2020 IRDR Frequently Asked Questions

1.) Where can I find my agency's previous IRDR?

You can view your agency's 2018 IRDR and IR-CAP responses through the SPECTRIM portal at any time. You may also export the content into various file formats yourself, or you may email irdr@dir.texas.gov to request a copy.

2.) Will it be possible for me to print out all the IRDR questions on paper?

Yes – you can find a word document of the IRDR instructions on the IRDR webpage, and under the resources pane of the SPECTRIM portal IRDR dashboard.

3.) Will it be possible to get additional credentials for doing the data entry?

Yes – email GRC@dir.texas.gov with the email addresses that need access to your agency's IRDR questionnaire.

4.) Can you have more than one person delegated to and/or as a reviewer in SPECTRIM?

Yes – you can have multiple individuals in both the "reviewer" and the "delegate to" field, granted they are active users of the SPECTRIM system and have appropriate credentials to access the IRDR questionnaire. It should be noted, however, that only one user will be able to edit the IRDR at a time.

5.) If an organization voluntarily submits their IRDR using the collection tool, could we be subject to potential audits based on content put into SPECTRIM?

IRDR responses are not currently audited by any external agencies. However, responses may be subject to audits depending on your individual agency policies.

6.) Do Institutions of Higher Education have to complete an IRDR?

Institutions of Higher Education (IHEs) are exempt from *reporting* the results of their IRDR to DIR. However, statutory language still requires that IHEs conduct a review of their information resources deployment based on DIR instructions. IHEs *are required* to complete an Electronic Information Resources (EIR) Accessibility survey. IHEs must complete IRDR Sections 1.03, 2.02, and 2.03 through the SPECTRIM portal to satisfy this reporting requirement and will be able to complete any of the other sections for submission as well. **IHEs will not receive a separate EIR Accessibility survey.**

7.) Can we print a report from the portal showing our answers to the IRDR?

Yes – you can use the "export" function in the upper-right hand corner of the IRDR questionnaire to export your responses to a variety of file formats, including .pdf and .xlsx.

8.) When is the deadline to submit our IRDR?

The statutory deadline for submission March 31 of even-numbered years (**March 31st, 2020**).

9.) I'm a SPECTRIM user, but I can't edit any of the content.

There are two possible reasons for this. 1) The designated submitter (typically the IRM) will need to select your account using the "delegate to" field in the SPECTRIM portal before you can manipulate the IRDR content. 2) you are in "view only" mode. At the top left of the IRDR, be sure to select the "edit" option.

10.) What is an IR-CAP, and how does it relate to the IRDR?

An Information Resources – Corrective Action Plan (IR-CAP) is a detailed plan that outlines the steps and timeframe for an agency to achieve compliance with state IR standards. Part 2 of the IRDR is the basis from which IR-CAPs are launched. If an agency is found to be out of compliance with a requirement of Part 2, the agency will be required to submit an IR-CAP no later than May 31, 2020. The IR-CAP is the same as the remediation plans in SPECTRIM.

11.) What does DIR do with the information collected from the IRDR?

DIR uses the responses for a variety of purposes such as enterprise reporting and identifying potential legislative recommendations. Part 2 data is used to determine which agencies need to develop a corrective action plan in accordance with Section 2054.097, Government Code. Responses are also used to inform state leadership and the legislature about the current state of IT in Texas.

12.) How do I access the SPECTRIM data collection portal?

Enter the following URL into your web browser: https://dir.archer.rsa.com/Default.aspx. For active SPECTRIM users, the username is your email address and the password is specific to each user. If you forget your password, you can reset it using the self-service password reset functionality which becomes active after incorrectly entering your password. If you need access to the SPECTRIM system but do not have credentials, email GRC@dir.texas.gov. If you have not logged into your account in the past 60 days, it becomes inactive. The self-service password reset will not work in this case and you will need to contact DIR for assistance.

13.) Are the IRDR responses confidential?

Certain information concerning the vulnerability of systems collected for the purpose of S.B. 532 85(R) will be treated as confidential through an exception granted on Chapter 522, Government Code. This includes the information collected in Part 4 – IT Inventory. The agency should take care to not provide system-comprising information in text-responses in the general IRDR. DIR will comply with the Texas Public Information Act for public information requests, but will strive to ensure no system-comprising information is released in the process.

14.) What information is required in the inventory?

The inventory required under Texas Government Code, Sections 2054.08 and 2054.0965 required agencies to submit information on their servers, mainframes, cloud services, and other information technology equipment.