

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective June 1, 2002

Policy No. AUT:02.0

Computer Environment and Platform Modifications

Purpose

To ensure standardized platforms are not modified, thus affecting the functionality of the Texas WIC Information Network (WIN) system.

Authority

State Policy

Policy

All modifications, enhancements, and corrections to the Texas-WIN computer platforms made by the local agency (LA) shall have prior written approval by the state agency (SA) Automation Division director.

System downtime which results from any modifications to hardware or software performed by LA staff that are attempted without SA approval shall be returned to the original platform configuration by SA automation staff. Costs associated with this repair shall be paid by the LA with non-WIC funds. This cost shall include staff salary, travel expenses and parts if applicable.

Modification to systems without explicit approval from the SA Automation Division Director may result in revocation of supervisory access for LA support staff.

Procedures

- I. Requests for modifications and/or enhancements shall be submitted for prior approval in writing to the WIC Automation Division Director.
- II. Automation management shall determine the impact and disposition of the request.

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- III. If approved, SA help desk staff shall dial into the modified system and review for accuracy.