



MI-WIC Implementation Readiness Validation

Check as appropriate and note exceptions

Hardware and Network

- [] Needed desktop configured and installed
- [] Needed laptop configured and installed
- [] Desktops and laptops use minimum of 512 K memory
- [] Electronic Signature pad installed
- [] Scanner installed
- [] Scanners use TWAIN driver
- [] All computers connected to the network (if clinic uses network)
- [] All computers connected to the Internet
- [] CBDS/Frame relay or AT&T VPN, if used, can be deactivated
- [] Printer connected (accessible through network)
- [] PIN select device configured (no change with MI-WIC implementation)
- [] If the local agency or clinic plans to use State provided ISP (AT&T, Comcast or Charter), a letter from the Health Officer/CEO is needed by the WIC Division. The letter shall be addressed to the WIC Director.
- [] Part-time clinics and remote clinics have needed Internet connection to access MI-WIC and EPPIC
- [] If a multi-purpose hardware such as a printer, scanner, and fax combination is used, validate that all required components are working

User Access

- [] All users have ID to access clinic network
- [] All users have permissions to access the Internet
- [] All users have SSO ID (<https://sso.state.mi.us>). Note that access to MI-WIC will be authorized during MI-WIC JIT).
- [] Validate access to EPPIC – the EBT Host System (<http://ebt.acs-inc.com/miebtmanage/ebtwic.eppic>)
- [] Users have signed the MI-WIC confidentiality document (new policy)
- [] Identify default printer to print EBT shopping list and other client related documents. (To set default printer, from the Start Menu, go to Settings, Printers and Faxes and right click on the preferred installed printer to set it as default printer)
- [] Test a print for the default printer, as needed

Software

- [] Access to Internet available on all computers
- [] All desktops have Windows 2000, Windows XP, or Windows Vista
- [] Can access <https://sso.state.mi.us> on all computers (The link may be saved as a browser favorite)
- [] Internet Explorer v 6.0 or higher
- [] Adobe Reader v 5.0 or higher

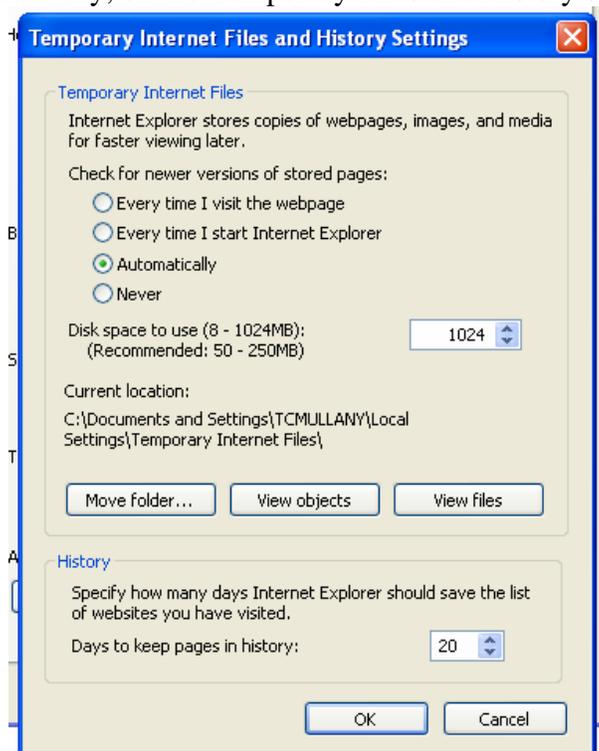
- [] Driver for Topaz Electronic Signature pad for computers connected to Electronic Signature pad
- [] Driver for scanner installed on computers planned to be used for scanning
- [] Active virus protection for all computers planned for MI-WIC use
- [] <https://sso.state.mi.us> added to third party pop-up blocker exception, if used by clinic or user.
- [] Add <https://sso.state.mi.us> as a trusted site in Internet Explorer. It can be added under Internet Explorer, Menu - Tools, Internet Options, Security tab, Trusted Sites – Sites button.

Display Configuration

- [] Set computer display settings to 1024 X 768 (Note that MI-WIC is designed for 1024 X 768 display settings)
- [] Auto-hide the Windows Task Bar by setting the option at Task Bar and Start Menu properties

Internet Explorer Setting

- [] Enable pop-up or add <https://sso.state.mi.us> to pop-up exception list under Internet Options Pop-up Blocker settings in Internet Explorer
- [] Check Automatically, on the Temporary Files and History settings



- [] Delete temp files, cache, etc.