



STATE OF WASHINGTON

Office of the Chief Information Officer

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July 12, 2017

TO: Agency Heads and Agency CIOs

FROM: Michael Cockrill, State CIO 

SUBJECT: 2017 Annual Technology Certification Requirements

Background

Each year, agencies are asked to provide information about compliance with selected statewide policies and to provide information in support of statewide technology programs.

Technology is the underpinning for virtually every business function in state government. Washington state residents depend on us to keep their data safe and secure. As good stewards, we strive to spend scarce resources wisely and in support of agency priorities. Each topic highlighted in 2017 certification process has significant business implications or considerations and are key indicators of risk within your agency. While there may be an inclination to treat this as a 'check the box' exercise, I encourage you to use this opportunity to engage in conversations with your business and technology leaders to ensure that appropriate internal processes and controls are in place.

An overview of the certification process and supporting tools was provided at the CIO Forum meeting on July 11th. A more detailed training session will occur later in July with details to be announced separately.

2017 Certification Requirements

The 2017 Annual Technology Certification process has three parts, all due by **September 30, 2017**:

Part 1 – Application Inventory

This year's application inventory is working with OFM and OneWashington to minimize multiple requests for information. We are asking each agency to update their Application Inventory using the pre-populated data collection tool provided by the Office of the Chief Information Officer (OCIO). New data fields have been added to identify agency run solutions supporting administrative and financial functions and identification of systems running on a mainframe. The information on solutions supporting administrative and financial functions will be shared with OneWashington to minimize the need for redundant requests for information.

The collection tool is upgraded this year from an Excel document to a SharePoint based repository. Final user testing is underway and the tool and instructions will be released around July 14th.

Part 2 – Certification of Compliance

Each agency must provide a completed 2017 Annual Agency Certification of Compliance, signed by the agency head (or acting agency head) and the agency Chief Information Officer. Unless otherwise noted in the form, where the agency is not in compliance, a waiver request must be submitted as outlined in [Technology Policy 103](#).

The [2017 Annual Agency Certification of Compliance](#) document is available online.

Part 3 - Annual IT Security Reporting

Annual IT security reports include the agency head's attestation on compliance with security policy and standards, documentation of policy, deviations from the IT standards and other information needed for security program management.

While the reporting requirements for 2017 are expected to be similar to those for 2016, the Office of Cyber Security is reviewing the budget bill and other recently passed legislation to determine if there are additional requirements to include in this year's report. The package and instructions are expected to be released to agencies around July 14th.

Questions concerning IT security reporting should be directed to Scott Bream, State Office of Cyber Security, at (360) 407-8679 or scott.bream@ocs.wa.gov. Other questions should be directed to Rob St. John at (360) 407-9150 or Sue Langen at (360) 407-8686.

Thank you in advance for your support for this important annual endeavor.