# NENA Tool Implementation Planning Worksheet

### Step 1: Identify the NENA Tool Implementation Team

Identify who needs to be involved to complete the NENA.

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| Staff Name | Title | NENA Component |
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### Step 2: Gather Data and Other Resource Materials

Plan for collecting and assembling all necessary data reports and additional information.

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| NENA Section | Data /Report | Source of Data/Report | Staff Responsible |
| Section 2: Nutrition Services | Participation with Benefits Report | Focus Data Systems |  |
| Section 2: Nutrition Services | Enrollment Report | Focus Data Systems |  |
| Section 2: Nutrition Services | Appointment Summary Report | Focus Data Systems |  |
| Section 2: Nutrition Services | WIC Estimated Eligible Population County Profiles | Profiles sent to local agencies |  |
| Section 3: Nutrition and Health Indicators | Prevalence of Nutrition Risk by Local Agency and County Report | Focus Data Systems |  |
| Section 3: Nutrition and Health Indicators | Breastfeeding Prevalence Report | Focus Data Systems |  |
| Section 4: Gaining Participant Feedback | Iowa WIC Participant Satisfaction Survey | Local data sent to agencies Feb 2024. |  |
| Section 4: Gaining Participant Feedback | Additional locally collected data | Local data |  |

### Step 3: Analyzing the Data

Identify who will complete the critical tasks of the NENA.

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| NENA Section | Analysis Task | Staff Member(s) Responsible |
| Section 2: Nutrition Services | Answer Participation Data Interpretation Questions |  |
| Section 2: Nutrition Services | Answer Enrollment Data Interpretation Questions |  |
| Section 2: Nutrition Services | Answer Appointment Data Interpretation Questions |  |
| Section 2: Nutrition Services | Answer Other Nutrition Services Considerations |  |
| Section 3: Nutrition and Health Indicators | Complete Nutrition Risk Worksheet for Each Participant Category |  |
| Section 3: Nutrition and Health Indicators | Complete Breastfeeding Prevalence Worksheet |  |
| Section 3: Nutrition and Health Indicators | Answer Breastfeeding Prevalence Interpretation Questions |  |
| Section 3: Nutrition and Health Indicators | Answer Prevalence of Nutrition Risk Interpretation Questions |  |
| Section 4: Gaining Participant Feedback | Answer Participant Feedback Interpretation Questions |  |
| Section 5: Action Planning | Complete Nutrition Education Priorities Worksheet |  |
| Section 5: Action Planning | Answer Program Priorities Inquiry Questions |  |

### Step 4: Completion of NENA Action Plans

Identify who will complete the Action Plans and when.

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| Plans | Staff Member(s) Responsible | Timeline | Check- In |
| Action Plan – Nutrition Education |  |  |  |
| Action Plan – Breastfeeding Promotion and Support |  |  |  |
| Action Plan – Outreach/Caseload management |  |  |  |
| Action Plan – Other |  |  |  |