

Using Locally Owned Computers with WIC

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Some WIC agencies choose to use locally owned computers with the WIC information system. The State's preference is for agencies to have either all State-owned computers for WIC or all locally owned computers. There are a few considerations when deciding to use locally owned computers. This document is intended to provide a summary of those considerations and the main responsibilities of the Local Agency when using locally owned computers.

- The current WIC Information System, HuBERT, requires software installation to run the application. In early 2024, Minnesota WIC will move to a browser-based application called WINNIE.
- The State provides the following hardware to all local agencies: card readers, signature pads, and portable scanners.

Minimum Specifications & Requirements

- To run HuBERT/WINNIE, locally owned computers must meet the following minimum hardware specifications:
 - Windows 10 (currently not approved for use with Windows 11)
 - Microsoft Office Suite 2016 or later
 - Processor: 4 cores minimum, 2.2 gigahertz (GHz) or faster processor
 - RAM: 8 gigabyte (GB)
 - Hard disk space: At least 30 GB For WINNIE
 - Graphics card: DirectX 9 or later with WDDM 1.0 driver
 - Display: 1024x768
 - Adequate space for HuBERT (500 MB) and .NET 3.5 installations
 - .NET 3.5 or higher is required to operate the HuBERT/WINNIE program
 - An updated anti-virus package is required
 - In WINNIE, SWIPe is required to use the card reader, signature pad, and scanner. *(A link to this software will be provided by the State Office prior to beginning WINNIE rollout.)*
- All locally owned hardware must meet the minimum specifications. The Local WIC Agency is responsible for testing HuBERT/WINNIE and all state-provided peripherals (signature pad, eWIC card reader, scanner) for compatibility with any new hardware that is purchased.

- Any computer imaging and non-WIC software support will be provided by Local IT and must be tested to ensure it does not interfere with HuBERT or WINNIE.
- To ensure data security is maintained properly, temporary files in the Downloads folder MUST be deleted after 1 day and deletion of files in the Recycle Bin should be set to no more than 30 days. The State has provided a script to automate these deletion processes, or a process can be developed locally.
- All laptops and portable computing devices will be required to run auditable full disk encryption software.
- HuBERT and WINNIE currently require TLS 1.2.

Help Desk Support

- The State will provide a Help Desk call line for the HuBERT and WINNIE applications and any State-provided hardware. When WIC personnel are using locally owned computers, the Help Desk is only able to respond to HuBERT and WINNIE software related questions for the computer.
 - Hardware maintenance and support for the computer will be provided by Local IT. Note: tablets, touch screens, and pen devices do NOT work with HuBERT.
- Hardware support requests for locally owned computers must be responded to by local IT within the same day.
- Critical hardware replacement must be provided within 24 hours.
- If the computer is transferred to someone else within the agency not doing WIC work, the HuBERT application must be uninstalled.
- If the computer is transferred to another organization, the hard disk must be wiped of data or destroyed.

WIC Policy

- Refer to [Minnesota Operations Manual \(MOM\) 9: Information System Operations](#) for additional policies concerning the security of the system.

Local Agency Hardware Support Agreement

Once the decision is made to pursue locally owned computers for WIC, the Local Agency must complete the [Local Agency Hardware Support Agreement](#). This agreement outlines the requirements for using locally owned computers with the WIC system and requires signatures from both the WIC coordinator/manager and WIC Program administrator or IT Supervisor.

Reference – Complete Listing of Hyperlinks

Minnesota Operations Manual (MOM)9: Information System Operations
(<https://www.health.state.mn.us/people/wic/localagency/mom.html>)

Local Agency Hardware Support Agreement
(<https://redcap.health.state.mn.us/redcap/surveys/?s=DK4EWNEPCKXKRXPH>)

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