

SITE INTAKE FORM



MEETING INFORMATION

Site	
Date	
Location	
Attendees	

OPPORTUNITIES FOR COLLABORATION

How are you already collaborating?	
What has been working well?	
What other ways would you like to collaborate?	

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PERCEIVED BARRIERS

What are some of the barriers to collaboration?

What are some strategies for overcoming these barriers?

AGENCY INFORMATION SHARING

Do you have regularly scheduled staff meetings? Would it be beneficial to have a representative from WIC/HS describe program services at these meetings?

When are your Head Start advisory meetings? Would it be beneficial to have a WIC representative serve on the advisory team?

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REFERRALS

Do you have a system for tracking referrals made to WIC/HS?

Do you follow-up on referrals made?

Are there barriers to making successful referrals?

HIGH-RISK REFERRALS

Do you have criteria for determining if a child is nutritionally at risk?

Have you discussed these criteria with WIC/HS?

Do you have a system for referring high-risk families to WIC/HS and following up with these families?

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CO-ENROLLMENT

Do you have a way of tracking which families are co-enrolled in WIC and HS?

Do you have a way of determining which families in HS are eligible for but not enrolled in WIC?

CO-LOCATION

Have you tried co-locating services in the past? Were there any barriers?

Are you interested in colocating services now? What might co-location look like?

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DATA SHARING BETWEEN PROGRAMS

Do you have an MOU and/or participant information release form?

When is this release form given to participants?

What information does the release form allow you to share?

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NUTRITION INFORMATION SHARING

Does your agency use key nutrition messaging?

**How often do these messages change?
Monthly? Quarterly?**

What are some of these messages?

What messages do HS/WIC have in common?

What are some ideas about how to provide consistent nutrition messages?

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COLLABORATION MEETINGS

What is a good time/location for our next collaboration meeting?

Who should be in attendance?

What would you like to discuss?