

Utah WIC Policy and Procedures Manual

Section N: List of Forms

N. FORMS

Policy: Forms and Training Modules

The Utah WIC SharePoint site will be utilized as the primary location to find current versions of all clinic forms and training modules.

Procedure

- I. 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. Clinic forms and training modules on SharePoint will be updated and maintained by State WIC staff.
- II. Clinic forms are divided under the following headings:
 - a. Operations and Administration Forms
 - b. Breastfeeding & Pump Forms
 - c. Nutrition and Nutrition Education Forms
 - d. Vendor Management Forms and Training Materials
- III. Clinics should print forms from SharePoint as needed and should not print excessive quantities or make photocopies to avoid using outdated forms. Clinics should discard any outdated forms or other printed materials in the clinic and use only the versions currently found on SharePoint or distributed by UCI. Clinic staff must check revision dates of forms and printed materials to ensure the current versions are used.
- IV. The Clinic Order form (UCI Order) is posted on the WIC Forms tab of SharePoint during the ordering periods. This form is a spreadsheet that local staff must use to order printed materials and supplies distributed by UCI.
 - a. Ordering will be done three times per year. Ordering dates will be announced and are typically about January 1st, May 1st, and September 1st.
 - b. Deliveries from UCI can be expected during February, June, and October.
 - c. Clinic staff should order sufficient quantities to avoid running out of items over the four month period and should have extra supplies on hand in

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case of shipment delays or back orders. Clinic staff should be careful not to order more supplies than can be used before they become outdated.

- d. Late orders or items requested between ordering periods cannot always be accommodated.
- V. Current versions of staff training modules are found on SharePoint in the Staff Training tab. In addition to training modules, clinic staff can also find web links, videos, webinars and other curriculum on this section of SharePoint.