

ER Security Revision Project

Why?
Where are we now?
What's next?



Team Members:

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Kim Thompson, Process Owner, OFM

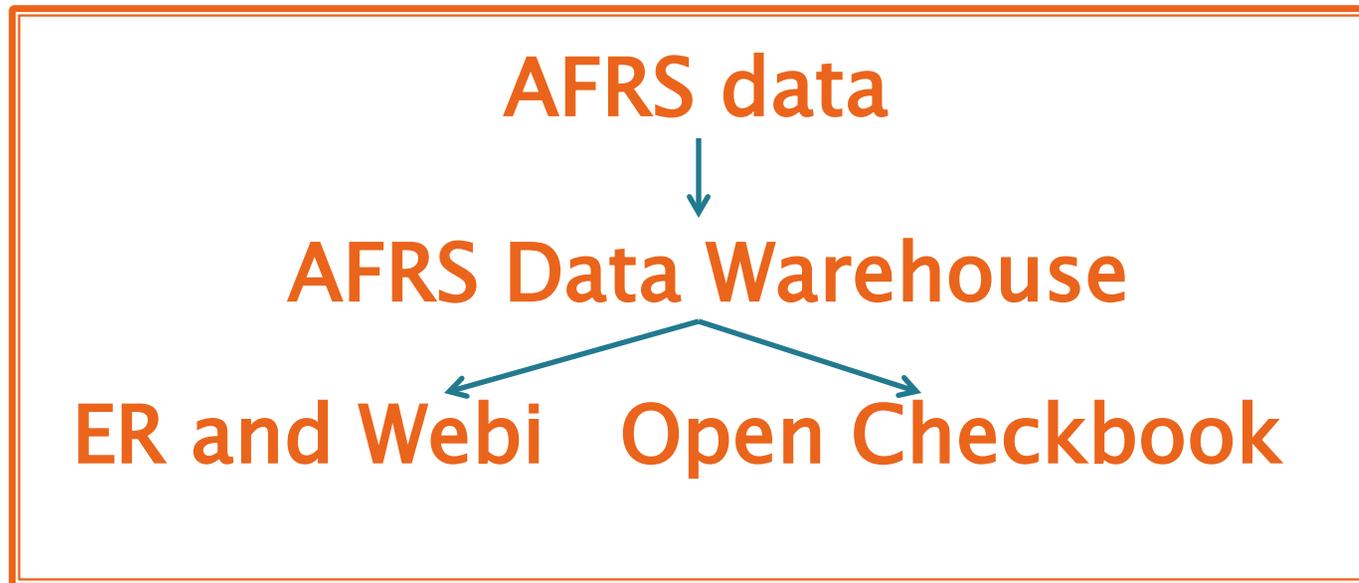
Tim Gallivan, Project Manager, DES

David Leister, ER Platform Architect DES

Rebecca Schultz, Business Analyst, DES

Why?

Transparency is a high priority; however, some AFRS data is exempt from disclosure.



Why?

1. 2011: Criteria developed to secure data in the Open Checkbook;
2. 2011–12: ER security work started.
3. 2013: More detailed work done for a broad public records request.
4. 2014: Work resumed on the ER security project.

Project Goals

1. Allow agencies to continue to conduct their business efficiently and timely.
2. Be sure data is secure.

Where are we now?

Timeline	Date
OFM and DES signed charter	February 28
Sent original email, surveyed agencies and summarized input.	March 5-18
Modified approach , sent 2nd email, and collected additional input.	March 19 - April 11
Considered additional input and modified approach again.	April 16
Finalized access levels and agency groups.	April 30
Sent 3rd email to fiscal officers. www.ofm.wa.gov/resources/dataaccess.asp	May 1

