

**Memo Name:** eWIC Journey use outside of the WIC Clinic  
**Memo Type:** New Procedure  
**Author:** Narissa Scales  
**Procedure Reference:** State Agency Computer Use Outside Clinic Settings Procedure

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**End Date:** Until policy is approved by USDA

WIC Staff may need to utilize eWIC Journey on a device outside of the WIC clinic, including the employee's home, hospitals or other locations. This policy memo is to provide guidance on the necessary steps that need to take place before eWIC Journey can be used in locations outside of the WIC clinic.

- 1) eWIC Journey can only be placed on devices purchased by the Local Agency. If it is a new purchase, a "Requested for Authorization of Purchase" form must be submitted and approved by the Nebraska State WIC Office. The equipment purchased must run windows 10 or higher and must be able to integrate with existing hardware including but not limited to printers, signature pads and scanners already used at the WIC clinic site.  
**Note:** Windows XP is no longer supported by security updates and should not be considered when purchasing new equipment.  
**Note:** Windows 7 mainstream support ended in 2015 and security updates will end Jan 14, 2020
- 2) Participant's information should be kept confidential. Each device should be password protected. WIC employees who are in possession of a device with eWIC Journey are required to use their own user id and password to access eWIC Journey Production. Devices should be kept in a secure location at all times. When the device is in use, participant information should not be visible to non-WIC employees.
- 3) WIC staff should only utilize eWIC Journey on devices outside of the WIC clinic when necessary to complete their job duties. One example could be WIC Breastfeeding Peer Counselors, as many of their job duties take place outside of the WIC clinic (i.e. calling and texting WIC participants outside of business hours).
- 4) Local Agency WIC programs should develop policies and procedures regarding the use of devices with eWIC Journey outside of the WIC clinic. These policies should specifically address the following: the allowed reasons for use of these devices outside of the clinic, how the Local Agency plans to keep the devices secure, plans to keep WIC participant's information confidential, where usage is allowed and how the LA plans to keep records and accountability of issued devices. The local agency should maintain a list of all employees who are using devices outside of the WIC clinic and require employees in possession of an eWIC Journey loaded device to sign a form acknowledging and agreeing to follow the policy for security and confidentiality.

- 5) During management evaluations performed by the Nebraska State WIC office, each Local Agency should be able to provide a copy of the list of all employees who are using devices outside of the WIC clinic and the signed acknowledgement forms for each employee.