

Section II: Local Agency Procedure Manual

III. Local Management Information Services (MIS)

A. Access Request

Purpose

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

Policy

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 SPIRIT

- The DPHHS will provide secure networks and equipment to allow access to 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 complete the *WIC System Access Request*, electronically sign the TSD Non-DPHHS Employee Confidentiality Agreement, and comply with the policies listed on the agreement. WIC IT will utilize the information provided on the *WIC System Access Request* form to submit the TSD Non-DPHHS Employee System/File Access Request.
- All local agencies will notify the State WIC Office when staff no longer need access to a WIC system. WIC IT will submit the TSD Access Termination Request to complete the termination process.

2. Request Access

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

State Network Users:	Off State Network Users:
1. Complete the <i>WIC System Access</i> form and submit to wichelp@mt.gov .	1. Complete the <i>WIC System Access</i> form and submit to wichelp@mt.gov .
2. Complete and sign the TSD Non-DPHHS Employee Confidentiality Agreement.	2. Create an OTKA account using the instructions provided to the user from TSD.
3. Use the user ID provided to access eLearn. Complete the SPIRIT and Civil Rights training modules.	3. Complete and sign the TSD Non-DPHHS Employee Confidentiality Agreement.

State Network Users:	Off State Network Users:
4. Notify the State WIC Office when training is complete. Submit certificate.	4. Create account in eLearn and complete the SPIRIT and Civil Rights training modules.
5. When training verification and account processing are complete, the State WIC Office will contact the employee.	5. Notify the State WIC Office when training is complete. Submit certificate.
	6. 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, periodically verified, and returned upon termination of use.
- 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.