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, lease accounting entries recorded based on system data, and other analyses informed by FPMT 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 Editor

       3.1.1 There are two versions of the agency editor role – Facilities and Accounting.

       3.1.2 Agencies should have a limited number of users with edit rights.

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

       3.1.4 Users must receive FPMT training before being granted edit rights.

   3.2 Read only

       3.2.1 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   Users must initiate a new account request through FPMT using 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 elevated permissions must be made by the agency administrator.

        1.2.1   FPMT edit rights must be approved by a designated agency representative referred to as an agency administrator. All agencies must have a designated administrator for FPMT accounts.

        1.2.2   Agencies may have separate administrators for the Facilities and Accounting user roles or they may designate a single individual for both.

        1.2.3   Agency administrators must send an [FPMT User Access Form](#) to the OFM Help Desk (HereToHelp@ofm.wa.gov) to approve edit rights and designate which role the user should have (i.e., Facilities, Accounting or both).

        1.2.4   Edit rights will not be granted until a completed User Access Form is received.

        1.2.5   As part of the user access authorization, the agency administrator must confirm that the user has received FPMT training.

2. Account maintenance

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

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

    2.3   OFM will periodically review FPMT user lists and verify that its records are current and accurate. Any account with no activity for one (1) year will be disabled. Disabled accounts can be reinstated if needed.

    2.4   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 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 system of record for state facilities.
Six-Year Facilities Plan	A biennial report to the Legislature that identifies the long-term facility needs of state government.