

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: <https://utgov.sharepoint.com/sites/dhhswic/> using Utah ID credentials. The WIC SharePoint site is a secure site for Utah WIC employee access only.
- II. 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. Training webinars
 - iv. Conferences
 - v. Management Evaluations
 - c. Ad hoc reports from VISION
 - d. The WIC Wire newsletter
 - e. Utah Breastfeeding Health Newsletter
 - f. IT documents and Files
 - g. WIC Directories
 - i. Local agencies must maintain their own WIC directories current on SharePoint.
 - h. Documents for review
 - i. Requests
 - i. Special formula ordering and returns
 - ii. Date of birth corrections
 - iii. Report requests
 - iv. Security Access
 - v. Residency Exception Requests
 - vi. 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
- III. WIC staff should become familiar with the WIC SharePoint site and learn where to find needed information.
- a. All WIC staff will receive an alert email anytime an announcement is added to SharePoint. The email will contain all the information in the announcement. Staff should read all announcements in order to stay current with new information and changes.
 - b. The WIC Wire newsletter should be read monthly by all WIC Staff.
- IV. 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. Emailing wichelpdesk@utah.gov may be more helpful for the state.