

SharePoint: As A Communication Tool

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Background/Introduction:

SharePoint is a website that the Utah State WIC Team has created as a means of communication between the State and Local WIC staff. SharePoint was first put into production in 2011. We just recently upgraded to SharePoint 2013 as of February 2014. The website contains information on announcements and a calendar of events related to WIC. We keep our policy and procedure manual, nutrition information, staff training material, forms used by WIC staff and the local agencies have their own section on the site. As a state staff it has been an effective way to communicate with the local clinics. We are continuing to enhance the website by adding more features as necessary such as ordering special formulas, Ad Hoc reports, and date of birth change request. SharePoint has helped to reduce mass emails. Any important information can be posted to SharePoint to share with the locals.

Project Goals:

1. To effectively communicate with the local staff

Methods:

The Utah State WIC Team needed a more efficient way to effectively communicate with local WIC staff in a timely manner. We evaluated different products and felt SharePoint would best meet our needs. As a team, and with the help of IT staff, we developed a plan to implement SharePoint.

Results:

SharePoint has helped to more efficiently communicate with the local WIC staff. Our website is one place all staff can go to for updates, training and other material to help them with their job. One of our special features that was created in SharePoint was to have the local WIC staff input special formula orders (formula that cannot be bought in the store) and for the state staff to review the orders in SharePoint, then print and fax to CNS Pharmacy.

Summary/Discussion:

SharePoint will continue to grow with additional updates being made to enhance the ease, feel, look and communication of the site. The local WIC staff feel more informed and connected by having the SharePoint site available.