Section 9.2: Information System Hardware

11/2024

References: MN Chapter 13 Data Practices Act, 7 CFR 246.26 (d-h); WIC Grant Agreements, Exhibit A WIC Grantee Duties.

Policy: All Local Agencies are required to use either State provided or locally provided computers that meets the State's minimum hardware specifications to access the Minnesota WIC Program Information System.

Purpose: To ensure consistency of the system, maximize operation efficiencies and maintain data integrity and security.

Procedures

Hardware Support

The State will provide all hardware needed to use the WIC Information System. This hardware includes computers, scanners, signature pads, and card readers.

Local Agencies will receive computers with an operating system, Office Suite, full disk encryption, and an anti-virus suite installed.

- The anti-virus software may be replaced with a Local Agency standard and must be supported by local agency IT staff.
- Computers may be configured as needed to connect to the local network.

Local Agencies may install other software onto State provided computers as needed by WIC Staff for WIC business purposes.

- Any additional software must be:
  - Tested locally to ensure there are no impacts to the WIC Information System software
  - Supported by local IT staff

Local Agencies must use the Minnesota WIC Help Desk as the first point of contact when in need of assistance in the event of a hardware failure or when any error message is received for any hardware provided by the State.

Local Agencies may provide their own computers for using the WIC Information system. Local Agencies must submit a request to the State using the Local Agency Hardware Support

Agreement, form and receive approval from the State. The Local Agency will confirm they can meet the following criteria:

- Ensure hardware meets the minimum specifications found in the Using Locally Owned Computers with WIC document.
    - To use WIC funds to purchase computers follow procedures outlined in Section 2.2: Financial Procedures.
- Provide adequate IT support that is available, responsive, and effective.
- Ensure Local IT support provides and maintains adequate inventory for new staff and to replace faulty hardware within 24 hours.
- Meet State security standards and hardware specifications.
- Provide specific Windows operating system version and Office Suite.
- Provide real-time anti-virus protection.
- Provide regular security updates to the operating system and anti-virus software and definitions.
- Install State provided full disk encryption software, or Local standard if approved by the State.
- Create a process to ensure temporary files in the Downloads folder MUST be set to delete after 1 day and deleting files from the Recycle Bin MUST be set to no more than 30 days or the state provided Download and Recycle Bin script may be used (See Guidance below).
- Must have a default web browser of either Google Chrome or Microsoft Chromium Edge.

Physical Hardware Security

State provided hardware including but not limited to computers, scanners, and signatures pads should not be left in vehicles.

State provided computers should be securely locked to a stationary object using a Kensington Lock or equivalent.

- State provided locks come with 2 keys. One should be stored in a secure location and the other should be kept on your person while the lock is in use, it should not be stored in a desk drawer or computer bag.

Local Agencies must maintain a current inventory of WIC equipment received from the State via the WIC Information System Contractor. Annually, the Local Agency must verify its accuracy and work with the Contractor to make corrections as needed (see Section 9.5: Equipment Inventory).

Lost or stolen computer equipment

Due to the risk of potential data breach (see Section 1.7: Data Privacy), Local Agencies must **immediately** do the following if computer equipment is identified as lost or stolen:

- Contact the following staff at State WIC office:

  - WIC MIS & Data Unit Supervisor

  - WIC Nutrition & Clinic Services Unit Supervisor

  - Agency's State WIC Consultant

- Provide the following information:

  - List of missing equipment

  - Agency name and number

  - Location where loss/theft occurred

  - Date and time the loss/theft occurred (actual if known or estimated)

  - Circumstances around the occurrence

  - Provide a copy of the police report if applicable

- If using locally provided computer equipment, in addition to contacting the State, immediately contact Local IT and follow local protocol for lost/stolen equipment.

Training

Annual security training is required for all WIC staff every Federal Fiscal Year. Local Agencies are responsible for ensuring and tracking that all staff view the security module annually each year and new staff view this Security Module as part of Information System training.

- WIC Security Training

- Local Agency Security Training Module Tracking form

Guidance

A Download and Recycle Bin script was created to help Local Agencies meet security requirements after downloading documents that contain private data. This script creates a scheduled task to delete all files from the Downloads folder and the Recycle Bin each time a user logs onto their computer and at 8 pm daily if the computer is not shut down overnight. The Download and Recycle Bin Script and instructions are available from the State office.

Local Agencies must contact their State WIC Consultant if there is a need for part-time WIC staff to use the State-owned computers for ongoing non-WIC business.

Reference – Complete Listing of Hyperlinks

Local Agency Hardware Support Agreement
(https://redcap.health.state.mn.us/redcap/surveys/?s=DK4EWNEPCKXKRXPH)

Using Locally Owned Computers with WIC
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/local.pdf)

Section 2.2: Financial Procedures
(https://www.health.state.mn.us/docs/people//wic/localagency/program/mom/chsctns/ch2/sctn2_2.pdf)

Section 9.5: WIC Information System – Equipment Inventory
(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch9/sctn9_5.pdf)

Section 1.7: Data Privacy
(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch1/sctn1_7.pdf)

WIC Security Training
(https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html#security)

Local Agency Security Training Module Tracking Form
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/training/security/track.docx)

Minnesota Department of Health - WIC Program 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us. To obtain this information in a different format, call: 1-800-657-3942

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