



Trainer Edition

Arizona WIC Training

Introduction to Formula Guidebook



ARIZONA DEPARTMENT
OF HEALTH SERVICES

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What Will You Learn?

The Introduction to Formula LMS course and this associated guidebook are designed to provide you with basic information regarding infant formula. After completing the Introduction to Formula LMS course and this associated guidebook, you will be able to:

- Describe to caregivers how to select, prepare, provide, and store the different forms of formula (powder, concentrate, ready to feed).
- Describe the differences between the seven contract formulas offered by the Arizona WIC Program.
- Use the Formula Color Chart, the WIC Formulary, and Formula Tailoring Chart.
- Process completed Formula and Food Request Forms (FFRs) and describe when FFRs are required.
- Accurately tailor formula to meet participant needs.
- Issue contract formulas in HANDS.
- Issue special formulas in the absence of an RDN or State Approved Nutritionist.
- Describe when it's required to issue liquid formulas to WIC participants.

Items Needed for This Course

- Pen or pencil
- Local Agency Referral List
- Access to the Introduction to Formula course on azwic.gov

Recommended Time

- Approximate time it takes to complete the LMS course: 1 hour
- Approximate time it takes to complete the face-to-face activities and discussion with your trainer: 1 hour

Things to Remember

- The guidebook is yours to keep.
- You are encouraged to take notes, highlight, and write in the guidebook.
- As your trainer chooses, you may work in a group or as an individual.
- You are encouraged to ask your trainer(s) for help, ask questions about the information in the course, or ask any questions about additional topics related to the Introduction to Formula course.

Trainer Note: As the trainer, you are assessing the trainee's understanding of objectives for each module. The guidebook training activities are intended to help you assess both the trainees' ability to apply basic knowledge and assess their critical thinking skills.

Participation by the trainee in the face-to-face activities and discussions is required in order for you to thoroughly assess their skills and level of competence.

Introduction to Formula Course Instructions

Please complete the steps in the following order:

1. Log onto [Train Arizona](#)
2. Search for, launch, and complete the Introduction to Formula LMS course.
3. Complete the Introduction to Formula Guidebook Activities, either individually, with other trainee(s), or with your trainer.
4. Meet with your trainer to discuss each module and the activities.

Trainer Steps:

1. At the trainer's discretion, trainees may work in groups or as individuals.
2. Once finished, the trainee(s) shall meet with the trainer to review the answers to the activities. Please answer all questions the trainee(s) may have and clarify any incorrect answers.
3. Verify that the trainee understands the information, including any resources available on the Local Agency Referral List.
4. "Possible responses" provided throughout the guidebook are suggested responses and are often not the only answer(s).

Note: If training more than one person at a time, be prepared for trainees to finish the coursework at different times. In order to have the trainees review the face-to-face portions together, prepare a list of things the trainees who finish first can do during downtime (e.g., ask the trainer questions for more clarification, check email, clinic observation, etc.).

Module 1: Formula Basics

Trainer Note: It is recommended for you to review the competencies below with trainees.

Module 1 Competencies:

1. Trainees will be familiar with the preparation and storage recommendations for the different forms of formula (powder, concentrate, ready to feed).
2. Trainees will be familiar with the different “colors” of formula listed on the formula color chart.
3. Trainees will be familiar with the requirement for contract formulas to be issued unless there is a specific medical reason to issue a special or non-contract formula.
4. Trainees will be familiar with the common modifications that manufacturers make to infant formulas (e.g., “reduced lactose” and “partially hydrolyzed”).

Module 1: Activity 1

Trainer Note: Allow the trainee time to read through the activity and answer the question. Discuss the question together to check for understanding and consider other appropriate responses.

Directions:

Complete the table below by describing what you would say to a caregiver regarding how to prepare and store powder, concentrate, and ready-to-feed formula.