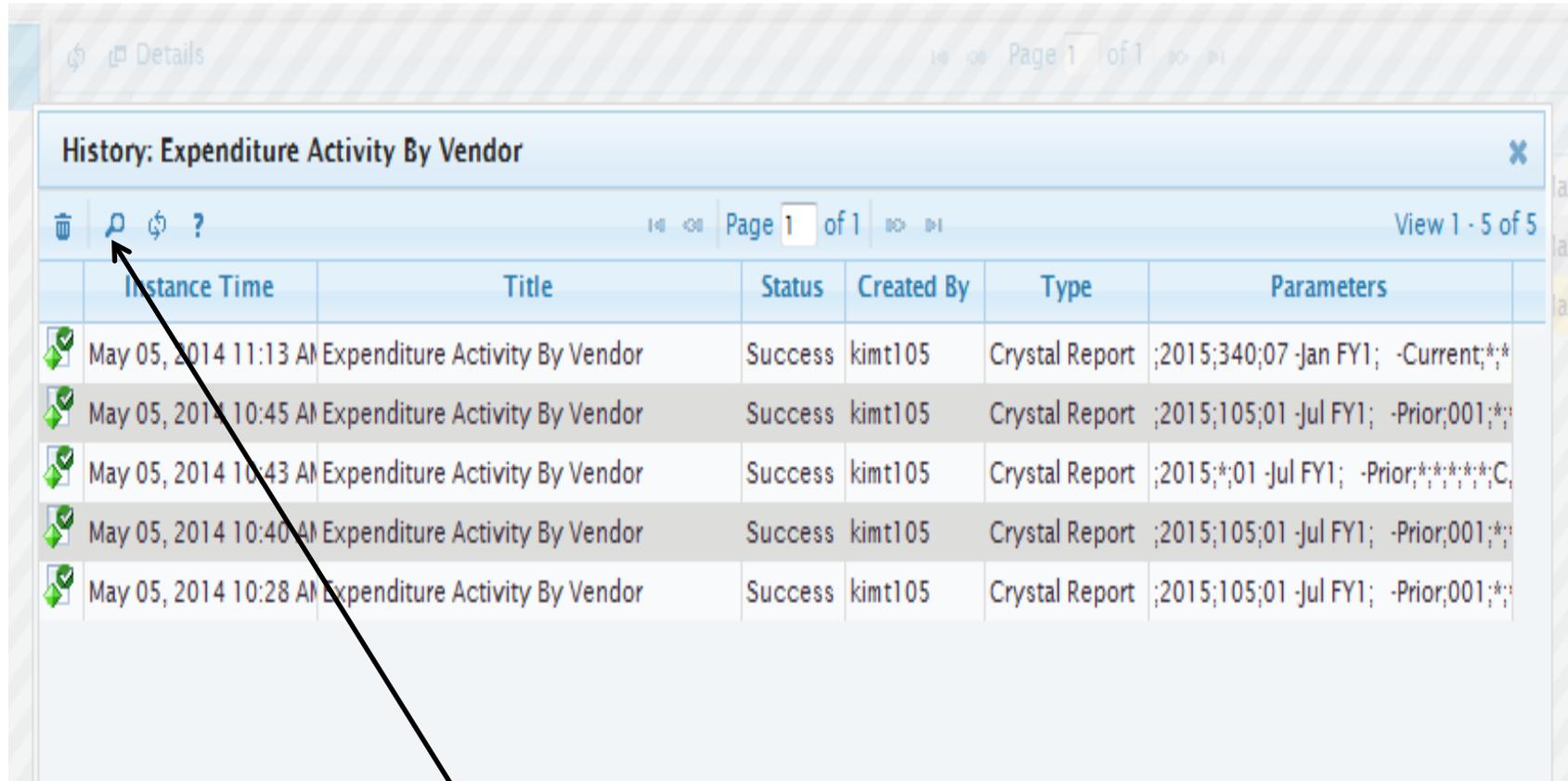
What's Next?

