



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 5, 2014

TO: Agency Fiscal Officers

FROM: Wendy Jarrett, Assistant Director
Accounting Division

SUBJECT: AFRS Data Security Project

As you know, AFRS generates large volumes of data that are stored in the AFRS Data Warehouse. Agencies routinely access this data through Enterprise Reporting Standard Reports (ER) and Web Intelligence (Webi). To address the security of the AFRS data in the warehouse, we are sponsoring an initiative with the overall goal to limit users' access to that required by their business related tasks.

We have been working closely with the Department of Enterprise Services (DES) and have determined the best way to meet the above goal is to establish three levels of access for ER and Webi users. Each user will be assigned an access level based on business need. Users with access levels 1 and 2 will be required to sign a non-disclosure agreement. The three levels are:

Access Level	Enterprise Reporting Standard Reports (ER)	Web Intelligence (Webi)	Target Users
1	Users have statewide access to all data in Standard Reports that use the AFRS Data Warehouse data.	Users have statewide access to all AFRS Data Warehouse data.	Users with statewide business needs. Ex.: OFM Budget and Statewide Accounting staff, OST, SAO audit staff, Leg staff.
2	Users have access to all data belonging to the user's assigned agency and other specified agencies in Standard Reports that use the AFRS Data Warehouse data. Users have statewide access to all data in Administering Agency and Financial Statements folders of Standard Reports.	Users have access to the AFRS Data Warehouse data belonging to the user's assigned agency and other specified agencies.	Users with responsibilities for multiple agencies. Ex.: AOC, DES fiscal, DES SAFS, DOT, DRS, JLS, OFM fiscal, SEN, UW.
3	Users have access to all data belonging to the user's assigned agency in Standard Reports that use the AFRS Data Warehouse data. Users have statewide access to all data in Administering Agency and Financial Statements folders of Standard Reports.	Users only have access to the AFRS Data Warehouse data belonging to the user's assigned agency.	Users with agency-specific responsibilities.

The goal is to implement this change June 30, 2014. Before we move forward with this strategy, we want to know the impacts these changes will have for your agency so we can mitigate them at the statewide level or help you mitigate them at the agency level. To gather feedback, we have designed a survey that can be accessed here: https://www.surveymonkey.com/s/AFRS_Data_Security_Project. If you would like to provide feedback, please consolidate agency feedback and respond to the survey by March 14, 2014.

Next steps

Work on this initiative will begin soon. A general list of next steps follows, along with the due date for each step. 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.	March 25, 2014
Identify and notify users that need access to statewide data or data belonging to other agencies (access levels 1 and 2). Send list to DES.	April 1, 2014
Finalize non-disclosure agreement (NDA).	April 30, 2014
Develop process for granting and modifying user access.	June 2, 2014
Provide training to DES Solutions Center and agencies for NDA process.	June 2, 2014
Collect NDA forms for access levels 1 and 2. Notify DES to grant access.	June 16, 2014
Deploy access level security.	June 30, 2014

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