

DOCUMENT: Policy	DOCUMENT NUMBER: 0500	REVISION: Revised: 05/20/02	Page 1 of 4
SUBJECT: IT (Information Technology) Authority		EFFECTIVE DATE: 03/14/00	
OFFICE OF MIS:		DATE:	
SECRETARY OF DHHR:		DATE:	

1.0 PURPOSE

This policy establishes the authority of MIS (Management Information Services) regarding IT (Information Technology) policy development, maintenance, and distribution within the DHHR (Department of Health and Human Resources).

2.0 SCOPE

This policy applies to all employees, personnel from other organizations, contracting personnel, and vendors using DHHR systems.

3.0 APPLICABLE DOCUMENTS/MATERIAL

- 3.1 DHHR Policy Memorandum 2104 - Progressive Discipline
- 3.2 DHHR Policy Memorandum 2108 - Employee Conduct

4.0 RESPONSIBILITY/REQUIREMENTS

- 4.1 MIS (Management Information Services) is responsible for establishing and coordinating IT policies. Final authority for this policy lies with the CIO (Chief Information Officer).
- 4.2 The Operations unit under the Office of the Secretary is responsible for communicating IT policies to all current DHHR employees.
- 4.3 Each DHHR supervisor is responsible for reviewing policies with all newly transferred and/or hired employees.
- 4.4 The employee is responsible for abiding by all policies.
- 4.5 Any DHHR employee (originator) may request or suggest a new IT policy or a revision to an existing policy. (see MIS OP-09)

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4.6 Maintaining Policies

- 4.6.1 MIS is responsible for posting and maintaining all IT policies on the Department's web page.
- 4.6.2 Approved policies remain in effect and are only replaced at the issuance of a new or modified policy.
- 4.6.3 Any modified or temporary policy that materially affects the usage rights or responsibilities of employees will be communicated to employees by a global e-mail message alert.

4.7 Emergency Temporary Policy

- 4.7.1 Under certain limited conditions, the CIO is authorized to set emergency temporary policies, which will take effect immediately.
- 4.7.2 The emergency temporary policy will remain in effect for 180 calendar days from the date signed by the CIO.
- 4.7.3 MIS will publish the emergency temporary policy and post it on the DHHR Intranet.
- 4.7.4 The emergency temporary policy is then subject to the usual procedure for adopting a permanent policy. (see MIS OP-09)

4.8 Access and Distribution

- 4.8.1 DHHR employees may view all policies by accessing the DHHR Intranet at: <http://intranet.wvdhhr.org/Policies/default.htm>.
- 4.8.2 Each Bureau, Office, and Board will be responsible for maintaining an IT policy manual in a central location for employees who do not have access to the Intranet.

4.9 Enforcement Authority

- 4.9.1 The ISO (Information Security Officer) has been designated by the CIO to monitor and provide initial enforcement of DHHR's information security program and IT policies.

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4.9.2 ISL's (Information Security Liaisons) are employees assigned by the commissioner of each Bureau and/or Office to assist the ISO in the protection of information resources.

4.9.3 The OIG (Office of the Inspector General) has been designated by the DHHR Secretary as the primary authority to investigate any reported instances of Departmental employee misconduct.

4.10 Violations and Disciplinary Action(s)

4.10.1 All suspected violations of this policy will be reported to a supervisor in the chain of command above the employee.

4.10.2 The supervisor or designee will review the facts; and if it is suspected that a violation may have occurred, the matter will be referred to the Office Director or Bureau Commissioner for appropriate action.

4.10.3 After reviewing all allegations, the Office Director or Bureau Commissioner may refer the alleged abuse or misconduct to the ISO and/or the OIG as warranted for further investigation.

4.10.4 Employees who willfully or knowingly violate or otherwise abuse the provisions of this policy may be subject to: (1) progressive disciplinary action as outlined in DHHR Policy Memorandum 2104; or (2) criminal prosecution. Levels of discipline include the following:

- Verbal reprimand
- Written reprimand
- Suspension
- Demotion
- Dismissal

5.0 DEFINITIONS

5.1 Bureau Commissioners - senior leaders who report directly to the Secretary of the DHHR and manage the various Bureaus of DHHR, (i.e., The OIG; and Bureaus for Public Health, Children and Families, Behavioral Health and Health Facilities, Child Support Enforcement, and Medical Services).

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- 5.2 Chief Information Officer (CIO) - The director of MIS. The CIO is responsible for all information resources within the DHHR.
- 5.3 Employee - Individuals employed on a temporary or permanent basis by the DHHR; as well as contractors, contractor's employees, volunteers, and individuals who are determined by the Bureau or Office to be subject to this policy.
- 5.4 Information Security Liaison (ISL) - Individuals designated to serve within each Bureau and Office. Each ISL assists in the protection of information resources and the detection of actual and potential security exposures.
- 5.5 Information Security Officer (ISO) - The person designated by the CIO to establish and administer DHHR's information security program.
- 5.6 IT Policies - Written statements defining requirements and compliance mandates in the conduct of Departmental IT affairs to Bureau Commissioners and other members of the DHHR community. Only the Secretary, as chief administrative officer of the DHHR, may issue policy statements.
- 5.7 Management Information Services (MIS) - This office reports directly to the Secretary and provides the leadership, innovation, and services needed to achieve efficient and effective technology solutions to meet the goals of the DHHR.
- 5.8 MIS Managers - Senior IT professionals who report directly to the CIO and perform advanced level administrative and supervisory duties. These managers have oversight of several units of technical and supervisory staff such as: programming, support services (including LAN management), networks support, and/or data center management. They also provide leadership in the planning and implementation of DHHR-wide IT needs.
- 5.9 Office of the Inspector General (OIG) - The office designated by the DHHR Secretary to investigate and/or assist in investigating allegations of employee abuses or misconduct.
- 5.10 Operations unit - A unit that reports directly to the DHHR Secretary and is charged to provide management and policy training to all DHHR personnel.
- 5.12 Secretary of the DHHR - This individual is the administrative head of the Department. This position is appointed by the Governor, with the advice and consent of the Senate. The Secretary serves at the will and pleasure of the Governor for the term of which the Governor is elected and until a successor has been appointed and has qualified.