**Agency Reporting Requirements FY 18 - 19**

The following provides a brief overview of the responsibilities and timelines for state agencies reporting requirements in the coming months. All the following reporting processes are to be conducted through the SPECTRIM portal. Users must have active credentials and be assigned the appropriate permissions to edit or review the information within the portal. Primary communication concerning each of the following processes will be to the Information Resources Managers via the tx-irm list.

**Application Validation**: November 2017 – January 2, 2018

Summary: Currently, in the SPECTRIM portal there are a number of applications associated with each organization. To ensure that the information associated with each agency is current and accurate, we are requesting that agencies complete a validation process. This process will be initiated with the Information Resources Manager, who may then delegate the process to the applicable staff. Agency staff will need to determine whether an application’s content is current, provide additional metadata about the application, and add/remove applications. This information will be used to launch application assessments for each business application, as well as to populate fields for future reporting requirements, e.g. the Information Resources Deployment Review (IRDR) and the Prioritization of Cybersecurity and Legacy Systems (PCLS).

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**Application Assessments**: November 2017 – March 31, 2018

Summary: As a result of validating the agency’s applications, an assessment for each *business application* will be launched. These assessments contain sections on four aspects of the application – Architecture, Business, Financial, and Technical. Each individual assessment section can be delegated accordingly to the appropriate individuals. As part of the validation process, the validator (typically the Information Resources Manager) will be able to assign an application coordinator. This application coordinator will have the ability to delegate the individual sections, if they so choose, and assign reviewers of the assessment results. Each section may have multiple assessors, except for the financial and architecture sections. The results will be averaged for each question across all responses for that Business Application. These assessments will be critical in the calculations used for the Prioritization of Cybersecurity and Legacy Modernization Projects, a process used to inform state leadership and the Legislative Budget Board on the financial considerations of these projects.

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**Information Resources Deployment Review (IRDR)**: January 2018 – March 31, 2018

Summary: With recent changes from the 85th Legislature, SB 532 statutorily changes the submission deadline of the IRDR from December 1, odd years to March 31, even years. These changes allow for DIR to collect additional information for required reports that came out of the latest legislative session. DIR is required to prepare a report on the practices and costs of digital data storage in state agencies, as well as collect an inventory of all IT infrastructure used by state agencies. To ease the reporting burden for agencies, the information required for these reports will be collected through the IRDR. Agencies will still be able to delegate staff as needed to complete the sections of the IRDR. Additionally, to provide more time to agencies during the information gathering process, DIR intends to publish the word document containing the instructions and content of the IRDR in November 2017. Although the SPECTRIM portal will not be available for data entry until January 2018, agencies may begin to formulate responses based on the word document.

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**Information Resources Corrective Action Plans (IR-CAP)**: January 2018 – May 31, 2018

Summary: The last iteration of the IRDR separated the IR-CAP process from the IRDR process. To allow agencies more time and consolidate reporting, the IR-CAP remediation plans will be launched following the submission of the IRDR (which may be any time between portal launch and submission deadline). This means that agencies can begin to develop plans to achieve compliance as soon as a non-compliant response is submitted. The current deadline to complete the remediation plans will be approximately two months after the statutory deadline for IRDR submissions (March 31).

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**IT Infrastructure Inventory (IRDR Part – 4)**: January 2018 – March 31, 2018

Summary: SB 532 85(R), requires DIR to collect an inventory of agencies servers, mainframes, cloud services, vendors who manage agency IT infrastructure, and other IT equipment as needed. Additionally, current statute requires DIR to collect an inventory of agency major databases and information systems. To consolidate agency reporting, DIR is leveraging current data as much as possible – however agencies will be responsible for ensuring the data is correct, and providing any additional information not captured by DIR. The IT Inventory will be completed as part of the agency’s IRDR, but will exist as a separate module in the SPECTRIM system. Agencies will be able to link the associated business applications that were previously validated by the agency in the inventory sections. DIR will leverage all of the 2015 Part 4 Major Databases Inventories, as well as the server inventory information for Data Center Services participating agencies.

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**Prioritization of Cybersecurity and Legacy Modernization Projects (PCLS)**: February 2018 – August 2018

Summary: The Prioritization of Cybersecurity and Legacy Modernization Projects (PCLS) is a process in which agencies identify upcoming projects for the next biennium that are requesting funds for either cybersecurity improvements, legacy modernization, or both. DIR has developed a questionnaire and accompanying methodology that determines a score for a given project submitted by an agency. The agency is responsible for completing an assessment for each project it is requesting funds for. The application assessment scores will factor into the overall score for a PCLS assessment. The scores of these PCLS project assessments are analyzed and provided to the Legislative Budget Board for funding considerations. Therefore, it is critical that agencies complete the application assessments for the applications associated with a given PCLS assessment.

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