Timeline	Date
Finalize NDA and implementation process, make available list of current ER users.	May 30
DES and OFM provide training.	June – July
DES collects forms, routes to OFM if necessary, and sets up access.	June – August
DES deploys ER security.	1st week of September
Phase 2 closes for fiscal year 2014.	September 5
Access is granted and revoked as user business needs change.	Ongoing

Access Level 1

ER	<p>Access: Each user has statewide access to all data in all ER Reports that use the AFRS Data Warehouse.</p> <p>Historical Instance: Each user can view all historical instances of reports in ER.</p>
Webi	<p>Each user has statewide access to data in the AFRS Universe.</p>
Target Users	<p>Specific users within OFM, SAO, DES, Legislative agencies, and OST with statewide business needs. Other users on an as-needed basis.</p>

Historical Instances in ER



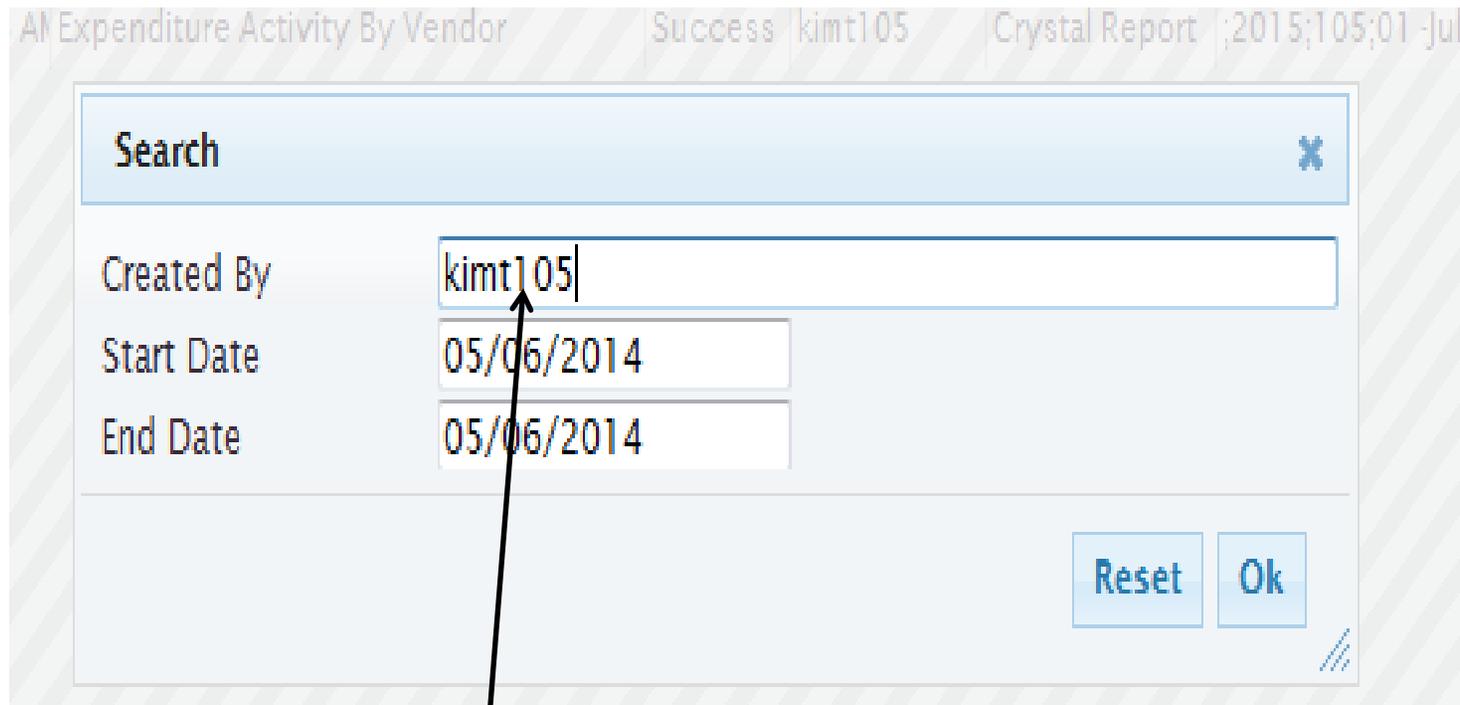
History: Expenditure Activity By Vendor

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Instance Time	Title	Status	Created By	Type	Parameters
May 05, 2014 11:13 AM	Expenditure Activity By Vendor	Success	kimt105	Crystal Report	;2015;340;07 -Jan FY1; -Current;*
May 05, 2014 10:45 AM	Expenditure Activity By Vendor	Success	kimt105	Crystal Report	;2015;105;01 -Jul FY1; -Prior;001;*
May 05, 2014 10:43 AM	Expenditure Activity By Vendor	Success	kimt105	Crystal Report	;2015;*;01 -Jul FY1; -Prior;*****;C
May 05, 2014 10:40 AM	Expenditure Activity By Vendor	Success	kimt105	Crystal Report	;2015;105;01 -Jul FY1; -Prior;001;*
May 05, 2014 10:28 AM	Expenditure Activity By Vendor	Success	kimt105	Crystal Report	;2015;105;01 -Jul FY1; -Prior;001;*

On History screen, choose magnifying glass.

Historical Instances in ER



The screenshot shows a search dialog box titled "Search" with a close button (X) in the top right corner. The dialog contains three input fields: "Created By" with the text "kimt105", "Start Date" with the date "05/06/2014", and "End Date" with the date "05/06/2014". At the bottom right of the dialog are two buttons: "Reset" and "Ok". A black arrow points from the text below to the "Created By" input field. The background of the dialog is light blue and white, and the overall window title bar shows "All Expenditure Activity By Vendor", "Success", "kimt105", and "Crystal Report ;2015;105;01-Jul".

Enter username to see reports that user has run or blanks for all.

Access Level 2

