1.0   PURPOSE

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

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   Management Information Services Operating Procedure-09

3.2   DHHR Policy Memorandum 2104 - Progressive Discipline

3.3   DHHR Policy Memorandum 2108 – Employee Conduct

4.0   RESPONSIBILITY/REQUIREMENTS

4.1   OMIS is responsible for establishing and coordinating IT policies. Final authority for this policy lies with the Chief Technology Officer (CTO).

4.2   The Operations unit, under the DHHR Deputy Secretary for Administration, 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 DHHR IT policies.

4.5   Any DHHR employee may request or suggest a new IT policy or a revision to an existing policy. (See OMIS OP-09)

4.6   Maintaining Policies

4.6.1   OMIS 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 CTO 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 CTO.

4.7.3   OMIS will publish the emergency temporary policy and post it to the DHHR Intranet.

4.7.4   The emergency temporary policy is then subject to the usual procedure for adopting a permanent policy. (See OMIS 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/IT/index.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 Information Security Officer (ISO) has been designated by the CTO to monitor and provide initial enforcement of DHHR's information security program and IT policies.

4.9.2   The Information Security Liaisons (ISL) are employees assigned by the Bureau Commissioners and/or Office Directors to assist the ISO in the protection of information resources.

4.9.3 The Office of the Inspector General (OIG) is the authority who investigates 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 As determined by the Office Director or the Bureau Commissioner, instances of abuse or misconduct, depending on the circumstances, will be referred to either the ISO or the OIG 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) disciplinary action as outlined in DHHR Policy Memorandum 2104; or (2) criminal prosecution.

5.0 DEFINITIONS

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

5.2 Chief Technology Officer (CTO) – The director of OMIS. The CTO is responsible for all information resources within the DHHR.

5.3 DHHR Secretary – This position is appointed by the Governor. With the advice and consent of the Senate, this individual is the administrative head of the Department. 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.

5.4 Employee – Individuals employed on a temporary or permanent basis by the DHHR, as well as contractors, contractors' employees, volunteers, and individuals who are determined by the Bureau or Office to be subject to this policy. For the purposes of this policy, this also refers to anyone using a computer connected to the DHHR network.

5.5 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.

5.6   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.

5.7   Office of Management Information Services (OMIS) – This office reports directly to the DHHR Deputy Secretary for Administration and provides the leadership, innovation, and services needed to achieve efficient and effective technology solutions to meet the goals of the DHHR.

5.8   OMIS Managers - Senior IT professionals who report directly to the CTO 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   Operations Unit – A unit reporting directly to the DHHR Deputy Secretary for Administration that is charged with providing management and policy training to all DHHR personnel.