2022 Annual Agency Technology Policy Certification

FormStack questions:

![Form with questions](image_url)

Agency Name*

-- Select your agency --

This form can only be filled out once per agency.

Agency Head*

First Name  Last Name

Email of Agency Head*

CIO or Head of Technology*

First Name  Last Name

Email of CIO or Head of Technology*

Person filling out this form*

First Name  Last Name

Email of Person filling out form*

Best way for OCIO to contact for clarification questions

Enter your phone, email, Skype, Teams, etc.
Facial Recognition Accountability

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the next year does your agency plan to develop, procure, or use a facial recognition service as defined by Chapter 43.386 RCW: FACIAL RECOGNITION?</td>
<td>Yes, No, N/A</td>
</tr>
<tr>
<td>Have you followed, or do you have a plan to follow, the requirements of Chapter 43.386 RCW?</td>
<td>Yes, No, N/A</td>
</tr>
<tr>
<td>What date did you submit, or do you plan to submit, your required Notice of Intent to the Washington Technology Services Board as required by RCW 43.386.020?</td>
<td>Date</td>
</tr>
</tbody>
</table>

Facial Recognition (optional comment)

Policy 112 Portfolio Management

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies are to have their IT Strategic plan publicly posted on the agency website by 10/31/20.</td>
</tr>
</tbody>
</table>

Provide a link to your IT Strategic Plan
Standard 112.10 Applications

Technology Portfolio Foundation – Applications
(Policy/Standard 112.10)

Has your agency updated and submitted the Application Inventory providing current information on the applications/systems in use within the agency? *

- Yes
- No

Provide the anticipated submission date of the updated inventory to OCIO.*

Save and Resume Later

Previous

Progress

Next >

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Standard 112.20 Infrastructure

Technology Portfolio Foundation – Infrastructure
(Policy/Standard 112.20)

Has your agency submitted the infrastructure inventory providing current information on the technology components in use within the agency? *

- Yes
- No

Provide the anticipated submission date of the updated inventory to OCIO.*

Save and Resume Later

Previous

Progress

Next >

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Policy 114 – Business Application/System Governance

Business Application/System Governance
(Policy 114)

Do all agency business applications/systems comply with each element of the policy? *
☐ Yes  ☐ No

Are you satisfied that appropriate levels of accountability exist for each agency business application/system? *
☐ Yes  ☐ No

If no, submit a waiver request as described in Technology Policy 103 to the OCIO Policy Waiver mailbox. The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.

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« Previous  Progress  Next »

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Policy 151 – IT Disaster Recovery

Information Technology Disaster Recovery Planning
(Policy 151)

Does your agency have a disaster recovery (DR) plan for each technology component necessary to support and deliver the agency essential functions, including those not under direct control of the agency, such as cloud services? *
☐ Yes  ☐ No

Does your agency test disaster recovery (DR) plans at least annually, documenting results and identifying corrective actions? *
☐ Yes  ☐ No

If no to either question, a waiver request is needed as described in Technology Policy 103 and must be submitted to the OCIO Policy Waiver mailbox. The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.

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« Previous  Progress  Next »

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Geospatial Data Management Policy

Does your agency track information by addresses or on a map (this is geospatial information)?
- Yes  
- No

What software do you use for tracking this information?*
- Databases
- GIS software (e.g. Esri, QGIS)
- Other: ___________

Do you create data to store geospatial information?*
- Yes  
- No

Do you store the information according to 161.01?*
- Yes  
- No

The agency needs to follow metadata standards 187.1

Do you map water features (e.g. rivers and streams)?*
- Yes  
- No

The agency needs to follow Hydrography Data Standard 161.03

Do you store 911 data?*
- Yes  
- No

The agency needs to follow NG9-1-1 Geospatial Data Standard 161.07
Policy 183.20.10 – Identity Management

Identity Management User Authentication Standards

Is your agency a member of the state’s standard Enterprise Active Directory (EAD)?*  
☐ Yes  ☐ No

Do agency employees login to any external applications, e.g. third-party or cloud-hosted, through a process separate from their EAD login?*  
☐ Yes  ☐ No

Do external users of agency applications, whether agency-managed or third-party/cloud, login without using the state’s standard SecureAccess Washington (SAW) solution?*  
☐ Yes  ☐ No

If the agency does not have an approved waiver, a waiver request is needed as described in Technology Policy 103 and must be submitted to the OCIO Policy Waiver mailbox. The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.

Policy 184 – Data Center Investment

Data Center Investments Policy

Is all physical compute equipment located at agency offices/facilities allowed by policy?*  
☐ Yes  ☐ No

Do you have an approved waiver for each location that is not in compliance?*  
☐ Yes  ☐ No

If the agency has equipment not allowed by policy at an agency facility and does not have an approved waiver, a waiver request as described in Technology Policy 103 must be submitted to the OCIO Policy Waiver mailbox. The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.
Policy 186 – Commonly Used Software Product Retirement

Commonly Used Software Product Retirement

The intent of Policy 186 is to ensure agencies update or retire commonly used software before it reaches end-of-support.

Software commonly used across the enterprise is identified in Standard 186.10. An expanded list of common software is tracked online in the End of Support Software List.

Agencies are encouraged to track product roadmaps for all software commonly used to run their critical business functions and upgrade or retire that software before it reaches end-of-support.

Does your agency track vendor’s software product roadmaps and upgrade or retire commonly used software before it goes out of support?*

- Yes
- No

If no, a waiver request is needed as described in Technology Policy 103 and must be submitted to the OCIO Policy Waiver mailbox (ocipolicy@ocio.wa.gov). The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.

Policy 188 – Accessibility

Accessibility

Does your agency have an accessibility policy and processes to ensure compliance?*

- Yes
- No

Does your agency have an accessibility plan to ensure new covered technologies are accessible and a plan for making existing covered technologies accessible?*

- Yes
- No

Has your agency identified an information technology accessibility coordinator?*

- Yes
- No

If no to any of the questions, a waiver request is needed as described in Technology Policy 103 and must be submitted to the OCIO Policy Waiver mailbox (ocipolicy@ocio.wa.gov). The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.
Policy 191 – Mobile Device Management – Yes Response

Mobile Device Usage
(Policy 191)

Does your agency have a mobile device policy and ongoing education of users? *
○ Yes ○ No

Has your mobile device management solution changed since the last certification? *
○ Yes ○ No

Has the mobile device management solution been approved by OCS? *
○ Yes ○ No

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Policy 191 – Mobile Device Management – No Response

Mobile Device Usage
(Policy 191)

Does your agency have a mobile device policy and ongoing education of users? *
○ Yes ○ No

Has your mobile device management solution changed since the last certification? *
○ Yes ○ No

Has the mobile device management solution been approved by OCS? *
○ Yes ○ No

If the agency does not have an approved waiver, a waiver request is needed as described in Technology Policy 193 and must be submitted to the OCIO Policy Waiver mailbox (policywaiver@odo.wa.gov). The waiver must describe the agency’s plan for achieving compliance and include target dates for completion of key tasks.

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« Previous

Progress

Next »
Final submittal message

This is the end of this year's Policy Certification form.
Feel free to review your answers before submitting.
If you have questions, contact WaTech at oclp.policy@watech.wa.gov

When you press the SUBMIT button, the form will do a final check to make sure you completed all required fields.

A copy of your submitted data will be emailed to the three email addresses you entered on the first page.

If you have any comments to share about the usability of this form or the certification process in general, feel free to enter your comments below.

Additional Comments

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Previous

Submit Form