Form of Formula	Description of Preparation	Description of Storage
Powder		
Concentrate		
Ready to Feed		

Table with suggested answers:

Form of Formula	Description of Preparation	Description of Storage
Powder	Check the formula manufacturer's label to verify preparation instructions. For standard contract formulas, this will generally involve adding 1 unpacked level scoop for every 2 fluid ounces of water. For example, if you wanted to prepare a 4-oz bottle, begin by pouring 4 fl ounces of safe water into a clean bottle. Then add 2 unpacked level scoops of powder to the water. Mix the contents of the bottle well before immediately serving.	Once powdered infant formula has been prepared with water, it should be discarded if it has been at room temperature for more than 2 hours or stored in the refrigerator for more than 24 hours. Any leftover formula should be discarded if not consumed within one hour of the start of the feeding. Once the can of powdered infant formula has been opened, it should be stored in a cool, dry place, and used within 1 month.
Concentrate	Check the formula manufacturer's label to verify preparation instructions. For standard contract formulas, this will generally involve adding equal amounts of concentrated infant formula and water to bottles. For example, if you wanted to prepare a 4-oz bottle, begin by pouring 2 fl ounces of safe water into a clean bottle. Then shake the container of concentrated liquid well before adding 2 fl ounces of it to the water. Mix the contents of the bottle well, then serve immediately or store it in the refrigerator. Store opened containers of concentrated formula in the refrigerator.	Once concentrated infant formula has been prepared with water, it should be discarded if it has been at room temperature for more than 2 hours or stored in the refrigerator for more than 48 hours. Any leftover formula should be discarded if not consumed within one hour of the start of the feeding.

Form of Formula	Description of Preparation	Description of Storage
Ready to Feed	Check the formula manufacturer's label to verify preparation instructions. For smaller (2- to 8-oz) ready-to-feed standard contract formulas, this will generally involve shaking the bottle well and attaching a clean nipple onto the bottle, then serving immediately. For larger (8- to 32-oz) ready-to-feed standard contract formulas, this will generally involve shaking the bottle well, pouring the desired number of ounces of formula into a clean bottle, then serving immediately or storing it in the refrigerator. Store opened containers of ready-to-feed formula in the refrigerator.	Once concentrated infant formula has been prepared, it should be discarded if it has been at room temperature for more than 2 hours or stored in the refrigerator for more than 48 hours. Any leftover formula should be discarded if not consumed within one hour of the start of the feeding.

Trainer Note: At your discretion, refer trainees to Module 1, Slide 1.8 of the Introduction to Formula LMS course for the correct answers to the above activity.

Module 1: Activity 2

Trainer Note: Allow the trainee time to read through the activity and answer the question. Discuss the question together to check for understanding and consider other appropriate responses.

Directions:

Complete the table below by describing, in your own words, what each color/shape (i.e., type of formula) on the formula color chart shows about when it can be issued.

Formula Color and Icon Shape	Formula Issuance Conditions
Green and Square Icon	
Red and Heart Icon	
Orange and Circle Icon	
Purple and Diamond Icon	

Table with correct answers:

Formula Color and Icon Shape	Formula Issuance Conditions
Green and Square Icon	Competent Professional Authorities (CNWs, NESs, RDNs, etc.) can issue until an infant's first birthday without medical documentation.
Red and Heart Icon	Local Agencies may only approve medical documentation after contacting the State office for consent. No formula shall be issued without medical documentation.
Orange and Circle Icon	RDNs and State Approved Nutritionists can approve medical documentation for the full duration or issue for one month without medical documentation.
Purple and Diamond Icon	RDNs and State Approved Nutritionists can approve medical documentation for the full duration or issue one month without medical documentation, if the participant meets WIC criteria.

Trainer Note: At your discretion, refer trainees to Module 1, Slides 1.9 - 1.13 of the Introduction to Formula LMS course for the correct answers to the above activity.

Module 1: Activity 3

Trainer Note: Allow the trainee time to read through the activity and answer the questions. Discuss the questions together to check for understanding and consider other appropriate responses.

Directions:

Answer the following questions.

1. Describe why it is required that contract formulas be issued to WIC participants unless there is a specific medical diagnosis requiring the approval/issuance of a special or non-contract formula.

