

Administrative Policy No. 15.20

Subject: Exceptions to Policy for Information Technology

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Chief Information Officer
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Authorizing Source: Office of the Secretary

Effective Date: January 1, 2003

Revised: April 10, 2012

Approved By: original signed by Patricia K. Lashway
Senior Director, Policy & External Relations

Purpose

This policy establishes: (1) the process to request and grant an exception to information technology related administrative policies, security policies, standards, and processes in DSHS; and (2) a DSHS process to request an exception to policy established by the Office of the Chief Information Officer (OCIO).

Scope

This policy applies to all DSHS organizational units.

Policy

The Secretary delegates authority to grant exceptions to DSHS information technology policies, standards, and processes to the DSHS Chief Information Officer (CIO). The Secretary (or designee) retains the right to review and overrule CIO decisions.

Exceptions may be approved for a one-time request, a specific period of time, or indefinitely. Exceptions granted for a specific period of time are considered temporary. Action to achieve policy compliance must be taken prior to the end of the temporary exception period.

When requesting an exception to a DSHS policy established to comply with an Office of the Chief Information Officer policy, an exception to the OCIO policy is necessary. To obtain approval, the Secretary submits an exception request to the Office of the Chief Information Officer.

Procedures

DSHS organizational units:

1. Use the Information Technology Policy Exception Request form ([DSHS 05-240](#)) to submit requests to the DSHS Chief Information Officer.
2. Obtain appropriate internal approvals before submitting the request to the DSHS Chief Information Officer.
3. Ensure the request includes the following information for exceptions that also require Office of the Chief Information Officer approval:
 - a. Citation of the OCIO policy or standard for which the exception is requested,
 - b. Description of the exception being requested, including technical details,
 - c. Explanation of why the exception is needed and the potential consequences if approval is not granted, and
 - d. Identification of a risk mitigation strategy and a plan to deal with potential issues caused by the non-compliant approach.

The DSHS Chief Information Officer:

1. Approves or denies exception requests to DSHS only policies within 14 days of receipt.
2. Prepares and forwards requests requiring Office of the Chief Information Officer approval to the Secretary for signature within 14 days of receipt.
3. Maintains a log to track receipt and disposition of exception requests and to monitor compliance activities.