

## 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://sp.health.utah.gov/wic/SitePages/WIC.aspx> using VISION system 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. 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
- III. SharePoint should be viewed daily by WIC staff to remain current on announcements and other updates.
- IV. The WIC Wire newsletter should be read monthly by all WIC Staff.
- V. 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.