FormStack questions:

2022 Annual Agency Technology Policy Certification

This is the **2022 Annual Agency Technology Policy Certification** form referenced in William S. Kehoe's memo to Washington State Agency Heads and Agency CIOs.

Each year, agency partners are asked to provide information regarding compliance with selected statewide policies that support our statewide technology programs.

The policies covered are included on this list https://ocio.wa.gov/policies

Agencies must complete this form by September 30, 2022.

This online form has 17 pages including this introductory page. You may move forward and back as much as you like. Questions do not have to be answered in order. When you click the final submit button you will be asked to complete required fields you left blank. All required fields are marked with a red asterisk.

You can use the "Save and Resume Later" link found at the bottom of each page to save your work.

Upon submitting the form, a copy of your response will be sent to the three email addresses you enter on this page.

If you have questions, contact the WaTech at **ocio.policy@watech.wa.gov**

About Your Agency

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

Facial Recognition Accountability
(Chapter 43.386 RCW: Facial Recognition)

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? *
◉ Yes ○ No ○ Agency or use is exempt

Have you followed, or do you have a plan to follow, the requirements of Chapter 43.386 RCW? *
◉ Yes ○ No ○ N/A

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? *
[⌄] [⌄] [⌄] 📅

☐ We don't know the date yet
If you don't know the date, explain in the comment box below

Facial Recognition (optional comment)

[   ] 1000/1000

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Policy 112 Portfolio Management

Policy Certifications

Technology Portfolios Foundation
(Policy/Standard 112)

Agencies are to have their IT Strategic plan publicly posted on the agency website by 10/31/20.

Provide a link to your IT Strategic Plan *
[   ]

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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. *

[▼] [▼] [▼] 📅

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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. *

[▼] [▼] [▼] 📅

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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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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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Policy 160 – Geospatial Data

Geospatial Data Management Policy
(Policy 160)

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

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Policy 183.20.10 – Identity Management

Identity Management User Authentication Standards
(Standard 183.20.10)

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.

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Policy 184 – Data Center Investment

Data Center Investments Policy
(Policy 184)

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.

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Policy 186 – Commonly Used Software Product Retirement

Commonly Used Software Product Retirement
(Policy 186)

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** (ociopolicy@ocio.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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Policy 188 – Accessibility

Accessibility
(Policy 188)

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** (ociopolicy@ocio.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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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 103 and must be submitted to the OCIO **Policy Waiver** mailbox (ociopolicy@ocio.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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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 **ocio.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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