Instructions - WIC State Agency
Information System Profile Report
Fiscal Year 2001

INTRODUCTION. The purpose of this survey is to collect timely information on the status of WIC systems nationwide in order to facilitate information sharing among State agencies, potential contractors, and partner organizations. Profile information is used by FNS Headquarters in the formulation of policy decisions and by FNS Regional Offices in managing MIS initiatives. This profile report will capture the status of each State agency WIC system as it existed at the end of fiscal year 2001.

A. GENERAL INFORMATION.

Please provide general program information (i.e., number of local agencies, permanent and satellite sites, and average monthly caseload, etc.), as well as the name of a person who may be contacted for more information regarding your WIC system. A permanent site is one in which equipment is fairly stationary. The computers, printers, etc., stay at the site, within the clerk's workstation. A satellite or temporary site uses portable equipment. The equipment may be brought in to the satellite site a couple of days a week or locked in closets and brought out when needed. Oftentimes the satellite site is rented or borrowed space, such as a fire station or church basement.

B. SYSTEM ARCHITECTURE.

This section describes the percent of a State agency's current system that is centralized, distributed, or paper batch (see definitions below). It also captures information on who built and operates the system, how many years the system has been in place, and whether the WIC system is or is not part of a larger system integrated with other programs.

Centralized: Client information is entered on computers at the local level and immediately transmitted to the central computer facility, where it is stored and processed. Also known as "on-line" or "real-time."

Distributed: Client information is stored and processed on computers at the local level and subsequently transmitted to the central computer facility for statewide tabulation. Also known as "batch processing."

<u>Paper Batch</u>: Client information is collected on paper forms at the local level and sent by courier to the central facility for keying into the database.

<u>Other</u>: If your system for processing certification data is a combination of the types listed or somehow differs from those listed, please provide a description.

C. SYSTEM PLANNING.

Provide information on MIS development projects planned for the next 1-2 and 3-5 years. Please indicate whether your Program is part of a State a long-range plan for MIS within the health department or organization, and if so, who (i.e., WIC Director, IT Director, Chief Information Officer, etc.) manages the plan. Also, what is the hierarchy of WIC Program and IT staff within the organization?

D. SUMMARY OF CORE FUNCTIONS.

Please clearly indicate all of the automated core functions that your system performed at the end of FY 2001. If at the end of the year, your system was in the process of being upgraded, responses should reflect the system that was most prevalent in operation. For example, if 20 percent of the new system was implemented statewide, report the functions associated with the old system, as the old system was more widely used throughout the State at that time.

In determining whether your system functions as described, please note the way the function is worded. For some of the functions, the system automatically performs the function. For example, the system <u>uses data</u> that resides in the system <u>to assign a risk code</u> or <u>to calculate income</u>. In other functions, the system <u>captures information</u> by allowing the user to enter information or select from a pull-down list, such as capturing nutrition education topics or referral information. These are important distinctions to consider when reporting how your system performs.

E. EMAIL/INTERNET CONNECTIONS

Please identify the entities you are connected with via email and/or the internet. This section will also be used to capture WIC home page addresses and other State internet addresses that provide WIC information that may be of interest to other States, contractors, or other entities.

F. USE OF VARIOUS TECHNOLOGIES.

The purpose of this section is to provide a resource for State agencies that may be interested in pursuing various technologies to improve their WIC Program.

G. SYSTEM SOFTWARE.

Please list in this section the software for each hardware component used in the operation of the WIC State agency information system. Include the version of the software. Do not include non-system software, e.g., software used to access the internet or perform payroll or time management functions.

H. SYSTEM HARDWARE.

List computer hardware used in the operation of the WIC State agency information system at each organizational level (i.e., State, Regional, local agency, and clinic). Hardware purchased by private clinics for use in providing WIC services should not be included. Stand-alone hardware used in WIC Program management, such as a PC purchased to access the Food Stamp STARS database in order to coordinate with FSP, should be included. Specify the type of computer (e.g., mainframe, minicomputer, PC, terminal), the quantity in use, the CPU type and speed, and brand. Do not include printers or communication hardware. Please use a spreadsheet to provide this information electronically.

EXAMPLE:

Level	Hardware Type	Quantity	CPU Type	CPU Speed	Brand
State	PC	5	386	133	Gateway
State	Notebook	3	Pentium II	120	IBM
State	Mainframe	1	286	100	Compaq
Local	PC	100	Pentium 2	120	IBM
Local	PC	50	Pentium	100	Dell
Local	Laptop	20	Pentium	100	Dell
Clinic	PC	25	Pentium	133	Gateway
Clinic	PC	500	486	64	Compaq