

**Indiana WIC Program
Indiana State Department of Health**

Establishing, Moving or Closing Clinic Sites

Policy

The local agency will obtain approval from the State WIC Office when establishing new clinic sites; adding additional space to existing clinics; or closing a clinic site.

Procedures

- I. Clinic site requirements
 - A. Clinic flow – waiting and work areas must provide adequate and organized space.
 - B. Confidentiality – ability to block site and sound of counseling and assessments
 - C. Infection Control – a sink with hot and cold running water for infection control
 - D. Physical accessibility – the building should have parking, entrances, rooms, restrooms, and hallways that are handicap accessible. If the site is not handicap accessible a plan will be needed.
 - E. Parking - must be located close to the clinic and provide enough spaces to accommodate clinic caseload.
 - F. Safety – must be able to restrict access to stairs, electrical outlets and boxes, and mechanical rooms. Waiting areas should be visible from staff work area.

- II. Establishing a new clinic site or adding space to an existing site.
 - A. the local agency Coordinator will complete the Clinic Site form posted on SharePoint
 - B. At least 120 days prior to anticipated clinic move or addition the completed form and attachments will be forwarded to the Clinic Services Consultant for review.
 1. Clinic sites that appear to present no concerns will receive written approval from the State WIC Office.
 2. Clinic sites will be notified of any requirement issues that must be resolved prior to approval from the State WIC Office.

3. Clinic sites with requirement issues that cannot be resolved will not be approved and the local agency must look for a different site.
- C. The letter of approval does not automatically increase the agency budget. Fiscal changes related to the move should be made with the next budget revision.
 - D. The local agency will request approval for additional computer equipment from the State WIC office. Once approved the local agency will contact the ADP contractor.
 - E. The local agency is responsible for scheduling the wiring of the new clinic and installing the dedicated phone line.
 - F. The lease is established between the Local Agency (not the WIC program) and the Landlord.
 1. The lease should be established on the Federal Fiscal Year (October 1 through September 30), if at all possible.
 2. Repairs to the building should be the responsibility of the Landlord
 3. Taxes and insurance on the building will not be paid by WIC.
 4. An Escape Clause is suggested that will allow the Local Agency to terminate the Lease should Federal Funding cease. A sample of the clause is as follows:

"Should Federal Funds for the maintenance of the Program of the Lessee be decreased to the point that the Indiana WIC Program would be unable to support this Lease, then and in such event, this lease may be cancelled by the Lessee upon a thirty (30) day written notice to the Lessor."

III. Temporarily closing a clinic site(s)

- A. The State WIC office must be notified of any clinic closings.
- B. Each agency must have a plan to notify all applicants/participants of emergency closings. New applicants must be provided this information when making appointments.
- C. Temporary Clinic site closings must be posted 90 days in advance.