2022 Annual Certification
FAQs

Question	Answer
Why have an Annual Certification?	The OCIO collects agency's information technology (IT) portfolio data through the annual certification process. The data helps guide state IT strategy, provides insight into enterprise architecture and reuse of state resources. The data is also used to report to the Legislature on IT health across agencies.
What resources are available to help me with my Annual Certification?	We've compiled important links for your reference: • [Application and infrastructure inventory template](#). • [Technology policy certification form](#). • [PDF version of policy certification form](#) to be used as a reference. (Do not submit the PDF version of this form to OCIO.) • [Cybersecurity website](#). • [Annual certification attestation form](#). • [MS-ISAC's NCSR resource page](#).
What application and software do we need to include on the inventory?	List applications used by the agency to achieve their mission, goals and objectives with the exception of: • Websites that are purely static in content. • Social media applications, unless used for data collections such as surveys, opinion polls, etc.
A business area within my agency purchased an application or software but it is not supported internally. Do I need to include this in my inventory?	Yes. It does not matter which cost center makes a purchase or if it is supported internally. List all applications used by the agency to achieve their mission, goals and objectives with the exception of: • Websites that are purely static in content. • Social media applications, unless used for data collections such as surveys, opinion polls, etc.
What is new on the application and infrastructure inventory for 2022.	Column CJ in the application inventory is new and has been added to identify Automated Decision Systems (ADS) applications. If you plan to re-use last year's inventory as a starting

	point, please ensure you add this column in the correct location, column CJ. There are no new fields on the infrastructure inventory.
What is the definition of ADS?	*ADS Definition/Guidance – ADS is not* **Systems or applications that should not be included in the Automated Decision-Making System (ADS) inventory**: If a system is making decisions based on state or federal law that specifies the criteria that should be used in determining eligibility, judgments, and conclusions. In this case automated decisions are based on rules defined by law and there is no discretionary judgment that is performed by the ADS. **Examples:** • Eligibility to title a vehicle or vessel • When a driver's license can be renewed • Issuance of a business or professional license • Issues of a fishing license • When fees should be charged for a specific transaction *ADS Definition/Guidance – ADS is* **System or application that should be included in the Automated Decision-Making System (ADS) inventory:** If a system makes automated decisions based on algorithms that include an interpretation of specific criteria not set by state or federal law to make a decision, judgment, conclusion, or determine eligibility for a service that affects individuals it should be included in the ADS inventory. **Examples:** • Who is likely to recidivate based on subjective risk criteria • Which households should receive services based on risk of becoming homeless • Assessment of penalties or loss of benefits not based on rules defined in law
Can I use my inventory template from last year?	Yes, but you must add the new column, CJ, for identifying Automated Decision Systems (ADS) applications in the Application Inventory.
Do I need to use the cell dropdown options or can hand key answers?	You must use the dropdown options. Hand keyed entries make it difficult for the OCIO to consolidate the information and leads to reporting gaps. If you are having difficulty with the template, please reach out to

	OCIOTBMProgramOffice@watech.wa.gov for assistance.
Should our application inventory include software that is used to monitor systems and hardware?	Yes. Software used for monitoring system and hardware should be included in the application inventory.

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Should we include M365 product licenses in our application inventory?	Yes. In the past, it was assumed all agencies had standard Microsoft office suite for desktop. That is changing with M365 licensing, so include all Microsoft cloud licensing in your inventory.
Are we supposed to include enterprise applications such as AFRS, HRMS, CAMS in our inventory?	Agencies owning central service applications or shared services will need to include the application in their agency inventory. For agencies using the central service applications/shared service do not need to list the application in their portfolio. For agencies wanting to capture and include the central service application or shared service in their application portfolio, please preface the entry with Centrally Managed – [Application Name] Examples: • Centrally Managed – AFRS • Centrally Managed – HRMS • Centrally Managed – CAMS
How should we register platform or intermediary software used to develop applications (including but not limited to SharePoint, Salesforce, ArcGIS, SSIS, Windows Communication Foundation, Web services, APIs.)	Application developed using intermediary software should include the application name on the inventory and identify the intermediary software in the key technology field of the application inventory.
Do we need to include virtual instances in the infrastructure inventory?	Yes. The infrastructure inventory should include all virtual items servers, storage, appliances, hardware, etc. This includes end user devices and radios.
When will the Privacy Assessment be available?	The Privacy Assessment information will be distributed to agencies in August 2022.
My agency does not have a dedicated FTE titled Privacy Officer. How do we identify the role in the agency for the certification?	Not every agency has a dedicated privacy officer. It is the person in the agency who performs that function.

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Is the NCSR assessment stored on a federal website? Does the federal government have access to that data?	MS-ISAC is considered the owner of the NCSR data and only shares an aggregate of the scoring results at the Federal level. State agencies can see their own data and benchmarks but do not have access to information from other agencies.The Office of CyberSecurity has access to all the data reported by WA state agencies.
Where can I get more information about the NCSR?	For more information, please see [MS-ISAC's NCSR resource page,](#) which includes FAQs, an overview and a user guide.
I'm a small agency, does WaTech submit the annual certification on my behalf?	For agencies receiving support from WaTech, work with your WaTech Customer Account Manager for your specific needs. WaTech will be able to assist you in preparing some certification documents, but the agency is required to submit and attest the annual certification.