

Utah Goals and Objectives  
Vendor Management FY 2017

Goals	Objectives	Activities	Outcome
Develop additional features for the vendor page of Utah's WIC website. Including online vendor training and automated monitoring visits.	By September 2017, have a more functional and hands-on website that will benefit both the vendors and Local Vendor Coordinators.	Work with the web developer to create improved functionality.	
Work with IT staff to integrate our online price survey into the VISION system.	To have a more automated Price Survey that will be more efficient.	Work with our IT group to integrate our current online price survey to the VISION system.	
Evaluate the educational material for required vendor training.	To finish the Vendor Manual so that it is easier to follow and read. Update and redesign the slide presentation so that it is in the same format as the new Cashier Manual and the new Vendor Manual. Revise the Compliance Buy manual for our compliance investigator(s).	Have all changes and additions to the training materials complete by February 2016.	
Improve the 2017 Food Booklet	To create a more user friendly food booklet that includes all of the new authorized additions. To train all local staff and vendors on the new additions.	Create an instruction page that is more user friendly and easier to follow for participants and cashiers. Add more pictures and wording to clarify authorized yogurt. Add all newly authorized foods. Provide memos and trainings to all vendors on the new changes for 2017.	

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Document The Integrity Profile (TIP) for FY2017 and upload to the USDA TIP website.	Document the Integrity Profile (TIP) database for uploading by January 15, 2017. Test extract file for output errors.	Continually document The Integrity Profile (TIP) Report separately or on the USDA TIP website and begin new TIP reporting for FY 2016 by January 15, 2017. By January 1, 2017, test the TIP extract file for output errors.	
Look for and evaluate technologies that will help create efficiencies in gathering vendor information during trainings and monitoring visits.	Throughout the year look for technologies and processes that could help streamline the Vendor Training and Monitoring throughout the state.	Implement any technologies and processes found during the year.	
Create a plan on how the UPC database for EBT will be created and gathered.	To have an accurate accounting for all UPC's when we are ready to roll out EBT.	Have planning sessions with those that will be effected by the UPC project. Hold a meeting with the Utah food industry association.	