

Section II: Local Agency Procedure Manual

III. Local Management Information Services (MIS)

A. Access Request

Purpose

M-SPIRIT contains confidential participant information, to which access is limited by the DPHHS authorization of users and secure networks and equipment.

Policy

M-SPIRIT access may be from the state network or a secure network provided by another business entity. Access may not be from public wi-fi, or other unsecure connections and/or equipment.

1. Access to M-SPIRIT

- The DPHHS will provide secure networks and equipment to allow access to M-SPIRIT.
- Local agencies using a network or equipment not provided by the DPHHS will comply with this policy by using only secure networks and equipment.
- All local agency users will sign the Non-DPHHS Employee System/File Access Request (OM-300B) and comply with the policies listed on the form.
- All local agencies will notify the State WIC Office when staff no longer need access to a WIC system, by completing the Access Delete Request form (OM-300C).

2. Request Access

- Request access to M-SPIRIT using one of the tracks in the table below.

State Network Users:	Off State Network Users:
1. Complete the OM-300B form and submit to wichelp@mt.gov .	1. Complete the OM-300B form and submit to wichelp@mt.gov .
2. Use the user ID provided to access eLearn. Complete the M-SPIRIT and Civil Rights training modules.	2. Create account in eLearn and complete the M-SPIRIT and Civil Rights training modules.
3. Notify the State WIC Office when training is complete. Submit certificate.	3. Notify the State WIC Office when training is complete. Submit certificate.
4. When training verification and account processing are complete, the State WIC Office will contact the employee.	4. When training verification and account processing are complete, the State WIC Office will contact the employee.

3. Maintenance and Operations

- The DPHHS network and equipment will be maintained by the state. Users must

comply with network policies and perform maintenance actions as needed, e.g. connect equipment to the state network for weekly updates. Any state-owned equipment will be inventoried and periodically verified.

- The non-DPHHS network or equipment will be maintained by a responsible organization or business. Examples of this are our current contractors and their subcontractors; county governments; health care entities; and tribal governments.