

## **Wisconsin WIC Confidentiality: Online Orientation Course Guidance for Using the Course**

Specifically designed for newly hired WIC staff, the course covers all of the basic information about confidentiality and the WIC Program. While it does provide a substantial amount of information about WIC Confidentiality, it will still be necessary to guide the new hire in understanding the concepts. **All new hires are required to complete this course within the first week of hire.** It should take around 30 minutes to complete.

**Important:** Please download the *Wisconsin WIC Confidentiality Course Note – Taking Worksheet* before beginning the course. It's located on the course home page. Use it to take notes as you will be asked at the end of the course to solve some problems related to confidentiality.

### **Course topic areas are:**

- How WIC participants are able to access their own file/data.
- How others are able to access WIC participants' files/data without consent.
- How others are able to access WIC participants' files/data with consent.
- How WIC staff can maintain confidentiality of WIC participants on a daily basis.
- How to solve a sampling of challenging situations related to confidentiality in the WIC clinic.

### **Course format:**

- Self – paced
- User – friendly for all WIC staff
- Computer requirements include internet access and flash technology capability – standard features for all computers
- More information on how to navigate through the course is given in the course

### **Computer System Requirements:**

Internet connection (broadband or better recommended)

Sound capability (with speakers or headphones)

Flash Player 6.0.79 or later (Get Flash Player: <http://www.adobe.com/go/getflash> ) (Flash Player 7 or later recommended), and one of the following browsers:

Windows: Internet Explorer 6, Internet Explorer 7, Firefox 1.x and later, Safari 3, Google Chrome, Opera 9.5

Macintosh: Firefox 1.x and later, Safari 3

**Tips:** If you have problems opening the course link, check if it is being blocked; if so, contact your IT support. Also check your audio before beginning.

This course was made possible through a USDA Infrastructure grant. It was developed in partnership with WIC and the University of Wisconsin Division of Information Technology (DoIt) team. It will be updated as information changes.

**All questions and comments related to this course should be directed to Patti Hauser at 608.266.3821 or [Patti.Hauser@wi.gov](mailto:Patti.Hauser@wi.gov)**