



The Financial and Information Services Commission (FISC) is responsible for assembling and managing hardware, software and network components of KDADS information systems.

Granting user access. All requests for user access to KDADS Web Applications, must be made by completing the KDADS Computer User Security Agreement, (available on the provider information webpage a link off the KDADS homepage, and when you submit the form you may request specific access and privileges.

The Help Desk will establish user accounts and initial passwords for users of the KDADS Local Area Network to include the user's desktop personal computer, field office access through the Virtual– Route Forwarding – VRF networks, and position applicable information technologies that may or may not include the following:

- KDADS Web Applications
- Kansas Aging Management Information System (KAMIS)
- Automated Survey Processing Environment (ASPEN)
- Medicaid Management Information System (MMIS)
- Statewide Human Resource and Payroll System (SHaRP)
- Statewide Management Accounting and Reporting Tool (SMART)
- DCF-sponsored systems (e.g., CTMS and DSS)
- KDHE-sponsored systems (e.g., ACCESS and Lotus Notes)
- Remote logins via the OITS mainframe computer
- OITS Dialup accounts for remote dial up access to state services
- Telephone number issuance, programming changes, and/or feature additions.

Controlling system configuration. Only KDADS IT personnel, or users operating under explicit guidance from the KDADS Help Desk, may alter the hardware connections and placement, or software settings, of information system components.

KDADS IT is the designated property custodian for all KDADS computer hardware and related devices.

Reporting system errors. All operating errors detected or suspected within KDADS information systems shall be reported to the KDADS Help Desk by the person discovering the error condition. Persons reporting errors shall provide information as requested by the Help Desk, and shall perform simple diagnostic or corrective actions as directed by the Help Desk.

Requesting system changes. Changes to KDADS information systems may be easy to put in place, or may require substantial investment in new hardware, software and staff time. In order to evaluate such impacts and assist management in approving and prioritizing changes, all users of KDADS information systems who desire a change shall prepare and submit a System Change Request form. The forms can be

found as templates in Microsoft Word under the IT Forms tab or on the KDADS intranet site under the Forms section.

Statutory References: K.S.A 75-4709; K.S.A. 75-7203; and K.S.A. 45-221

KDADS Employee Policy References: Information Technology 16.1 et seq.

Additional References: The authority and requirements for information systems security and general system management within Kansas state government are found in the following documents, sanctioned either by the Information Technology Executive Council (ITEC) or the state Department of Administration (DofA), via the Office of Information Technology Services (OITS), the Information Network of Kansas (INK), or the Information Technology Advisory Board (ITAB).

Original references to Information Systems Guide:

- Kansas Statewide Technical Architecture, 07/01/2000
- ITEC Policy 1100, Use and Copying of Software, 10/26/2000
- ITEC Policy 1200, Acceptable Use of the Internet, 10/14/1999
- ITEC Policy 1210, State of Kansas Web Accessibility Requirements, 10/26/2000
- ITEC Policy 2400, Information Technology Project Approval, 10/26/2000
- ITEC Policy 2500, IT Project Status Reporting, 10/26/2000
- ITEC Policy 2510, IT Project Oversight, 10/14/1999
- ITEC Policy 2530, IT Project Management, 10/14/1999
- ITEC Policy 3200, Business Contingency Planning, 10/14/1999
- ITEC Policy 3210, Business Contingency Planning Implementation, 10/14/1999
- ITEC Policy 4010, Technical Architecture Compliance Requirements, 10/14/1999
- ITEC Policy 4210, Communications Network and Systems Access Security Architecture, 10/14/1999
- ITEC Policy 4220, Security Policy and Procedures for the KANWIN Network, 10/14/1999
- ITEC Policy 4230, Default Information Technology Enterprise Security Policy, 08/01/2001
- ITEC Policy 5100, Geographic Information System Metadata Standards, 10/14/1999
- ITEC Policy 5200, Certificate Policy for Public Key Infrastructure, 07/19/2001
- ITEC Policy 8000, Development of a Data Administration Program, 10/14/1999
- ITEC Policy 8010, Ownership of Software Code and Related Intellectual Property, 07/27/2000
- ITEC Guideline 1201, Managing Electronic Mail, 05/02/2002
- Department of Administration Information Technology Security Policy - Model Guidelines for State Agencies, 05/15/2000
- Information Network of Kansas Change Management Process Guide - Model Guidelines for State Agencies, 12/01/2000
- Information Network of Kansas Electronic Records Management Guidelines - Model Guidelines for State Agencies, 12/01/2000
- ITAB Planning Guidelines - PC/LAN Asset Management, 03/01/1997
- ITAB Planning Guidelines - Workflow, Imaging and Electronic Document Management [State of Kansas Guide to Information Technology Investment], 08/05/1999
- ITAB Planning Guidelines - ITASK Internet Technology Standards [Site Development and Management], undated