

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective June 1, 2002

Policy No. AUT:01.0

Automation Change Management

Purpose

To ensure standardized methods and procedures are used to support the efficient, coordinated, and prompt handling of all changes. To improve communications with program and automation staff.

Authority

State Policy

Policy

All requests for modifications, enhancements, and corrections to the Texas WIC Information Network (WIN) system shall be in writing to the state agency Automation Division Director. Requests shall be evaluated by program and automation staff, based on feasibility, program requirements and impact on development schedules.

Procedures

- I. Complete the top portion, including a brief description of the request, of the Texas WIN Project Change Request Form and submit it to the WIC Automation Division Director.
- II. Automation management shall determine the impact and disposition of the request.