



MEMORANDUM

24-013

To: WIC Regional Directors
WIC Local Agency Directors

From: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Texas WIC

Date: March 18, 2024

Subject: **Revisions to Texas WIC Policy AUT:08.0**

This memo announces revisions to Texas WIC Policy AUT:08.0 *Acceptable Use Agreement*. The effective date is April 1, 2024. The policy has been posted and you may update your Policy and Procedures Manual by accessing the WIC Website at: [WIC Policy & Procedures Manual | Texas Health and Human Services](#).

A Summary of Changes is Below:

Procedures:

- Procedure I – Added form names that correspond to the HHS policy and signature form related to the Acceptable Use Agreement (AUA). Added hyperlink for HHS policy and signature form to go directly to our catalog.
- Procedure II – Revised instructions about how to complete the AUA signature form.
- Procedure III – Revised to state that LAs must retain the AUA signature form for each employee and have them available for audit/review.
- Procedure IV – Reworded to “When leaving the workstation, staff should secure confidential information.”

Please note that the question “Did staff secure workstations by locking screen or logging off when leaving workstations?” was removed from the Clinical Monitoring Tool. This criterion will continue to be monitored under question 1.3 in the Clinical Monitoring Tool, “Was privacy and confidentiality observed in all areas, verbal, written, etc. when client information was discussed and handled?” If auditors observe that a workstation is not secured when leaving the area, they will provide technical assistance.

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If you have any questions or require additional information regarding Texas WIC Policy AUT:08.0 *Acceptable Use Agreement*, please contact Information Response Management Group (IRM), at the IRM Policy Inbox, IRM-Policy@hhs.texas.gov.

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective April 1, 2024

Policy No. AUT:08.0

Acceptable Use Agreement

Purpose

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the revised Health and Human Services (HHS) Acceptable Use Agreement (AUA) is to assure that staff understand and adhere to all requirements concerning the use of WIC information resources.

Authority

State Policy

Policy

Local Agencies (LA) must ensure that information and resources maintain their integrity, confidentiality, and that their availability is not compromised. All LA staff must sign the Acceptable Use Agreement (as defined below) documenting their acceptance of computer usage requirements.

Definitions

Information resources - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information by LA staff to and from the State Office.

Acceptable Use Agreement (AUA) – a required form for staff to sign agreeing to adhere to state agency policies and procedures for the use of state resources.

Texas WIC Health and Human Services Commission

Effective April 1, 2024

Policy No. AUT:08.0

Procedures

- I. All LA staff assigned a WIC User ID must read the Information Security Acceptable Use Policy (stock# HHS AUA Policy) in its entirety and sign the Information Security Acceptable Use Agreement (stock# HHS AUA Signature Form). The forms are downloadable from the Texas WIC Catalog at [Acceptable Use Agreement Signature Form and Policy](#).
- II. To complete the AUA, staff must:
 - A. Enter all required fields (Signature, Name Printed, Work Email, Work Phone);
 - B. Under the "I am" option, select "A contractor";
 - C. Enter Parent Agency name in the blue text box underneath the "Other" line.
 - D. Enter the "Date Agreement Signed" at the bottom of the form.
- III. The LA must retain signed AUA signature forms for each employee and have them available for audit/review. Refer to [GA:03.0 Records Retention](#).
- IV. When leaving the workstation, staff should secure confidential information.
- V. All staff must complete a Texas Department of Information Resources (DIR) Certified Cybersecurity Training within 30 days of hire and annually thereafter.