

## Administrative Policy No. 15.21

**Subject:** Information Technology Standards Compliance

**Information Contact:** DSHS IT Policy and Governance Unit  
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**Authorizing Source:** Office of the Secretary  
[RCW 43.105.007](#)  
[RCW 43.105.054](#)  
[OCIO Policy 101 - Technology Policies and Standards](#)

**Effective Date:** January 1, 2005

**Revised:** April 6, 2021

**Approved By:** **Original signed by Lori Melchiori**  
Senior Director, Office of Policy and Rules

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### Purpose

The [DSHS IT Standards Manual](#) contains departmental standards, procedures, and guidelines for information technology that are developed and maintained to support the governance of enterprise IT, reduce IT-related risk, and ensure compliance with federal and state IT requirements. This policy establishes the requirement to comply with these standards and assigns responsibility for maintenance of the standards.

### Scope

This policy applies to all department organizational units and their employees, contractors, interns, vendors, volunteers, and business partners who have access to department information, information systems, equipment, or infrastructure.

### Additional Guidance

- DSHS administrative policies
  - [Administrative Policy 15.10 Information Security](#)
  - [Administrative Policy 15.20 Exceptions to Policy for Information Technology](#)
  - [Administrative Policy 15.25 DSHS Information Technology Governance](#)

- For details on how IT standards, processes, and guidelines are developed and approved, and how DSHS staff may initiate changes or ask questions about the standards, refer to the [Development and Approval Process page](#) in the DSHS IT Standards Manual, or contact [DSHS IT Policy and Governance](#).

## Definitions

**DSHS Chief Information Officer (CIO)** – The individual in the DSHS Enterprise Technology division with executive authority who serves as DSHS’s principal advisor on the effective application of information technology to meet business needs.

**Washington State Office of the Chief Information Officer (OCIO)** – Sets information technology policy and direction for the State of Washington. The State CIO is a member of the Governor’s Executive Cabinet and advisor to the Governor on technology issues.

## Policy Requirements

- A. All organizational units within DSHS and their employees, contractors, interns, vendors, volunteers, and business partners who have access to department information, information systems, equipment, or infrastructure must comply with the information technology standards contained in the [DSHS IT Standards Manual](#).
- B. Exceptions to DSHS IT standards must be requested using the Information Technology Exception Request form ([DSHS 05-240](#)) and process outlined in [Administrative Policy 15.20](#).

## Roles and Responsibilities

- A. The IT Policy and Governance unit within DSHS’s Enterprise Technology division is responsible for maintaining the [DSHS IT Standards Manual](#), on behalf of the DSHS CIO.
- B. Administrations are responsible for:
  1. Complying with all published DSHS IT policies and standards and related OCIO IT policies and standards;
  2. Requesting a waiver for any DSHS or OCIO IT policies or standards they are unable to comply with.
    - a. Waivers are granted by the DSHS Chief Information Officer or the Washington State Office of the Chief Information Officer. See [Administrative Policy 15.20 Exceptions to Policy for Information Technology](#) for instructions on how to request a waiver.
- C. DSHS employees, contractors, interns, vendors, volunteers, and business partners who

have access to department information, information systems, equipment, or infrastructure are responsible for:

1. Complying with all published DSHS IT policies and standards and related OCIO IT policies and standards.

DSHS Official