Forms and Training Modules

I.   The Utah WIC SharePoint site will be utilized as the primary location to find current versions of all clinic forms and training modules.

II. The Utah WIC SharePoint site can be accessed at: https://sp.health.utah.gov/wic using VISION system credentials. The WIC SharePoint site is a secure site for Utah WIC employee access only. Clinic forms and training modules on SharePoint will be updated and maintained by State WIC staff.

III. Current versions of staff training modules are found on SharePoint in the Staff Training tab. In addition to training modules, clinic staff can also find web links, videos, webinars and other curriculum on this section of SharePoint.

IV. Clinic forms, found on the WIC Forms tab, are divided under the following headings:

   a. Operations and Administration Forms

   b. Breastfeeding & Pump Forms

   c. Nutrition and Nutrition Education Forms

   d. Vendor Management Forms and Training Materials

V.   Clinics should print forms from SharePoint as needed and should not print excessive quantities or make photocopies to avoid using outdated forms. Clinics should discard any outdated forms or other printed materials in the clinic and use only the versions currently found on SharePoint or distributed by UCI. Clinic staff must check revision dates of forms and printed materials to ensure the current versions are used.