

2021 Annual Certification FAQs

Version 1
7/6/21

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 and is 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: <ul style="list-style-type: none"> • Application and infrastructure inventory template. • Technology policy certification form. <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Websites that are purely static in content. • Social media applications, unless used for data collections such as surveys, opinion polls, etc.
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.

2021 Annual Certification

FAQs

<p>Should we include M365 product licenses in our application inventory?</p>	<p>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.</p>
<p>Are we supposed to include enterprise applications such as AFRS, HRMS, CAMS in our inventory?</p>	<p>Agencies owning central service applications or shared services will need to include the application in their agency inventory.</p> <p>For agencies using the central service applications/shared service do not need to list the application in their portfolio.</p> <p>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]</p> <p>Examples:</p> <ul style="list-style-type: none"> • Centrally Managed – AFRS • Centrally Managed – HRMS • Centrally Managed – CAMS
<p>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.)</p>	<p>Application developed intermediary software should include the application name on the inventory and identify the intermediary software in the key technology field of the application inventory.</p>
<p>Do we need to include virtual instances in the infrastructure inventory?</p>	<p>Yes. The infrastructure inventory should include all virtual items (servers, storage, etc.), appliances and hardware. This includes end user devices and radios.</p>
<p>Is there overlap between the Infrastructure Inventory and the Cloud Inventory that was completed for the Cloud Assessment?</p>	<p>Yes. We worked with the state Enterprise Architecture team to mirror questions so agencies could leverage the work already done for the cloud assessment when completing their infrastructure inventory.</p>
<p>When will the Privacy Assessment be available?</p>	<p>The Privacy Assessment information will be distributed to agencies by Aug. 6, 2021.</p>
<p>My agency does not have a dedicated FTE titled Privacy Officer. How do we identify</p>	<p>Not every agency has a dedicated privacy officer. It is the person in the agency who performs that function.</p>

2021 Annual Certification FAQs

that role in the agency for the certification?	
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 may be able to assist you in preparing some certification documents, but the agency is required to submit and attest the annual certification.