



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

May 1, 2014

TO: Agency Fiscal Officers

FROM: Wendy Jarrett, Assistant Director Accounting Division

SUBJECT: AFRS Data Security Project

Thank you for your continued participation as we move forward on the data security project. Since the original March 5, 2014 memo, we worked with DES on alternatives, devised a revised approach and solicited feedback from agencies that expressed concerns with the initial approach. At this time, we feel that we have a workable solution and have decided to extend the implementation date to **August 31, 2014** to allow time for a smooth transition. This memo explains changes to access levels, gives an overview of the process to be followed, and presents two additional items for consideration.

The table below describes the revised approach for access.

Access Level	Enterprise Reporting Standard Reports (ER)	Web Intelligence (Webi)	Target Users
1	Access: Each user has statewide access to all data in all ER Reports that use the AFRS Data Warehouse. Historical Instance: Each user can view all historical instances of reports in ER.	Each user has statewide access to data in the AFRS Universe.	Specific users within OFM, SAO, DES, Leg agencies, and OST with statewide business needs. Other users on an as-needed basis.
2	Access: Same as level 1 EXCEPT reports that have vendor information on them are limited to agencies in each user's group. Historical Instance: Each user can view all historical instances of reports in ER EXCEPT report instances that have vendor information can only be viewed for each user's username.	Same as level 1 EXCEPT queries that include vendor information are limited to data from agencies in each user's group.	Users with responsibilities for multiple agencies. Refer to the attached list for specific groups of agencies.
3	Access: Same as level 1 EXCEPT reports that have vendor information on them are limited to each user's agency. Historical Instance: Same as level 2.	Same as level 1 EXCEPT queries that include vendor information are limited to data from the user's agency only.	Users with agency-specific responsibilities.

Effective August 31, 2014, all users will default to level 3. For access levels 1 and 2, agencies will need to submit a form to DES identifying an agency administrator. This form requires the signature of the agency director or designee. Then each user must sign a request for access form designating the access level requested. The access form must be approved by the administrator and certify that a Non-Disclosure Agreement (NDA) is on file at the agency. All access forms are sent to DES. Requests for a higher level of access than noted in the table above must be approved by OFM.

The revised approach incorporates fewer limitations than were in the original design. Specifically, the focus is on restricting access to vendor information. We believe the revised plan allows for less restriction of data and allows streamlined flow in the access request process. However, we still have two items not fully developed.

Existing NDA. Some agencies already have their users sign NDAs. We want to minimize duplication of NDAs, so if your agency has an NDA, and you believe your current NDA covers ER and Webi access as described in the table above, please email a copy of the NDA to Kim Thompson at kim.thompson@ofm.wa.gov by May 7, 2014. If you plan to change your existing NDA to include ER and Webi access and obtain signatures from all required users so that you still have just one NDA, please contact Kim by May 7 for further discussion.

Statewide access requests. Some users from agencies other than OFM, SAO, DES, Legislative agencies, and OST have indicated they have a business need for level 1 (statewide) access. We are still developing the criteria OFM will use to grant statewide access in these circumstances. If you have suggestions on the criteria to be used, please email them to Kim by May 7.

Next Steps. A list of next steps follows with changes from the original timeline bolded and those accomplished lightened. We will provide ongoing communication to agency fiscal officers and through the AFRS Listserv.

Next Steps	Due Date
Gather agency input through the survey tool.	March 14, 2014
Develop list of agency input based on survey results.	March 18, 2014
Identify statewide and agency mitigation as needed and communicate to agencies.	April 4, 2014
Collect input from agencies that expressed concerns.	April 11, 2014
Consider input from agencies and address as appropriate.	April 16, 2014
Finalize access levels 1 and 2 and send to DES. Refer to attached list.	April 30, 2014
Finalize non-disclosure agreement (NDA).	May 2014
Develop process for granting, modifying, and revoking user access.	May 2014
Provide training to DES Solutions Center and agencies for NDA process.	June - July 2014
DES collects agency administrator forms and access request forms for access levels 1 and 2, routes to OFM if necessary, and grants access.	June - August 2014
Deploy access level security.	August 31, 2014
Phase 2 closes for fiscal year 2014. Agency adjustments are completed.	September 5, 2014
Agencies request that access is granted and revoked as (1) users enter and leave agency employment or (2) business needs of users change that requiring different access.	Ongoing

If you have any questions, please contact Kim Thompson at 725-0224 or kim.thompson@ofm.wa.gov.