



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

Office of the Chief Information Officer

1500 Jefferson Street SE ▪ Olympia, Washington 98504-1501

June 30, 2020

**TO:** Agency Heads and Agency CIOs

**FROM:** James Weaver, State Chief Information Officer

**SUBJECT:** **2020 Annual Technology Certification Requirements**

A handwritten signature in black ink that reads "James Weaver".

Each year, the Office of the Chief Information Officer (OCIO) asks agency partners to provide a set of information about their agency technology programs. The collection of information captured in this annual certification activity helps us measure and understand the overall health of the technology assets and investments across state government and guides future technology strategy and investment. New elements were added this year to improve the quality of centrally available data by increasing the standardization of data reported by state agencies.

While there may be an inclination to treat this as a 'check the box' exercise, I encourage you to engage in conversations within your agency to ensure everything possible is being done to mitigate risk. The data and resulting analysis serve as the basis for reports to the authorizing environment. It is important information is accurate and complete.

**2020 Certification Requirements**

The 2020 Annual Technology Certification process has six parts with due dates between September and December 2020, as indicated below:

**Part 1 – Application Inventory due Sept. 30, 2020:**

Each agency must update their Application Inventory and include responses to the additional questions contained in the inventory template. Updates this year should include additions, changes and deletions from the data collected last year. Please review the [application inventory template](#) for instructions and guidance. Agencies must input their application data into the inventory template and submit the completed inventory to [OCIO Annual Certification mailbox](#).

**Part 2 – Infrastructure Inventory due Sept. 30, 2020:**

This is the first year agencies are being asked to submit their infrastructure inventory. Please review the [infrastructure inventory template](#) for instructions and guidance. Agencies must input their infrastructure data into the inventory template and submit the completed inventory to [OCIO Annual Certification mailbox](#).

**Part 3 – Technology Policy Certification due Sept 30, 2020:**

This year, the [2020 Annual Agency Technology Policy Certification](#) is an online form. Also new is that the certification form queries about most IT policies/standards rather than a small sample. Each agency must submit a completed form and where the agency is not in compliance with a policy, a waiver request is needed as outlined in [Technology Policy 103](#) or otherwise follow the instruction on the form.

**Part 4 – Privacy Assessment Reporting due Sept. 30, 2020:**

Each agency must provide a completed Privacy Assessment Survey. Access and other instructions will be sent separately on or before August 10, 2020.

**Part 5 - Annual IT Security Reporting due Dec. 31, 2020:**

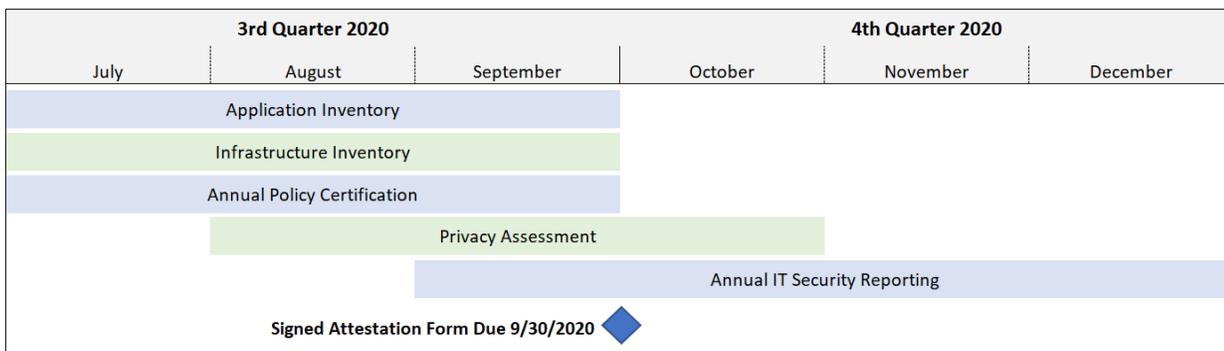
State agencies are again required to satisfy the Office of Cyber Security (OCS) reporting requirements by completing the Nationwide Cybersecurity Review (NCSR) online assessment. Agencies that completed the NCSR for 2019 will be able to access their 2019 submissions to revise last year’s answers to reflect their 2020 security posture.

Submittal through NCSR will be available online starting in mid-August and closing on December 31, 2020. Additional information and instructions about NCSR will be distributed to agencies by September 30, 2020.

**Part 6 – 2020 Annual Certification Attestation form due Sept. 30, 2020:**

This completed paper form attesting to completion of the 2020 annual certification, must be signed by the agency head and Chief Information Officer then submitted to the [OCIO Annual Certification mailbox](#).

**2020 Certification Timelines**



Questions concerning IT security reporting should be directed to [Vinod Brahmapuram](#), State Office of Cyber Security, at (360) 407-8899.

Questions concerning the Privacy Assessment reporting should be directed to [Katy Ruckle](#) at (360) 407-9013.

If you have any other questions, please contact [Cammy Webster](#) at (360) 407-8912.

Thank you for your support for this important annual endeavor.