SharePoint

I. The Utah WIC SharePoint site will be utilized as the primary location for all sharing of information from the State WIC Office to local agencies. The Utah WIC SharePoint site can be accessed at: http://wicshare.health.utah.gov using VISION system credentials. The WIC SharePoint site is a secure site for Utah WIC employee access only.

II. SharePoint should be used with Microsoft Internet Explorer 10 or 11. If other browsers are used, errors could occur or some functionality may not be available.

III. SharePoint will be updated and maintained by State WIC staff and contains the following types of information:

    a. Announcements from the State Office

    b. Calendar
        i. Events
        ii. Meetings
        iii. Conference calls
        iv. Training Seminars
        v. Conferences
        vi. Management Evaluations

    c. Ad hoc reports from VISION

    d. The WIC Wire newsletter

    e. IT documents and Files

    f. WIC Directories
        i. Local agencies must maintain their own WIC directories current on SharePoint.

    g. Meeting minutes and agendas

    h. Documents for review

    i. Requests
        i. Special formula ordering
        ii. Date of birth corrections
        iii. Report requests
        iv. Security Access
        v. Dual Deletion

    j. Policy and Procedures (P&P)
        i. Current P&P

      ii. Proposed State Plan
      iii. Memos

  k. Nutrition Information
      i. Nutrition education materials
      ii. Nutrition brochures
      iii. Food package information
      iv. Product Guide
      v. Nutrition and breastfeeding topic discussions

  l. Staff training modules
      i. Training modules
      ii. Training videos
      iii. Web links to training online
      iv. VISION system training webinars

  m. Clinic forms
      i. Operations and Administrative Forms
      ii. Breastfeeding and Pump Forms
      iii. Nutrition and Nutrition Education Forms
      iv. Vendor Management Forms and Training Materials
      v. Clinic Forms and Supplies Order Form (UCI Order form)

  n. Local Agencies
      i. Local documents
      ii. Local calendar
      iii. Local announcements

IV. SharePoint should be viewed daily by WIC staff to remain current on announcements and other updates.

V. The WIC Wire newsletter should be read monthly by all WIC Staff.

VI. State WIC Office standard procedure for notifying local clinic management and staff of unexpected VISION outages:

  a. When the State Office becomes aware that the VISION system is down, state staff will quickly try to determine if the outage affects the state as a whole or only a certain local agency/clinic. Staff will also attempt to determine the cause and duration.

  b. The Utah WIC Program Manager or a designee will email WIC directors and clinic supervisors within approximately ten minutes of becoming aware of the situation. Any known information will be provided, along with recommended actions. The same information will then immediately be posted as a SharePoint announcement. Updates will be made on

SharePoint every 30 minutes during the outage, or as soon as new information is obtained. Clinic staff should monitor the home page of SharePoint for breaking announcements.

c. Clinic staff should avoid calling the WIC Help Desk regarding the outage after the initial announcement is made unless they have new critical information to share.