

## 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. 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
  - 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
- I. 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
- II. SharePoint should be viewed daily by WIC staff to remain current on announcements and other updates.
- III. 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.