



FY 2022 IR-CAP Submission Instructions

Texas Government Code Section 2054.097 requires DIR to review responses to the Information Resources Deployment Review (IRDR) to ensure agencies' compliance with state technology standards and statutes and the State Strategic Plan.

A state agency found to be non-compliant in any question in Part 2 of the IRDR must submit an **Information Resources Corrective Action Plan (IR-CAP)** for that item. Please note that **each item** of non-compliance requires an IR-CAP, so you may have multiple IR-CAPs to complete.

Submission of your agency's IR-CAP(s) is required by May 31, 2022. DIR is required to report to state leadership those agencies that fail to submit an approved plan for any items. IR-CAPs are reviewed pursuant to Texas Administrative Code (TAC) rules.

Some agencies have open IR-CAPs remaining from 2018 or 2020. **Please prioritize your 2022 IR-CAPs and submit them by the May 31 deadline.** This is also a good time, however, to review and update previous years' plans that are delayed or still in progress.

To review and complete your 2022 IR-CAPs

1. Log into [SPECTRIM](#). You may have to select "Archer Manual Login" on the login page. **Note that the SPECTRIM login process will soon change.** Details will be posted on our [SPECTRIM information page](#).
2. In the IRM Links section to the left, click **IR-CAP Records**. This will take you to the IRDR Remediation Plans page.
3. Refine your search under **Status** by clicking the **Not Started/Draft Plan** and **In Process** checkboxes. Then click the **Apply** button below. You will be given a list of the open IR-CAPs to be completed.
4. Click a **Remediation Plan ID** (the first column) to view or edit an IR-CAP.
5. The IR-CAP components are displayed in the **Plan Details** section, including proposed steps to compliance, estimated cost, and estimated start and completion dates. Complete each component, providing as much detail as possible. Items marked with a red asterisk are required.
6. You may delegate the IR-CAP to another SPECTRIM user in the **Workflow** section.
7. You may use the **Milestones** and **Comments** sections as needed to monitor your agency's progress toward compliance.
8. Save the IR-CAP record at any time under **Actions > Save** (or **Save and Close**).
9. When you have completed all the components of an IR-CAP, click **Actions > Submit Plan**. This completes the submission of that IR-CAP.
10. When you have submitted **all** your agency's assigned IR-CAPs, we will confirm your submission(s) and notify you of next steps.

For more information

For further details, see DIR's [IRDR and IR-CAP web page](#).

For questions about the IR-CAP process or your agency's IR-CAP submissions, please contact irdr@dir.texas.gov. Questions on the SPECTRIM sign-on process may be directed to grc@dir.texas.gov.