

**Connecticut WIC Program Manual  
Federal Fiscal Year 2017**

**Section: Management Information System (MIS)**

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**107-01 Connecticut WIC Management Information System (CT-WIC)**

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**SECTION: Management Information System (MIS)****SUBJECT: Connecticut WIC Management Information System (CT-WIC)**

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**POLICY**

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

CT-WIC is a computerized information system used for processing and tracking local agency functions, i.e. participant certification, benefits issuance, nutrition education documentation and budget and expenditure reporting. CT-WIC is a web-based system, utilizing the state's intranet for connectivity. The software is written in the Microsoft .NET platform. The database is Microsoft SQL Server platform and is located at the Department of Public Health.

Satellite sites must use a Virtual Private Network (VPN) to gain access to CT-WIC. Key fobs displaying a constantly-changing 6-digit security code are issued to all satellite users and must be used to login to the VPN and access the state intranet.

The CT-WIC User Manual includes instructions on the operation of CT-WIC.

**Computer Security and Maintenance**

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

**Passwords/IDs**

CT-WIC login IDs and passwords are synchronized to the state's Active Directory system and expire periodically. Users are responsible for maintaining password security.

Users should memorize passwords and not post them, share them or re-use them. The state agency will be responsible for creating, removing and resetting local agency user accounts.

**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/or civil and criminal action.

**Individual Employee Obligations**

Read and comply with the license agreement associated with the software being used.

Use only software 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.

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.