



## Memorandum

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**#16-069**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Amanda Hovis, Director  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** July 21, 2016

**SUBJECT:** Texas WIC Policy AUT: 8.0 Computer Usage Agreement Policy

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This memo announces revisions to the subject policy as follows. The policy is effective August 1, 2016. At that time it will be posted and you may update your *Policy and Procedures Manual* by accessing the *WIC Website* at:

[http://www.dshs.state.tx.us/wichd/policy/table\\_of\\_contents.shtm](http://www.dshs.state.tx.us/wichd/policy/table_of_contents.shtm)

### Summary of Revisions

#### *Texas WIC Policy AUT: 8.0 Computer Usage Agreement Policy*

1. Changed the name of Policy AUT 8.0 to “Acceptable Use Agreement Policy” to reflect the revised name of the document created by the state.
2. Purpose: changed “Computer Usage Agreement (CUA)” to “Acceptable Use Agreement (AUA)”.
3. Under Definitions, changed “Computer Usage Agreement (CUA)” to “Acceptable Use Agreement (AUA)”. Also updated the URL that is a direct link to the form on the HHSC Web site.
4. Procedures I:
  - a. changed “Computer Usage Agreement (CUA)” to “Acceptable Use Agreement (AUA)”
  - b. updated the URL that is a direct link to the form on the HHSC Web site
  - c. revised the list of fields that are required to be completed on the Acceptable Use Agreement
  - d. specified the signature page for the required name, agency, and signature date
5. Procedures II:
  - a. Changed “Computer Usage Agreement (CUA)” to “Acceptable Use Agreement (AUA)”
6. Procedures III:
  - a. Changed the method of requesting a new user account.
7. Procedures IV.:

- a. Changed “Security Awareness and Computer Usage” to “Computer Usage and Information Security” to reflect the revised name of the state-developed training.

These policy revisions were not sent to USDA or TALWD for revision as they reflect an internal state agency change.

If you have any questions or require additional information regarding *Texas WIC Policy AUT:8.0 Computer Usage Agreement Policy*, please contact Rob Wilson, Acting Manager, WIC Field Support Group, IT Operations Unit, at [Rob.Wilson@dshs.state.tx.us](mailto:Rob.Wilson@dshs.state.tx.us) or (512) 341-4450.

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective: August 1, 2016

Policy No. AUT:08.0

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## **Acceptable Use Agreement Policy**

### **Purpose:**

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the 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 shall 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 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. The link to the form is:

<http://hscx.hsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-aua.pdf>

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**Procedures:**

- I. All persons who access WIC systems through an assigned WIC issued User ID shall sign the Acceptable Use Agreement located at the link below:  
[http://hhscx.hhsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-  
aqa.pdf](http://hhscx.hhsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-<br/>aqa.pdf)  
Forms shall be signed prior to staff being granted new user accounts. Required fields include:
  - Name on signature page
  - Agency on signature page
  - Employee's Signature and
  - Date Agreement signed on signature page
- II. The LA shall retain all signed Acceptable Use Agreement forms to be available for audit/review. Refer to Records Retention **Policy GA:03.0**.
- III. LA Directors shall apply for new user accounts by sending an email to [WICClinics@dshs.texas.gov](mailto:WICClinics@dshs.texas.gov).
- IV. All LA Staff shall complete the state-developed Computer Usage and Information Security training within 30 days of hire and annually thereafter. (Refer to **Policy TR:03.0**)