Data Integrity and System Access Policy

PURPOSE

The purpose of this policy is to establish standards for the administration of Facilities Portfolio Management Tool (FPMT) accounts, including user requirements and account management procedures. Promoting appropriate access to the system is critical for ensuring data integrity and accurate planning and reporting.

AUTHORITY

This policy aligns with the Office of Chief Information Officer (OCIO) Policy No. 141, *Securing Information Technology Assets*, which defines requirements for maintaining system and network security, data integrity and confidentiality.

SCOPE

This policy applies to all state agencies, departments, boards, commissions and institutions (referred to as agencies) with access to FPMT.

POLICY

To ensure data integrity and the accuracy of the Statewide Facilities Inventory, Six-Year Facilities Plan and other analyses informed by system data, the Office of Financial Management (OFM) has defined the following FPMT user access requirements and account management procedures.

REQUIREMENTS

1. Access to FPMT is granted solely to Washington state employees. OFM will grant exemptions only if a clear business need can be demonstrated.

2. The default system role is read only.

3. FPMT agency roles:

    3.1   Agency Administrator

        3.1.1   Agencies are required to have a primary point of contact, referred to as an administrator, for FPMT matters, including account management activities and data quality issues. The facilities liaison for each agency will also serve as the FPMT administrator.

        3.1.2   Most agencies will have one administrator. Larger agencies may have up to two administrators.

        3.1.3   Agency administrators are required to approve all user accounts for their agency and must approve edit rights for agency users who will be inputting data.

    3.2   Agency Editor

        3.2.1   Agencies should have a limited number of users with edit rights. OFM recommends that agencies have one primary editor responsible for entering all data, with a back-up editor identified.

3.2.2 Access to edit rights should be consistent with the user's scope of employment and must be approved by the agency administrator.

3.2.3 All users with edit rights must receive FPMT training.

3.3 Read only

3.3.1 There is no limit on read-only accounts.

PROCEDURES

All agencies must adhere to the following FPMT account management procedures:

1. New accounts

   1.1 New accounts are requested through FPMT and are approved by the OFM Help Desk.

      1.1.1 New accounts are requested through FPMT. Agency administrators should provide new users with OFM's new account instructions.

      1.1.2 Once a request for access has been made through the system, the OFM Help Desk will approve a Read-Only account.

   1.2 All requests for an enhanced system role should be made by the agency administrator.

      1.2.1 An email should be sent to the OFM Help Desk (HereToHelp@ofm.wa.gov) with the user's name, email address and the new permissions level.

      1.2.2 The Help Desk will assign this task to the Facilities Planning team.

      1.2.3 Facilities Planning will review the request and notify the agency administrator and user when action has been taken.

2. Account maintenance

   2.1 User accounts will remain active until a user no longer needs access to the system.

   2.2 Agencies are expected to maintain a current list of active users and regularly review assigned roles to ensure staff have appropriate permissions and training.

   2.3 Agencies are expected to notify OFM when an FPMT user no longer needs access to the system or no longer needs edit rights.

   2.4 OFM will periodically review FPMT user lists and verify that its records are current and accurate. User lists are available to agencies upon request.

3. Account suspension

   3.1 If an agency user demonstrates a pattern of significant input errors that (1) impact data quality and (2) continue after remedial training and escalation to the agency's FPMT administrator, OFM reserves the right to revoke the user's edit permissions.

DEFINITIONS

Term	Definition
Facility	A building or other structure with at least one wall, a roof and a permanent foundation, regardless of occupancy. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state's facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Import	The means by which users transfer data into a technology solution.
Six-Year Facilities Plan	A biennial report to the Legislature that identifies the long-term facility needs of state government.