
POLICY TRANSMITTAL NO. 09-61	DATE: DECEMBER 14, 2009
ENTERPRISE PROGRAM MANAGEMENT	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2, Table of Contents; OKDHS:2-42, Table of Contents; 2-42-1 through 2-42-6.

EXPLANATION: Regulations are issued to establish the Oklahoma Department of Human Services (OKDHS) Enterprise Program Management Office scope, purpose, and function

Original signed on 12-14-09

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WF # 09-BB (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 an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS 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, OKDHS 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, OKDHS: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 405-521-4326.

REMOVE

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revised 12-15-09

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- OKDHS:2-45-2. Definitions **[REVOKED]**
- OKDHS:2-45-3. ISO requirements **[REVOKED]**
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- OKDHS:2-45-10. Information security regulations
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OKDHS SUBCHAPTER 42. ENTERPRISE PROGRAM MANAGEMENT

PART 1. SCOPE

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<u>OKDHS:2-42-5.</u>	<u>Business Decision-Making Task Force</u>
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OKDHS:2-42-1. Purpose and authority

Issued 12-15-09

(a) **Purpose.** The Enterprise Program Management Office (EPMO) is charged with integrating and aligning Oklahoma Department of Human Services (OKDHS) business processes, information technology, staff, operations, and projects to establish, implement, and manage the agencywide strategy to effectively define and achieve current and future OKDHS enterprise architecture objectives.

(b) **Authority.** Authority is granted by OKDHS executive management and officers to establish enterprise program management processes to fulfill the requirements to:

(1) continuously improve the quality and efficiency of operations and delivery of services;

(2) promote the transparency of operations; and

(3) maintain accountability for learning and growth objectives.

OKDHS:2-42-2. Definitions

Issued 12-15-09

The following words and terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

(1) "**Enterprise**" means the totality of people, places, and things that make up the Oklahoma Department of Human Services (OKDHS).

(2) "**Enterprise architecture (EA)**" means the comprehensive framework used to manage and align OKDHS business processes, information technology software and hardware, local and wide area networks, staff, operations, and projects with the overall strategy of the agency.

(3) "**Enterprise system (ES)**" means the enterprise human services application, supporting infrastructure, hardware, and software; and the development of applications to support the core business functions and processes of OKDHS.

OKDHS:2-42-3. Enterprise program management

Issued 12-15-09

The Enterprise Program Management Office (EPMO) identifies and manages Oklahoma Department of Human Services (OKDHS) business initiatives and provides an enterprise architecture to effect information technology (IT) solutions for re-engineering services to integrate and consolidate business processes within and across divisions. EPMO responsibilities include:

- (1) streamline services to meet the needs of clients and maintain the commitment to quality and accountability to the funding sources;
- (2) maximize alignment of OKDHS staff and financial and support resources to continuously improve the delivery of services to Oklahomans;
- (3) adopt a comprehensive enterprise architecture framework to build an IT infrastructure and business support system that integrates the entire OKDHS enterprise;
- (4) describe, document, and define current and desired OKDHS business and management structures and their interface with IT;
- (5) perform cross-divisional analyses to identify strengths, redundancies, inconsistencies, and gaps, and enhance opportunities for collaboration within divisions and across the OKDHS enterprise;
- (6) provide business process engineering training and support;
- (7) incorporate security and privacy standards into enterprise business practices and technical systems to minimize improper use of OKDHS data and client information;
- (8) work with the Business Decision-Making Task Force and Enterprise Architecture Review Board to enable business strategies and requirements to drive IT initiatives; and
- (9) annually evaluate the OKDHS strategic plan to determine and define OKDHS business projects.

OKDHS:2-42-4. Enterprise architecture

Issued 12-15-09

(a) **Purpose.** Enterprise Architecture (EA) is the management practice adopted by Oklahoma Department of Human Services (OKDHS) and implemented by Enterprise Program Management Office (EPMO) to identify common or shared assets, including strategies, business processes, investments, data, systems, and technologies.

(b) **Function.** EPMO uses EA to develop a framework of guiding principles to identify industry best practices that improve and maximize individual staff performance, program performance, and overall agency performance to achieve and maintain OKDHS goals and objectives.

OKDHS:2-42-5.Business Decision-Making Task Force

Issued 12-15-09

(a) **Focus.** As established by and subject to charter, the primary activities of the Business Decision-Making Task Force (BDMTF) include:

(1) prioritize and monitor strategic enterprise business initiatives;

(2) review and approve the Oklahoma Department of Human Services (OKDHS) enterprise business process changes; and

(3) review and approve enterprise architecture artifacts.

(b) **Membership.** The 16 appointed BDMTF members include:

(1) chair, selected by OKDHS Director;

(2) two members selected by Chief Information Officer (CIO) - one to represent Data Services Division (DSD) and one to represent Office of Planning, Research, and Statistics (OPRS);

(3) one member selected by Chief Financial Officer (CFO) to represent Finance Division;

(4) three members selected by Chief Operating Officer (COO) - one to represent Children and Family Services Division (CFSD), one to represent Family Support Services Division (FSSD), and one to represent Field Operations Division (FOD);

(5) four members selected by Chief Coordinating Officer (CCO) - one to represent Aging Services Division (ASD), one to represent Developmental Disabilities Services Division (DDSD), one to represent Oklahoma Child Care Services (OCCS), and one to represent Oklahoma Child Support Services (OCSS);

(6) four members selected by Chief Administrative Officer (CAO) - one to represent Human Resources Management Division (HRMD), one to represent Office of Inspector General, one to represent Support Services Division (SSD), and one to represent Office of Client Advocacy (OCA), Office for Civil Rights (OCR), Office of Communications, Office of Information and Referral (I&R), Office of Volunteerism, Office of Legislative Relations and Policy (OLRP), and Developmental Disabilities Council; and

(7) one member selected by General Counsel (GC) to represent Office of General Counsel.

(c) **Meetings.** BDMTF meets every other month.

OKDHS:2-42-6. Enterprise Architecture Review Board

Issued 12-15-09

(a) Focus. As established by and subject to charter, the primary activities of the Enterprise Architecture Review Board (EARB) include review of:

- (1) enterprise architecture (EA) As-Is harvest;
- (2) EA To-Be methodology;
- (3) EA practices and standards; and
- (4) EA blueprints.

(b) Membership. The seven appointed EARB members include:

- (1) chief technical architect;
- (2) chief business architect;
- (3) lead security architect;
- (4) lead data architect;
- (5) lead application architect;
- (6) lead infrastructure architect; and
- (7) lead integration architect.

(c) Meetings. EARB meets monthly.