

# Written Plan for Local Agency to Complete Before Hiring a Paraprofessional CPA

UPDATED FEBRUARY 2020

A written plan must be developed and approved before an individual is hired to be a paraprofessional CPA. Discuss your plans with your State Consultant before beginning the process.

## Describe the need to hire a paraprofessional CPA and readiness to take on this responsibility:

- Document why a paraprofessional CPA is needed in your agency (i.e., language and/or cultural need and percentage of participants who need this service).
- Document attempts to hire a CPA with professional credentials who could meet the cultural and language needs of participants.
- Explain how the recent Management Evaluation shows that the local agency (LA) is meeting federal requirements and demonstrates the capacity to implement this plan.

## Describe how your agency will achieve the required supervision:

- Indicate the name and credentials of staff person who will direct the training, supervision and mentoring of the paraprofessional CPA. This person must be a nutrition professional (RDN, LD, LN).
- Include an organizational plan showing lines of supervision and who will be conducting the different types of supervision and evaluation (record reviews, observations, oversight of satisfactory completion of training). See [Section 4.6: CPA Monitoring and Oversight](#).
- Describe how continuous on-site supervision of the paraprofessional CPA will be provided. Identify who will provide supervision in the absence of the designated supervisor/mentor.
- In the event the nutrition professional who supervises the paraprofessional CPA ends employment, describe who will take over the responsibilities to train and supervise the paraprofessional CPA (these responsibilities are continuous throughout the employment of paraprofessional CPAs).
- How will you assure that the nutrition professional has adequate time to train, supervise and mentor the paraprofessional CPA?
- Describe how the LA will assure that the paraprofessional CPA will work within the allowed scope of practice for the position and outline the proposed duties and functions of the paraprofessional CPA.

## **Describe how the LA will commit to the extensive time and cost of initial training for the paraprofessional CPA:**

- Develop a timeline for the initial WIC training for the candidate.
  - See [Section 4.5: Staff Training Policy](#).
  - Each phase of the training plan builds skills needed to perform more and more functions in WIC. Develop an estimated timeline to complete each phase.
  - A paraprofessional CPA may need more time to be trained than a professional. ○ Training in identification of high risk participants and how and when to refer these participants to a high risk CPA must be included in the timeline.
- Indicate how the paraprofessional CPA will complete required college coursework within 1 year of hire.
  - 3 credits in a general nutrition course.
  - 3 credits in a lifecycle nutrition course.
  - Indicate which college courses, which college, estimated start and end dates.
- Indicate a plan and timeline for attainment of required working skills and a plan for integrating the paraprofessional CPA into WIC clinic activities.
  - Include description of how the paraprofessional CPA will demonstrate competency in the skills required to function as a CPA for low risk participants.

## **Describe how the LA will commit to the time involved in ongoing training for the paraprofessional CPA:**

- Develop a plan for ongoing training that is required throughout the employment of a paraprofessional CPA. Include plans and timeline for:
  - Regularly scheduled training after completion of the initial training. Ideally, these trainings should be monthly—at a minimum quarterly.
  - Ongoing trainings should include review of initial training areas, an assessment of needs and training on new topics.

## **Ongoing Performance Evaluation is required:**

- See [Section 4.6: CPA Monitoring and Oversight](#) and [Exhibit 4-G: Staff Monitoring Plan](#).

## **Approval of paraprofessional CPA:**

- Approval of a paraprofessional CPA is provisional and may be revoked for the following reasons, and the individual could no longer function as a WIC CPA for any of these reasons.

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- The local agency is not adequately training and/or supervising the individual.
- The individual has not adequately attained the skills and competencies necessary to function as a CPA.
- The individual is working outside the scope of practice.
- Please acknowledge that the local agency staff and administration understand that approval of a paraprofessional CPA is provisional if the above conditions are not met and identify a plan of action should this occur.

## Describe the qualifications of the candidate:

- Describe how the candidate meets the requirements for hiring a paraprofessional CPA. See [Section 4.3: CPA Qualifications and Requirements](#).
- Please describe:
  - Education and job experience.
  - Experience and knowledge of cultural practices and socio-economic conditions of a specific community he/she is hired to serve.
  - Proficiency in language needed to serve participants.
  - Ability to communicate effectively.

Name of person(s) submitting this plan \_\_\_\_\_ Date submitted \_\_\_\_\_

Approved by \_\_\_\_\_ Date submitted \_\_\_\_\_

**For future hires of paraprofessionals, this plan must be reviewed and updated. Notify your State Consultant each time it is updated.**

## Reference – Complete Listing of Hyperlinks

### [Section 4.6: CPA Monitoring and Oversight](#)

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\\_6.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_6.pdf))

### [Section 4.5: Staff Training](#)

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\\_5.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_5.pdf))

### [Exhibit 4-G: Staff Monitoring Plan](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4g.pdf>)

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Section 4.3: CPA Qualifications and Requirements

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\\_3.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_3.pdf))

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