



Arizona Department of Child Safety

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| TITLE | POLICY NUMBER | |
| IT Policies, Standards & Procedures Program | DCS 05-1050 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| DCS Information Technology | October 30, 2023 | |

I. POLICY STATEMENT

The purpose of this policy is to provide a consistent management approach to development of policies, standards and procedures (PSPs). Information Technology (IT) PSPs are essential elements of the application, implementation, and operation of the protection of Department of Child Safety (DCS) information systems and their communications.

II. APPLICABILITY

This policy applies to all DCS information systems, processes, operations, and personnel to include all employees, contractors, interns, volunteers, external partners, and their respective programs and operations. IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of DCS. Applicability of this policy to third parties is governed by contractual agreements entered into between DCS and the third party/parties. In addition, all PSPs for security technology must comply with the Information Security Program Policy ([DCS 05-8120](#)).

III. AUTHORITY

[A.R.S. § 18-104](#) Powers and duties of the department; violation; classification

[HIPAA Administrative Simplification Regulation](#), Security and Privacy, CFR 45 Part 164, November 2022

[NIST 800-53 Rev. 5](#) Security and Privacy Controls for Information Systems and Organizations, September 2020.

IV. EXCEPTIONS

Exceptions to this and all DCS IT policies are approved at the sole discretion of the DCS CIO, will be signed and made an attachment to each applicable policy.

Exceptions to the Statewide Policy Framework taken by DCS shall be documented in the following format:

| Section Number | Exception | Explanation / Basis |
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V. ROLES AND RESPONSIBILITIES

- A. The DCS Chief Information Officer (CIO) shall be responsible for:
1. development of DCS specific IT PSPs, within their statutory authority, that they deem necessary or appropriate for the conduct of their business;
 2. ensuring the effective implementation of statewide and DCS specific IT PSPs within DCS;
 3. addressing compliance with statewide and DCS specific IT PSPs in the DCS's Annual IT Plan and each PIJ submission;
 4. ensuring DCS users are appropriately trained, educated, and in compliance with statewide and DCS specific IT PSPs.
- B. System Users of DCS information systems shall:
1. become familiar with statewide and DCS specific IT PSPs;
 2. adhere to statewide and agency specific IT PSPs pertaining to the use of State or DCS IT resources.

VI. POLICY

DCS shall be responsible for developing an agency specific PSP program.

A. IT PSPs Program Description - DCS Specific PSPs

1. The IT PSP Program shall consist of policy and standard documents.
2. The DCS IT PSP Program shall adhere to a documented process for development, review, approval, and revision of documents. See Sections B to D of this Policy.
3. The DCS specific PSPs shall provide the management, integration, coordination, and collaboration to ensure participation in the DCS IT PSP development, adoption, and related processes to maintain a viable set of DCS IT PSPs.
4. The DCS specific PSPs shall perform the following activities to ensure alignment with the evolving application of IT in the workplace by:
 - a. actively seeking feedback from impacted DCS Divisions /Administrations, as applicable, encouraging oral and written feedback on draft PSPs;
 - b. researching information from authoritative industry sources and subject matter experts;
 - c. utilizing industry-standard frameworks or framework concepts, where appropriate, to ensure a comprehensive program aligned with industry best practices.

B. Development, Review and Approval Process - For DCS Documents

1. Each DCS IT PSP document shall be developed by DCS.
2. Each DCS IT PSP document shall proceed through a review and approval process prior to adoption.
3. DCS IT PSP documents shall remain in "DRAFT" status and be clearly identified as "DRAFT" until approved.
4. An unapproved, draft copy of a new or updated DCS IT PSP document

that has completed the review process may be placed on the website for reference, but must be clearly identified as “DRAFT” until approved.

5. Draft DCS IT PSP documents shall be circulated, comments collected, and refinements made until the agency determines it has received sufficient input to proceed with approval.
6. The draft document review period for DCS IT PSPs shall be no shorter than two (2) calendar weeks but may be longer in any particular case, in the agency’s sole discretion, the review period end date shall be clearly communicated in writing when the draft is distributed. Exception exists for emergencies, see Section IV.
7. When no material comments have been received from the review period sufficient to require further refinement of the draft DCS IT PSP document, the document shall be recommended for approval. When material comments are received, they shall be considered for inclusion in the DCS IT PSP. If material changes are made, the updated DCS IT PSP document shall be reposted for review.
8. All DCS IT PSP documents shall be approved for release by the DCS CIO or his/her designee in his/her sole discretion.
9. Approved DCS IT PSP documents shall be published on the DCS website or other appropriate access point accessible to DCS Divisions /Administrations, and communicated through appropriate channels to the parties responsible for implementing PSPs.
10. DCS shall maintain the approved DCS IT PSP document, and any required supporting documentation, in a PSP Program file accessible to members of DCS involved in PSP development and updates.

C. Dates - For DCS IT PSPs

1. A new or updated DCS IT PSP document shall become effective upon the stated effective date.
2. Every new or updated DCS IT PSP shall be effective for a period of three (3) years, unless another expiration date is specified. The expiration date shall automatically be renewed by the DCS CIO for additional one (1) year periods if the document is not updated, rescinded or replaced.
3. If a DCS IT PSP has been in place for five (5) years from the effective

date, it is considered out of date and eligible for rescission by the DCS CIO. DCS shall provide a two (2) week period for comment on the decision to rescind any outdated DCS IT PSP before the rescission becomes effective. If not rescinded, the outdated DCS IT PSP shall remain in effect until properly updated, replaced or rescinded in accordance with this policy.

D. Emergency Review and Approval Process - For DCS IT PSPs

1. Circumstances may occasionally arise that warrant immediate publication of a DCS IT PSP document without sufficient time for the review and approval process described in Section B of this Policy.
2. The DCS CIO or his/her designee shall have sole discretion to declare an emergency approval process and shall communicate such declaration as soon as is reasonably possible, prior to release of the DCS IT PSP document affected.
3. After a DCS IT PSP has been approved by emergency approval, DCS will endeavor to obtain comment on the document and consider revisions to the DCS IT PSP in due course, taking into account the feedback provided.

E. Compliance with DCS IT PSPs - DCS Specific IT PSPs

1. Upon publication of a new or revised DCS IT PSP, all new IT products or services, as well as any substantial modifications or improvements to existing IT products or services, shall comply with the published DCS IT PSP, unless otherwise specified in the relevant DCS IT PSP document.
2. DCS shall include in their Annual IT Plan submittal, a plan for migrating all nonconforming technologies, systems, or services to the DCS IT PSPs.
3. A variance to the DCS IT policy or standard may be granted on a project-specific basis when substantiated in a DCS's Project Investment Justification (PIJ) and supported by business requirements, legal, or legislative mandates as documented by the approved PIJ.
4. DCS shall comply with statewide and DCS specific IT PSPs when designing, selecting and procuring information technology products and services, and making informed judgments when specifying and choosing solutions to meet current and planned requirements.

VII. DEFINITIONS

Refer to the [Policy, Standards and Procedures Glossary](#) located on the Arizona Strategic Enterprise Technology (ASET) website.

VIII. ATTACHMENTS

None.

IX. REVISION HISTORY

| Date | Change | Revision | Signature |
|----------------|-----------------|----------|--|
| 10 Oct 2023 | Initial Release | 1 | DocuSigned by: <i>Frank Sweeney</i> CDB46EB4E4A6442... 10/30/2023 Frank Sweeney Assistant Director, CIO Arizona Department of Child Safety |
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