

Part A: Local Agency Self Evaluation Checklist

A self evaluation needs to be completed the fiscal year that your agency is NOT monitored by ITCA. To access the most up-to-date version of the following documents, refer to Chapter 9, Attachment F of the State Plan.

- 1) File Reviews. Use **File Review Form**.

Use the following table to figure out the recommended number of charts to review:

Number of Participants in Clinic	Number of Charts to be Reviewed
Up to 500	5
501-2000	10
2001+	15

- 2) File Review Summaries. [*Optional*]. Use **Supporting Documentation**. This form may be helpful in seeing which areas are going well or could use improvement for the clinic as a whole.
- 3) Staff Observations. Use **Staff Observation Form**. Use the *Comments* section to summarize as needed. The WIC director should aim for three certifications per staff, from different categories of clients. The RD should aim for three Nutrition Education observations, even if they are part of a certification. These should also be from different categories of clients in order to get a mixture of infants, children and women for the observations.
- 4) Group Education Observations (only for agencies conducting classes). Use **Group Education Observation**. Use the *Comments* section to summarize as needed. Observations should be done on both Fit-WIC and non Fit-WIC classes.
- 5) Breastpump Observation. Use **Breastpump Observation**. Use the *Comments* section to summarize as needed.
- 6) Clinic Review. Use **Clinic Review Form**.
- 7) Financial Monitoring. Use **Local Agency Financial Review Form**.
- 8) Summary of Overall Findings. Use **Local Agency Evaluation Summary Form**. Email this form to ITCA after completing your agency's self evaluation. Maintain all other forms on file for review during ITCA monitoring visits.