
POLICY TRANSMITTAL NO. 04-38
FINANCE DIVISION

DATE: JUNE 23, 2004
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-11, Table of Contents; and 2-11-1.

EXPLANATION: DHS:2-11-1 is revised to reflect current information regarding the Finance Division's Finance Information Systems Unit security plan.

Original signed on 6-23-04

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WF # 04-A (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

DHS:2-11, Table of Contents

DHS:2-11-1

INSERT

DHS:2-11, Table of Contents, 1 page only,
revised 6-25-04

DHS:2-11-1, pages 1-3, revised 6-25-04

SUBCHAPTER 1. FINANCE

DHS:2-11-1. Finance Information Systems Unit security plan

DHS:2-11-1. Finance Information Systems Unit security plan**(a) Physical security.**

(1) The Finance Division, Finance Information Systems Unit (FISU), has responsibility for the physical security of the Finance Division AS400 computer system. The Finance Division AS400 computer system is located in the Sequoyah Building. There are no signs indicating the location of the computer room. The facility and storage areas are in controlled access environments to prevent unauthorized access.

(2) The computer room has only one entrance. The door is locked at all times. Access is controlled by an electronic keypad requiring an access code consisting of a unique personal identification number (PIN) for each authorized employee. Access codes are issued only to FISU employees. An employee's access is deleted immediately by the FISU access administrator upon the employee's termination. All unauthorized persons needing access to the computer room, such as cleaning and maintenance staff or computer repairmen, gain access by an authorized employee, and are required to sign in and out on the log sheet located in the computer room.

(b) **Access.** Only authorized employees of the Oklahoma Department of Human Services (OKDHS) are allowed access to the Finance Division AS400 computer system. Access is controlled through the use of an employee's user identification (ID) number and password, issued by the FISU access administrator.

(1) **System access.** All requests for access to the Finance Division AS400 computer system are directed to the FISU access administrator. Access passwords are issued, monitored, and maintained by the FISU access administrator.

(2) **Requesting Finance Division AS400 computer system access.** The electronic form, Request for AS400 Access, used to request access to the Finance Division AS400 computer system, is located on the OKDHS Intranet Finance Division Web site. This form is completed and signed by the OKDHS employee and his or her supervisor and routed to the FISU access administrator. After verification that the employee is on OKDHS payroll, a one-time password is assigned to be used in conjunction with the employee's OKDHS user ID. The employee is required by the Finance Division AS400 computer system to change the password the first time he or she signs on to the computer. If access to a particular application has been requested, the FISU access administrator notifies the owner of the application. The owner provides written authorization to the FISU access administrator. The new access password is e-mailed to the requesting employee.

(A) An employee's supervisor is responsible for notifying the FISU access administrator of termination, name change, or transfer within OKDHS. The same day termination notification is given, the terminating employee's supervisor notifies the FISU access administrator of the termination via e-mail. The FISU access administrator is responsible for verifying active status and accurate work locations of user IDs with access to the Finance Division AS400 computer system.

(B) Inactivity of a user ID for a 90-day period results in disablement of access to the Finance Division AS400 computer system. A new electronic form, Request for AS400 Access, is required to re-activate the user.

(3) **System passwords.** System password requirements are determined by the Data Services Division (DSD). FISU complies with DSD requirements.

(4) **WebPass registration.** Access to Finance Division web-based systems requires WebPass registration, which is accessed from the OKDHS Intranet Finance Division Web site. Once registration has been completed, a non-expiring WebPass access password is e-mailed to the requesting employee.

(c) **Data security.** Data is owned by OKDHS and is accessible to all divisions. All users are responsible for protecting client confidentiality and the integrity and security of data. [51 O.S. § 24A.1 et seq. and OAC 340:25-5-66] FISU has primary responsibility in ensuring data security is in compliance with state and federal regulations. Methods utilized in securing data on the Finance Division AS400 computer system are described in (1) through (6) of this subsection.

(1) **Finance Division AS400 computer system menu access.** Custom designed menus are developed based upon user access needs. The FISU access administrator controls menu access authorization.

(2) **Special authorizations.** The usage and current needs of users with special authorizations to menus or files are reviewed quarterly.

(3) **Finance Division AS400 computer system time-outs.** System values have been established to terminate any user's session that has not accessed his or her workstation in a one-hour period. The system cancels the work session and requires the user to sign on again.

(4) **Finance Division AS400 computer system backups.** A complete system backup is scheduled weekly. All changes made on the system are backed up on a daily basis. Copies of backups are maintained off-site.

(5) **History files.** Files that require retention for a number of years are copied to tape or cartridge. One copy is retained in the computer room, and a second copy is kept off-site. Current files are included in the daily and weekly backups.

(6) **Request for FISU services.** To request FISU services, an electronic form, Finance IS Service Request, is completed. This form is located on the OKDHS Intranet Finance Division Web site. Any user with a WebPass access password may complete the form electronically.

(d) **Software security.** FISU adheres to OKDHS regulations per DHS:2-41-16 regarding software licensing and copyright compliance and misuse.