Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012   Policy No. IS-5

Revised: August 1, 2016

Local Agency Information Technology Requirements

Authority

7 CFR Part 246.4(a)(11)

Policy

1. Local Agencies shall be responsible for purchasing or providing their own laptop computers, network systems, hardware and software necessary for completing all automated data processing functions as required by Federal and State agencies, including maintaining requisite levels of data security (See Policy IS-4, Data Security).

2. Local Agency shall be responsible for providing Information Technology support and services.

Procedure

1. Local agencies shall ensure the following requirements are met in order to effectively and efficiently operate the MIS system:

    1.1.   A laptop computer certified for and running Windows 7 Professional, 32 or 64 bit processor, with at least 3 GB of RAM, operating with full administrative rights

    1.2.   Microsoft Office suite (Outlook, Word & Excel, at a minimum)

    1.3.   A process to ensure current upgrade of Microsoft security patches to laptops

    1.4.   A commercial-quality antivirus protection product with regular updates

    1.5.   Reliable access to the Internet at all WIC facilities (main sites and outreach locations)

        1.5.1.   Hard wired connection to the internet with minimum of 15 mpbs recommended for optimal MIS performance.

        1.5.2.   If no hard wired connection is available, wireless internet connection with minimum of 15 mpbs may be used.

    1.6.   Network file storage with secure controlled access and tested backup and disaster recovery. Recent backup media must be stored offsite in case of site disaster.

    1.7.   LAN-connected non-check [non-MICR] printer(s) available for general printing needed.

    1.8.   Full access to the Internet to research nutrition and breastfeeding information and resources for participants and programmatic needs

2. All laptops must have the following items loaded: