

## Administrative Policy No. 15.22

**Subject:** Information Technology Portfolio Management

**Information Contact:** DSHS IT Portfolio Management Unit  
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**Authorizing Source:** [Chapter 43.105 RCW](#)  
[RCW 43.105.225](#) - Managing information technology as a statewide portfolio  
[RCW 43.105.230](#) - State agency information technology portfolio – Basis for decisions and plans  
[RCW 43.105.341](#) - Information technology portfolios  
[OCIO Policy 112 – Technology Portfolio Foundation](#)  
[OCIO Policy 114 – Business Application /System Governance](#)

**Effective Date:** September 15, 2005

**Revised:** April 5, 2021

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

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### Purpose

This policy seeks to ensure the success and transparency of all business-driven information technology decision-making within the Department of Social and Health Services. The collection and review of foundational IT elements allows DSHS to measure and understand the overall health of existing technology assets and investments, understand where new investments may be needed, and make informed decisions about the relative priority of each investment.

### Scope

This policy applies to all DSHS administrations and organizational units.

### Additional Guidance

- [DSHS Administrative Policy 15.25 Information Technology Governance](#)
- Additional standards and guidelines are located in the [DSHS IT Standards Manual](#); specifically Category 3 for Annual Certification and Category 12 for Portfolio and Project Management.

## 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.

**DSHS Secretary** – The agency head who serves as DSHS’s primary authority for decision making and spend on information technology to meet business needs.

**DSHS Information Technology Portfolio** – The DSHS IT Portfolio is a compilation of information about DSHS’s existing and planned technology investments to support the overall strategies, priorities and allows for an understanding of overall health of all IT assets and investments to support executive decision-making. [Reference [RCW 43.105.230](#) and [RCW 43.105.341](#)]

**Information technology (IT)** – Includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines ([RCW 43.105.020](#)).

**IT investment** – An investment employing or producing information technology or IT-related assets. Each investment has or will incur costs for the investment (including staff time), has expected benefits arising from the investment, has a schedule of project activities and deadlines, and has or will incur risks associated with engaging in the investment.

**The 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.

**Project** – A time-bound endeavor that has a specific start and finish date, undertaken to create the specified product, service, or result. Projects may have multiple phases or sub-projects. Projects may occur as part of planned enhancements to existing products, services, or systems, or may be standalone activities.

## Policy Requirements

This policy establishes the roles, responsibilities, and processes of the Department of Social and Health Services and its administrations in the planning, development, and success of the [DSHS Information Technology Portfolio](#); which supports the organization’s overall strategies and priorities.

## DSHS IT Portfolio content requirements

1. An inventory of all agency applications;
2. An inventory of all agency IT infrastructure and related services;
3. An inventory of all current and closed agency IT investment projects; and
4. The related costs of all of the above inventories.

The above inventory items are available on, or may be requested from, the [DSHS Information Technology Portfolio](#) SharePoint site.

## **Responsibilities**

Annually, DSHS is required to certify that it is in compliance with OCIO policies and related standards, and provide IT-related inventory information. As part of that process, each administration (and each division reporting directly to the DSHS secretary) is required to provide information about their IT-related inventory and confirm their compliance with OCIO policies and related standards. The responsibilities that follow identify how DSHS is supported in meeting compliance.

### **A. DSHS is responsible for:**

1. Monitoring all IT assets for compliance with internal agency and OCIO policies, standards, and processes;
2. Conducting a complete review and update of the DSHS IT Portfolio annually, in accordance with [OCIO Policy 112](#); and
3. Certifying compliance annually with the OCIO; in accordance with [OCIO Policy 112](#) and [OCIO Policy 114](#).

### **B. Administrations (and divisions reporting directly to the DSHS secretary) are responsible for:**

1. Ensuring each application (system) and all infrastructure supporting the administration and its programs:
  - a. Are listed in the DSHS IT portfolio;
  - b. Have a business owner or steward who has ultimate responsibility and accountability for ensuring the application (system) and supporting infrastructure meet business needs and priorities;
  - c. Have a technical owner or steward who ensures business and technical priorities are implemented as determined through the governance processes; and
  - d. Have a governance process that:
    - i. Is formalized, documented, and transparent; and
    - ii. Supports the prioritization of known system defects and enhancement requests.
2. Annually submitting a DSHS technology certification form, signed by the assistant secretary and their IT director or CIO, to the IT portfolio management unit.

- a. The due date and content of each year's annual certification form will be communicated to the administrations by the ITPM, based on that year's OCIO requirements.
3. Ensuring that staff are trained on the procedures and processes developed in support of this policy.

**C. IT Portfolio Management unit is responsible for:**

1. Making recommendations impacting the health and status of DSHS applications;
2. Creating and managing the DSHS IT portfolio in compliance with related RCWs and OCIO and DSHS IT policies and standards;
3. Updating the content of each year's annual certification form, based on that year's OCIO requirements;
4. Communicating the due date and content of each year's annual certification form to the administrations;
5. Gathering all business application data from administrations, auditing data for completeness and compliance, and preparing data for annual reporting;
6. Gathering all business infrastructure data from administrations, auditing for completeness and compliance, and preparing data for annual reporting; and
7. Collecting one DSHS technology certification form from each administration and division directly reporting to the DSHS secretary and submitting those forms to the DSHS CIO.

**D. DSHS CIO is responsible for:**

1. Reviewing the annual DSHS certification packet that includes the DSHS technology certification forms received from the administrations;
2. Signing the OCIO technology certification form prior to the DSHS secretary's review;
3. Ensuring the DSHS secretary (or designee) approves and signs off on the annual OCIO technology certification form;
4. Providing the OCIO technology certification form and information from the DSHS IT Portfolio to the OCIO, as requested.