



Information Technology (IT) Policy



**070.400 IT Standards, Policies, and
Procedures (SSP) Team Charter**

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070.400 IT Standards, Policies, and Procedures (SSP) Team Charter	Current Version: 2.1
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Revision History

Date	Version	Description	Author
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9/16/2016	2.1	Revision Date	CHFS IT Policies Team Charter
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Sign-Off

Sign-off Level	Date	Name	Signature
CHFS Chief Information Officer (or designee)	9/16/2016	Robert Puth	

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1 070.400 IT Standards, Policies, and Procedures (SSP) Team Charter

Category: 070.000 Administration

1.1 Purpose

The Cabinet for Health and Family Services (CHFS) Office of Administrative and Technology Services (OATS) must establish an acceptable level of security controls to be implemented when reviewing, updating, creating, and retiring IT documents, through an approved Team Charter. This document establishes the agency's IT Standards, Policies, and Procedures (SSP) Team Charter Policy which helps manage risks and provides guidelines for security best practices regarding to OATS IT documents.

1.2 Scope

The scope of this policy applies to all CHFS OATS employees, consultants, temporary personnel, contractors, and other entities that interact with CHFS information related resources. This policy covers the applicable computer and data communication systems owned and administered by CHFS OATS or third party providers under contract with a CHFS agency.

1.3 Roles and Responsibilities

1.3.1 Security Lead

Responsible for the assessment, planning, and implementation of all security standards, practices, and commitments required. This role is responsible for the adherence and lead of the IT Standards, Policies, and Procedures (SSP) Team Charter Policy.

1.3.2 Privacy Lead

Individual responsible for enforcing security and privacy guidance, of sensitive information, to all CHFS information technology (IT) personnel. This role is responsible for the adherence of the IT Standards, Policies, and Procedures (SSP) Team Charter Policy alongside the Security Lead.

1.3.3 CHFS Staff

Responsible to adhere to the IT Standards, Policies, and Procedures (SSP) Team Charter Policy as well as referenced documents that pertain to the agency's IT documents.

1.4 Management Commitment

This policy has been approved by OATS Division Directors and the OATS Executive Director. Senior Management supports the objective put into place by this policy.

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1.5 Coordination among Organizational Entities

OATS coordinates with other organizations or agencies within the cabinet which access applications or systems. All organizational entities that interact with CHFS systems are subject to follow requirements outlined within this policy.

1.6 Compliance

CHFS abides by the security and privacy requirements established in the National Institute of Standards and Technology (NIST), the Internal Revenue Services (IRS), the Social Security Administration (SSA), the Centers for Medicare and Medicaid Services (CMS), as well as other federal and state organizations as the official guidance domain for this policy.

2 Policy Requirements

2.1 General

The OATS Charter Team oversees the development and maintenance of CHFS Information Technology (IT) policies. CHFS IT follows all Enterprise policies as published on the Commonwealth Office of Technology's website. The Charter Team's objective is to establish IT documents that meet NIST, CMS, IRS, SSA, and other state and federal regulations requirements through the application of Enterprise and CHFS OATS IT documents.

2.2 Membership of Team

The OATS Charter Team is comprised of members within various branches housed in CHFS OATS. The Charter Team members consist of staff from the following areas:

- IT Security and Compliance Member(s)
- Medicaid Systems Management Branch (DMS) Member(s)
- Health Services System Management Branch (HSSMB) Member(s)
- Eligibility Systems Management Branch (ESMB) Member(s)
- Child Support Systems Management Branch (CSSMB) Member(s)
- Family Services System Management Branch (FSSMB) Member(s)
- Division of Strategic Services (DSS) Member(s)
- Division of Accounting and Procurement Services (DAPS) Member(s)
- Non-voting Administrative Organizer
- Additional Non-Voting OATS Member(s)

2.3 Frequency of Team Meetings

The CHFS IT Policy team meets on a monthly basis. However, the team may elect to meet more frequently if required by the workload.

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2.4 Approval Process for Document Review and Implementation

All CHFS IT documents are approved by following the process as outlined below:

- Policies must be approved by a majority of the voting members on the policy team.
- Policies are then reviewed and approved by the OATS Division Directors.
- Policies are then reviewed and approved by the OATS Executive Director, CHFS Chief Information Officer (CIO), CHFS Chief Information Security Officer (CISO), or designee for final approval and signature.
- The Charter Team Non-Voting Administrative Organizer is then responsible for ensuring that approved IT documents are posted to the CHFS website, the IT intranet, or designated published place, as they are reviewed, approved, updated, signed, and implemented.

3 Policy Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Compliance Team is responsible for the maintenance of this policy.

4 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy: 070.203.

5 Policy Review Cycle

This policy is reviewed and/or revised on an as needed basis, but at least once annually.

6 References

- Centers for Medicare and Medicaid Services (CMS) MARS-E 2.0
- CHFS IT Charter Team Member Document
- CHFS IT Policy: 070.203- Exceptions to Standards and Policies Policy
- Internal Revenue Services (IRS) Publication 1075
- National institute of Standards and Technology (NIST) Special Publication 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations
- Social Security Administration (SSA) Framework