JAY INSLEE
Governor

WILLIAM S. KEHOE
Director &
State Chief Information Officer

STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

Office of the Chief Information Officer

1500 Jefferson Street SE ▪ Olympia, Washington 98504-1501

June 29, 2023

TO: Agency Directors
Deputy Directors
Chief Information Officers

FROM: William S. Kehoe, Director and State CIO
Washington Technology Solutions

SUBJECT: **2023 Annual Technology Certification Requirements**

Each year, agency partners are asked to provide information on their technology portfolio and compliance with selected statewide policies that support statewide technology programs.

Washington state residents depend on us to keep their data safe and secure, and technology underpins virtually every business function in state government. As good fiscal stewards, we strive to ensure our scarce resources are wisely applied to support agency priorities.

Each topic highlighted in the 2023 technology certification process has significant business implications or considerations and are key indicators of risk within your agency. The annual technology certification process presents an opportunity for agency business and IT leadership to come together as strategic partners and engage in important strategic conversations. Topics such as the agency legacy modernization and investment strategy should be outcomes from the certification process.

2023 Certification Requirements

The 2023 Annual Technology Certification process has six parts with due dates that fall between August and December 2023, as indicated below:

Part 1 – Application Inventory Due by Sept. 30, 2023

Each agency is responsible for updating their application inventory using the inventory template. This year there were numerous modifications to the inventory template. Agency updates should include additions, changes and deletions from the data collected last year. Please review the application inventory template for instructions and definitions. Submit the completed inventory to ocioannualcertification@watech.wa.gov.

Part 2 – Infrastructure Inventory Due by Sept. 30, 2023

Please review the infrastructure inventory template for instructions and guidance. There are no new questions in the inventory template. Agency updates to this year's inventory should include additions, changes and deletions from the data collected last year. Submit the completed inventory to ocioannualcertification@watech.wa.gov.

Part 3 – Technology Policy Certification Due by Sept. 30, 2023

The 2023 Annual Agency Technology Policy Certification is an online form. Each agency must submit a completed form. A waiver request must be submitted as outlined in Technology Policy 103 when an agency is not in compliance with a policy.

Part 4 – Privacy Assessment Reporting Due by Sept. 30, 2023

The 2023 Annual Privacy Assessment is an online form. Each agency must provide a completed Privacy Assessment Survey by Sept. 30, 2023.

Part 5 - Annual IT Security Reporting Due by Dec. 31, 2023

The Office of Cybersecurity (OCS) requires each agency to complete the Nationwide Cybersecurity Review (NCSR) online assessment. The NCSR online reporting process enables our state to establish a baseline regarding Washington's security posture and can help agencies gain insight into their cybersecurity gaps and capabilities.

The NCSR is expected to be available online starting in October and must be completed by December 31, 2023. Additional information and instructions for completing the NCSR will be distributed to agencies in September as we receive further information.

Part 6 – Annual Certification Attestation Form due by Sept. 30, 2023

This completed attestation form must be signed by the agency head and Chief Information Officer then submitted to the OCIO Annual Certification mailbox by Sept. 30, 2023.

2023 Certification Timelines
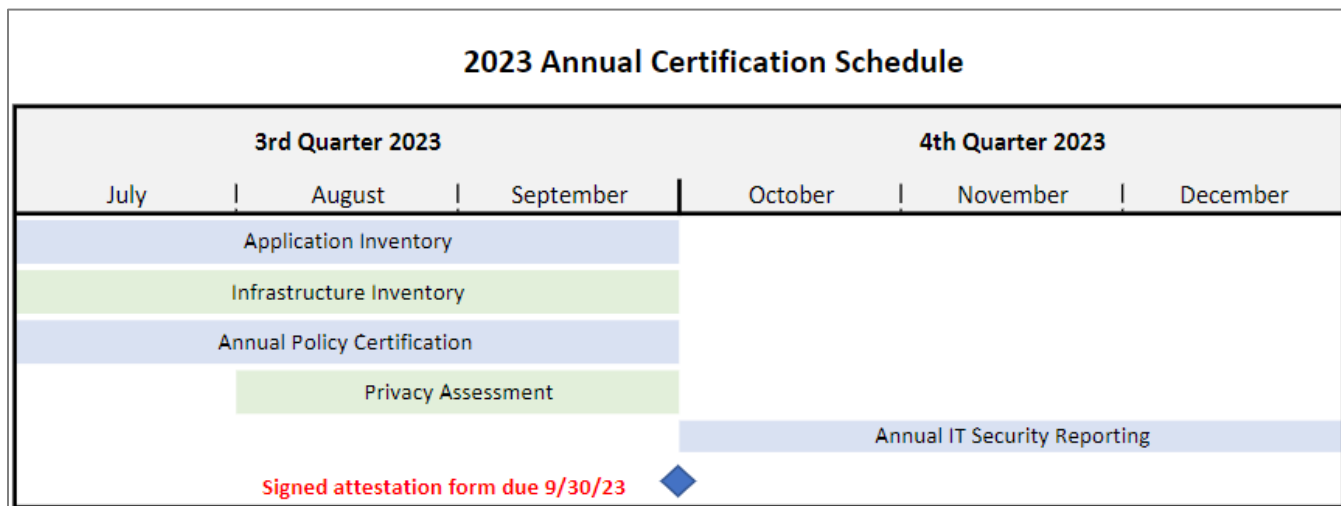
Questions concerning IT security reporting should be directed to Ralph Johnson at ralph.johnson@watech.wa.gov or (360) 407-8039.

Questions concerning the Privacy Assessment reporting should be directed to at Katy Ruckle at kathryn.ruckle@watech.wa.gov or (360) 407-9013.

If you have any other questions, please contact Cammy Webster at cammy.webster@watech.wa.gov or (360) 407-8912.

Thank you for your help with this effort.