

**Connecticut WIC Program Manual
Federal Fiscal Year 2016**

Section: Management Information System (MIS)

107-01 Statewide WIC Information System (SWIS)

SECTION: Management Information System (MIS)**SUBJECT: Statewide WIC Information System (SWIS)**

POLICY

The Statewide WIC information system shall be used by all local agency and satellite sites.

SWIS is a computerized information system, used for processing and tracking local agency functions, i.e. participant certification, check issuance, nutrition education documentation, budget and expenditure reporting. SWIS is a LAN-based system, utilizing the Windows network operating system. Programs are written in FoxPro and Visual FoxPro. Each local agency operates independently during the day. The master database is maintained at the state level on a mainframe, and is kept synchronized with the local agency databases through automated nightly communications.

The SWIS User Procedure Manual includes instructions on the operation of SWIS.

Computer Security and Maintenance

All local agencies must comply with the following information security policies and guidelines:

Passwords/IDs

SWIS passwords expire periodically. Users are responsible for maintaining password security.

Users should memorize passwords and not post them, nor share them or re-use them. Program Coordinator's must remove user ID's of employees who are terminated for any reason.

Software Licenses

It is the policy of the WIC Program to uphold our obligations under the Copyright Law and vendor license agreements. Violation of the Copyright Law or the Department's obligation under license agreement may subject offending employees to termination and to civil and criminal action.

Individual Employee Obligations

Read the license agreement associated with the software being used or in use; and comply with the agreement.

Use only software copies for which the Department of Public Health has purchased a license.

Do not permit a licensed copy to be used on more than one computer unless specifically authorized in the license.

Do not copy software beyond the extent permitted by the license, and do not copy related software documentation, such as user manuals.

Do not allow copies of software or documentation to be made for personnel by anyone except as authorized under the license or applicable law, for example, a copy for backup purposes may be appropriate.

Use the software only on the computer for which it was acquired, and do not loan or copy it. If unfamiliar with the licensing requirements, or the license agreement is not readily available, be most restrictive in its use.

Secure original software media and documentation.

Any questions regarding the use of WIC program software and security should be directed to the State WIC office.

Equipment

Equipment must be secured and protected from fire, water, rough handling, accidental damage, and electrical storms. Personal use of state-issued equipment is prohibited. Satellite equipment must be returned to the local WIC office upon the close of business each day. Laptop computers cannot be left in vehicles unattended.

Keep the equipment clean; dust free and away from liquids and caustic chemicals. Cords should not be wrapped tightly around PC components when packing up for/at satellite sites. Loop the cords and tie them together with a twist tie.

Date Back-up and Recovery

Back up of the WIC system is performed automatically. All critical data residing on the file server are backed up to the communication PC each night during off-hours. Also, as the local agency DSL connectivity project moves forward, the State WIC office will begin transferring backup files to the State server to provide off-site protection of data.

Recovery procedures are standardized but technical. State WIC staff must perform a system recovery if such action is required.

Installation and Upgrades

All installation and upgrade of hardware and software shall be performed by or with the supervision of the State WIC office.

Installation of hardware and software not authorized by the State WIC office is strictly forbidden.