Possible response:

Contract formulas are eligible to receive a substantial rebate from formula manufacturers. This helps the program operate at much lower costs.

2. Describe why some formulas are "lactose reduced."

Possible response:

Reducing the amount of lactose in formula allows for it to be more easily digested by infants that have a sensitivity to lactose.

3. Describe why some formulas contain partially hydrolyzed protein?

Possible response:

Partially hydrolyzing (or breaking down) proteins in formula makes them easier to digest for infants that have difficulty digesting proteins found in cow's milk.

Trainer Note: At your discretion, refer trainees to Module 1, Slide 1.11 of the Introduction to Formula LMS course for the correct answers to questions in the above activity.

Module 2: Issuing Formula

Trainer Note: It is recommended for you to review the competencies below with trainees.

Module 2 Competencies:

1. Trainees will be able to use the formula tailoring chart to correctly assign formula for IPN and IPN+ categories.
2. Trainees will be able to use the formula tailoring chart to correctly tailor the amount of formula issued to participants.
3. Trainees will be able to describe why it is important to appropriately tailor infant formula.
4. Trainees will be familiar with the circumstances for which the issuance of liquid formula is required.
5. Trainees will be familiar with the circumstances in which medical documentation is required for contract formulas.

Module 2: Activity 1

Trainer Note: Allow the trainee time to read through the activity and answer the question. Discuss the question together to check for understanding and consider other appropriate responses.

Directions:

Use the formula tailoring chart to complete the table below by determining which category (IPN or IPN+) should be assigned.

Formula Name	Formula Form	Container Yield	Formula Amount per Day	Age of Infant	Category to Assign (IPN or IPN+)
Similac Advance	Powder	90 oz	11 oz	4 months	
Similac Sensitive	Powder	90 oz	14 oz	5 months	
Similac Alimentum	Powder	87 oz	16 oz	3 months	
Enfamil Nutramigen	Powder	87 oz	4 oz	2 weeks	
Enfamil Enfacare	Ready to Feed	2 oz	11 oz	6 months	

Table with correct answers:

Formula Name	Formula Form	Container Yield	Formula Amount per Day	Age of Infant	Category to Assign (IPN or IPN+)
Similac Advance	Powder	90 oz	11 oz	4 months	IPN
Similac Sensitive	Powder	90 oz	14 oz	5 months	IPN
Similac Alimentum	Powder	87 oz	16 oz	3 months	IPN+
Enfamil Nutramigen	Powder	87 oz	4 oz	2 weeks	IPN+
Enfamil Enfacare	Ready to Feed	2 oz	11 oz	6 months	IPN+

Trainer Note: At your discretion, refer trainees to Module 2, Slide 2.2 of the Introduction to Formula LMS course for the correct answers to the above activity.

Module 2: Activity 2

Trainer Note: Allow the trainee time to read through the activity and answer the questions. Discuss the questions together to check for understanding and consider other appropriate responses.

Directions:

Answer the following questions.

1. In your own words, describe why it is important to appropriately tailor infant formula food packages to meet their needs?

Possible response:

- Promotes as much breastfeeding as possible.
- Reduces the risk of extra containers of formula being resold.

Trainer Note: At your discretion, refer trainees to Module 2, Slide 2.4 of the Introduction to Formula LMS course for the correct answers to the question above.

2. Under what circumstances is the issuance of liquid formula required?

Correct response:

- Low birth weight infants
- Preterm infants
- Immunocompromised infants

Trainer Note: At your discretion, refer trainees to Module 2, Slide 2.11 of the Introduction to Formula LMS course for the correct answers to the question above.

3. Under what circumstances is medical documentation required for contract formulas?

Correct response:

- The formula is requested for a child (not infant) or adult.
- Approved current medical documentation for any other formula (other than another contract formula) has been previously approved in HANDS.
- When issuing powder for a preterm, low birth weight, or immunocompromised infant less than 3 months corrected age.

Trainer Note: At your discretion, refer trainees to Module 2, Slide 2.12 of the Introduction to Formula LMS course for the correct answers to the question above.