

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: DRC Information Technology Biennial Planning	PAGE <u>1</u> OF <u>3</u>
	NUMBER: 05-OIT-19
RULE/CODE REFERENCE:	SUPERSEDES:
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 13, 2011
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish guidelines, consistent with the standards established by the Department of Administrative Services, Office of Information Technology (DAS – OIT), for Ohio Department of Rehabilitation and Correction information technology biennial planning.

III. APPLICABILITY

This policy applies to all employees of the Ohio Department of Rehabilitation and Correction (DRC) involved in the DRC information technology biennial planning process.

IV. DEFINITIONS

DRC Information Technology Governance Group (ITGG) – The multi-disciplinary leadership group, chaired by the Deputy Director of the Office of Administration and comprised of DRC executive staff and administrators from the Office of Administration, Bureau of Information Technology Services (BITS), charged with the responsibility of guiding DRC’s information technology biennial plan to ensure that information technology system assets are identified, obtained and utilized in an efficient and effective manner to achieve and sustain DRC’s mission and business continuity.

System Assets – Computer hardware, software, networks, data and/or services or resources that are necessary to support the information technology requirements of DRC and therefore, must be protected by the appropriate security requirements to ensure business continuity.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to complete an information technology plan on a biennial basis and update it as necessary during the biennium consistent with the standards established by DAS – OIT.

VI. PROCEDURES

A. Completing the DRC Information Technology Biennial Plan Proposal

1. When DRC is preparing its biennial budget request, the Chief of the Bureau of Information Technology Services (BITS) shall assess the system asset resource needs for the DRC enterprise.
2. Upon completion of the enterprise system asset needs assessment, the Chief of BITS shall complete a DRC information technology plan proposal and shall submit it to the DRC Information Technology Governance Group (ITGG) for review. The proposal shall be written in the appropriate DAS – OIT format and shall contain:
 - a. A strategic component that includes:
 - i. A description of the DRC mission, vision, business goals, and objectives.
 - ii. A description of the internal and external factors that could impact the DRC information technology enterprise during the course of the upcoming biennium.
 - b. A tactical component that includes:
 - i. Specific information technology activity and strategy recommendations and priorities.
 - ii. System asset procurement and maintenance resource, project and initiative recommendations and priorities that support DRC's mission, vision and business goals and objectives and address the external factors that could affect DRC during the upcoming biennium.
 - iii. Cost projections and other resource allocation projections for all tactical component recommendations.
 - c. Other information required by the DRC ITGG and/or DAS – OIT.

B. Review and Approval of the DRC Information Technology Biennial Plan

1. The DRC ITGG shall review the proposed DRC information technology biennial plan submitted by the Chief of BITS and make any necessary changes to the proposed plan.

2. The DRC ITGG shall approve the proposed plan and submit it to the Director or designee for review.
 3. Upon the Director's approval, the Chief of BITS shall prepare the finalized plan for electronic submission to DAS – OIT.
- C. Submission of the DRC Information Technology Biennial Plan
1. The Chief of BITS shall submit the DRC information technology biennial plan to DAS – OIT in the approved DAS – OIT electronic format and in the timeframes prescribed by DAS – OIT.
 2. The Chief of BITS shall distribute copies of the plan to the DRC ITGG and other DRC staff as deemed appropriate by the DRC ITGG.
- D. Management of the DRC Information Technology Biennial Plan

During the course of the biennium, the DRC information technology biennial plan shall be reviewed at regular intervals by the DRC ITGG. The DRC information technology biennial plan shall be updated by the Chief of BITS and the update shall be reviewed and approved by the DRC ITGG when the mission, vision, or goals and objectives of DRC or the DRC information technology enterprise are impacted by internal or external factors or events. Updated biennial plans shall be distributed to other DRC staff as deemed appropriate by the DRC ITGG.