Summary Categories;
 - ✓ _by Town of Residence; and,
 - ✓ _by WIC Site: with & without Satellite Sites.
- REDEMPTIONS, with subfolders, which include Trend reports →
 - ✓ Food, by year, then month of the report; and,
 - ✓ Formula: Formula 21, Formula 31 & Formula 41.

The Vendor Unit has also posted some materials to this shared drive. Additional WIC and related data reports will be posted to this shared drive as the need arises, including, in 2020, DPH Annual Vital Statistics Reports and the following National WIC Data reports.

- National WIC Data [contain files, updated at least annually, from the USDA/FNS website @ <http://www.fns.usda.gov/pd/wic-program>] →
 - ✓ Annual Program Participation & Costs;
 - ✓ Monthly Participation & Costs;
 - ✓ State_Monthly Food Cost per Person;
 - ✓ State_Monthly Participation by Category;
 - ✓ State-Level Participation;
 - ✓ State-Level Food Costs;
 - ✓ State-Level NSA & Admin Costs; and,
 - ✓ State-Level Participation_Compare FFYs.

Note: reports may be changed/added to this list as they become available from the USDA/FNS

* **Some Excel (.xlsx) files contain multiple tabs along the bottom of the spreadsheet, which present prior annual reports, or the monthly data which comprises the annual report.**