

UTAH DEPARTMENT OF HUMAN SERVICES POLICY, PROCEDURES, and STANDARDS		
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Architecture Review Board Software Review and Approved Software List Standard		

DHS Architecture Review Board Software Review and Approved Software List Policy

1. Overview

Proper software review, administration, management, usage, and disposal is critical to ensuring that organizational security, regulatory compliance, and approved license usage is maintained. Organizations should have established processes to ensure software is properly managed and used during its lifecycle.

2. Purpose

The purpose of this policy attempts to address the issue of software review and usage by providing a process for all software to be reviewed for business and security issues and establishing a centralized approved software list that includes any specified restrictions associated with specific software usage.

The intention is that this language can easily understood by department employees so that employees may review the document to find software that is approved for use and any restrictions on said use.

3. Scope

This policy applies to all applications and software owned, operated, or used by the Department of Human Services that store any DHS data. This includes DTS managed applications, Software-as-a-Service (SaaS) products, and other software management architectures in which DHS data may be stored, transmitted, or processed.

4. Standard

4.1 General Requirements

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All software that handles Department of Human Services information shall be reviewed according to the DHS-DTS Architecture review process. At a minimum, all software subject to this policy should undergo the following reviews prior to approval for use:

1. DHS Baseline Security Risk Assessment and DHS Security Approval
2. DTS Security Risk Assessment and DTS Security Approval
3. DTS ARB Review and Approval

Any software that is being proposed for department wide use or may contain federally governed data may also need to undergo the following reviews prior to approval for use:

4. DHS HIPAA Technical Assessment
5. DHS FTI Risk Assessment
6. DHS PCI Risk Assessment
7. DHS ARB Review

4.2 Approved Software List Formatting and Storage

A centralized list of all approved software shall be maintained by the DHS ARB. The approved software list shall stored be either in this policy, attached as an addendum to this policy, or a link to view the list shall be provided in this policy. The list shall include the following information:

1. Name of software that is approved
2. Specification of whether only a specific version of the software is approved
3. Data classification types that are approved for the software
4. Specification of whether software is approved or department wide use or certain division/groups
5. Specification of any restrictions on software usage

The DHS ARB Approved Software List may be viewed at the following link:

https://docs.google.com/a/utah.gov/spreadsheets/d/1XIt5N80v2y0uHt6IeYv_VWL4XmZpQLHEDhuCo4ynBY0/edit?usp=sharing

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5. Policy Compliance

5.1 Compliance Measurement

The DHS ARB will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the DHS ARB in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes

None.

7 Definitions and Terms

None.

8 Revision History

Date of Change		
	Responsible	Summary of Change
January 2018	Chris Bramwell	Created Policy