

HSIS Security

Protecting Screen Access to WIC Benefits

The WIC benefit screens (certification and food instrument issuance) need to be protected from unauthorized access.

Limiting Access to WIC Screens during Operating Hours

When the WIC system user must leave the computer workstation, one of the following actions **MUST** be taken:

- Back out of any participant WIC ADP benefit or issuance screens (press the <F2> key) and go back to the main Application Selection Menu **AND** turn off the monitor before leaving your computer.
- Properly log out of the WIC ADP application (press the <F2> key and the <F1> key) and go back to the HSIS login screen before leaving your computer.
- Lock your Windows PC workstation terminal by pressing the CTRL+ALT+DEL keys simultaneously on your keyboard and then selecting Lock Workstation on the screen. Locking your terminal will password protect your PC workstation terminal and require a Windows password to unlock it.

Do Not Share Your WIC RACF User ID

Under no circumstances can the WIC ADP system user share a WIC RACF user ID with others. The WIC ADP system will track who has changed benefits and issued vouchers. You are responsible if someone has used your WIC RACF user ID.

Limiting Access to WIC Screens after Hours

- Properly log out of the WIC ADP application (press the <F>2 key) and either go back to the HSIS screen (press the <F1> key) or log out of HSIS completely (press the <Esc> key and type logoff).
- Do not keep your WIC (RACF) user ID or password written down and available near your computer.

These safeguards are to prevent unauthorized persons from accessing WIC screens to view protected health information or to change WIC benefits or to issue food instruments.

 **User Note**

The work flow should not be designed such that a WIC user is required to leave a computer unattended while processing participants. Local agency staff may ask their Regional Nutrition Consultant to assess and provide consultation on work flow.