

New WIC Employee Checklist

This packet describes all requirements for new local WIC agency staff. You will find a checklist listing all training requirements as well as a list of forms that must be signed.

- 1) Notify Karen Gallagher and Heidi Morin when a new staff member is hired. Please indicate in this notification if an RSA token from a previous employee will be reassigned to the new staff member. Karen and/or Heidi will complete the RSA token/Juniper forms and forward to the LA Director and new staff member for signatures.
- 2) Training requirements during orientation period prior to starting SPIRIT Training:
 - VENA Training (WIC Learning Online modules at <https://wicworks.fns.usda.gov/wic-learning-online> are excellent) or equivalent (such as previous WIC experience, LA staff developed training and/or thorough peer observations)
 - All staff:
 - WIC 101
 - WIC Breastfeeding Basics
 - Communicating with Participants
 - Interpersonal Communication: Listening Skills
 - In addition to the above training modules, counseling staff shall also complete the following modules:
 - VENA: Connecting the Dots between Assessment and Intervention
 - WIC Baby Behavior Basics
 - Value Enhanced Nutrition Assessment
 - Feeding Infants: Nourishing Attitudes and Techniques
 - Bloodborne pathogen training for staff performing hemoglobin screenings
 - Anthropometric training for staff performing anthropometrics
 - Review, at a minimum, the following Maine CDC WIC Policies
 - Breastfeeding Promotion and Support
 - Certification and Eligibility
 - Civil Rights
 - Farmers Market Nutrition Program
 - Food Delivery
 - Nutrition Services
 - Select Organization and Management

Maine WIC User Access Request

- OM-6 Employee Abuse
 - OM-7 Participant abuse
 - OM-8 Custodial Rights
 - OM-9 Dual Participation
 - OM-10 Participant Rights and Responsibilities
 - OM-11 Processing Standards
 - OM-13 Staff Training
 - OM-15 Mandated Reporting
 - OM-16 Confidentiality and Privacy
 - OM-17 Fair Hearing
- 3) Once above training requirements are completed, SPIRIT Training can begin.
 - 4) Local Agency Director will ensure that the SPIRIT application is installed and fully functional on the computer to be used by the new staff member.
 - 5) The LA Director will complete Maine WIC User Access Request form (last page of this document) and fax to the State Office addressed to: Heidi Morin (Fax: 207-287-3993).
 - 6) The State Agency will contact the new staff member and the LA Director when the Juniper account has been created. This may take 7-10 days. The new user will need to retrieve their Juniper username and create a password for their Juniper account by calling the State OIT Helpdesk (207-624-7700). When the OIT Help Desk asks for the supervisor's name, answer with Dana Daigle, as he is managing the Juniper process and the contact for any Juniper issues.
 - 7) The State Agency will generate a training script and datasheets for the new user. The training is set up individually for each user, so this may take up to one week to complete. Agency and Program orientation may begin while waiting for SPIRIT training and Juniper set up.
 - 8) The new staff member must call the SPIRIT Help Desk (207-370-2123) to gain access to the Training database and initiate training.
 - 9) The new staff member must call the SPIRIT Helpdesk when training has been successfully completed so that the computer she/he was using for Training can be changed to Production. She/He will also receive their SPIRIT Username and password.

Note: You may request new employee access prior to the actual start date, but SPIRIT Training must be completed prior to granting access to SPIRIT Production.

Maine WIC User Access Request

First: _____ Middle Initial: _____ Last: _____

Email: _____ Username (completed by State Agency): _____

- Add User Account
 Change User Role
 Change Username
 Remove Access

Request Approved by:

LA Director (Printed): _____ Signature: _____

SA Representative (Printed): _____ Signature: _____

If an RSA token (key fob) is being transferred:

Please list the previous user of the RSA token and the serial number printed on the key fob.

Previous user: _____ Serial Number: _____

SPIRIT ACCESS:

Role(s) (Choose all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> LA Management |
| <input type="checkbox"/> Breastfeeding Peer Counselor | <input type="checkbox"/> Registered Dietitian |
| <input type="checkbox"/> Admin Assistant | <input type="checkbox"/> Consult IBCLC |

JUNIPER Access:

Heidi Morin or Karen Gallagher at the State Agency will send the LA Director and new staff member a pre-filled RSA token request packet. This 3 page packet includes the following forms:

- 1) Secure ID Card Request Form
- 2) OIT Confidentiality Statement
- 3) Secure ID Supplemental Questions

The director and new staff member will sign the forms in the respective locations and fax/email back to the state office.

ImmPACT Access:

If you require access to IMMFACT (immunization records online), please contact Karen Gallagher at Karen.S.Gallagher@maine.gov

Confidentiality and Conflict of Interest Statements:

All WIC staff are required to sign the WIC Confidentiality statement and WIC conflict of interest statement. Fax (287-3993) signed forms back to Terri LaBrecque at the state agency.