Operational Policy

Policy title:	Information Technology Standards Policy
Policy number:	DHS|OHA-070-007

Original date:	05/06/02 (DHS only)	**Last update:**	09/01/16 (DHS|OHA)
Approved:	Mark Fairbanks, CFO, OHA	Reginald Richardson, Deputy Director, DHS	

Purpose
The Department of Human Services (DHS) and Oregon Health Authority (OHA) are committed to setting consistent standards for the selection, purchase, and development of efficient and cost-effective information technology solutions in support of business needs. Adopting technology standards is an agency best practice, and may be a matter of compliance with laws, rules, or industry practices.

Description

This policy describes the purpose, use, creation, and possibility for exceptions to information technology (IT) standards. Standardization helps to maximize compatibility, interoperability, safety, repeatability, and quality of technology products, practices, methods, and protocols, while reducing complexity (which also reduces training and support needs), and a variety of costs. This policy applies to the selection and purchase of IT hardware and software.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees, interns, partners, and contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal laws. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy
1. The Office of Information Services (OIS), in collaboration with DHS and OHA, shall establish IT standards for the selection and purchase of efficient and cost-effective IT hardware and software that meet and support business needs.
2. The IT Standards Committee shall:
   a. Ensure IT standards meet business needs and are compatible with other IT products and services. This includes requests for new, amended, or replacement IT standards.

    b. Ensure good stewardship in representing agency business interests, end-user impacts, and budget implications as applied to the effective use and investment of technology.

3. Standards set by the IT Standards Committee shall be shared with the OIS Executive Team quarterly.

4. IT standards shall be based on:

    a. Alignment with the mission, vision, values, goals, objectives, and strategies of OIS, DHS and OHA.

    b. Industry, federal, and state IT standards and best practice guidelines.

5. An established *IT Standards and Approved Products List* shall be published on the DHS|OHA Intranet as changes are approved.

6. Requests for exceptions to established IT standards shall follow the DHS|OHA IT Standards Exception Process.

7. Requests for exceptions to established IT standards related to the American's with Disabilities Act and Language Access accommodation requests shall be prioritized for completion.

8. DHS and OHA follow all federal and state statutes and rules, and all Oregon Department of Administrative Services (DAS) statewide policies.

References

IT Standards and Approved Products List
DHS|OHA-070-007-01 IT Standards Exception Process
DHS|OHA-070-007-02 IT Standards Exception Process Map
DHS|OHA-070-007-03 IT Standards Setting Process

Forms referenced

MSC 0075 IT Purchase Request/Acquisition Form

Related policies

DAS 107-004-010 Information Technology Asset Inventory & Management
DAS 107-004-130 Information Technology Investment Review/Approval
DHS|OHA-010-014 Agency Compliance with Statewide Administrative Policy
DHS|OHA-010-013 Alternate Formats and Language Access Services Policy
DHS-060-034 Reasonable Accommodation Policy

Contact

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Keywords

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