ER	<p>Access: Same as level 1 EXCEPT reports that have vendor information on them are limited to agencies in each user's group.</p> <p>Historical Instance: Each user can view all historical instances of reports in ER EXCEPT report instances that have vendor information can only be viewed for each user's username.</p>
Webi	<p>Same as level 1 EXCEPT queries that include vendor information are limited to data from agencies in each user's group.</p>
Target Users	<p>Users with responsibilities for multiple agencies.</p>

Agency Groups and Access Levels

- See SWA's Data Access Resource page for the Group List showing groups and agency access levels.

<http://www.ofm.wa.gov/resources/dataaccess.asp>

- If you have questions about your agency's group or access level, route them to me through your fiscal officer.

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Access Level 3

ER	<p>Access: Same as level 1 EXCEPT reports that have vendor information on them are limited to each user's agency.</p> <p>Historical Instance: Same as level 2.</p>
Webi	<p>Same as level 1 EXCEPT queries that include vendor information are limited to data from the user's agency only.</p>
Target Users	<p>Users with agency-specific responsibilities.</p>

Process for Gaining Access

1. **Each user:** Access defaults to level 3 if an access form has not been received and processed.

Please note: Forms are not yet available. We estimate they will be available 5/30/14. Watch for an email to fiscal officers.

Forms will be accessible from the OFM SWA Data Access Resource page at

<http://www.ofm.wa.gov/resources/dataaccess.asp>

Process for Gaining Access

2. Levels 1 and 2 only:

- a) Agency director designates an agency administrator and sends original form to DES.
- b) User fills out and signs (1) an NDA (stays at agency) and (2) Request for Access.
- c) If access does not match Group List, user also fills in business need on Request for Access.

Process for Gaining Access

- d) Agency administrator approves; emails to DES.
- e) If access matches Group List, DES assigns access.
- f) If access does not match
 - DES emails to OFM for approval and assigns access when OFM approves.
 - Agency administrator is contacted by OFM if needed.

Process for Gaining Access

3. Repeat process to grant and revoke user access when needs change.
4. Repeat process to maintain agency administrators as needed.

Questions?