

DRAFT

Proposed Commonwealth Governance for External Standards

Proposed Effective Date: TBD

Proposed Review Schedule: TBD

Definitions

External Standard: Defined and maintained by national/international organizations, industry consortiums or the federal government to improve the ability to share data and ensure interoperability. Generally may apply to services, documents, vocabularies and/or messages. Includes extending (e.g., adding data elements or codes to) an existing external standard to accommodate requirements specific to the Commonwealth.

Internal Standard: Defined by one or more Commonwealth agencies where External Standards do not exist.

Scope

This Governance Standard is applicable to all Executive Branch state agencies and institutions of higher education (collectively referred to as "Agencies") that are responsible for the management, development, purchase or use of information technology resources in the Commonwealth of Virginia. This policy does not apply to research projects, research initiatives or instructional programs at public institutions of higher education.

Purpose

This standard establishes a framework for the adoption and implementation of external, nationally recognized standards to ensure interoperability between state agencies and between state agencies and external entities (including local government entities).

Changes Required to Related Documents

Data Strategy: update to reflect distinction between internal and external data and messaging standards.

Data Standardization Process: update to reflect changes to governance for external data and messaging standards.

Governance Standard

To ensure interoperability within state government and between state government and external partners, where external standards exist:

1. Any Agency, Advisory Committee or Commission may propose an external standard for adoption and use by Agencies to the Virginia Information Technologies Agency (VITA).
2. The Chief Information Officer (CIO) may recommend adoption of any proposed external standard to the Secretary of Technology (SoTech). The recommendation will include a statement of the scope of applicability of the external standard and a timeline for adoption and implementation by Agencies.

D R A F T

3. SoTech will consult with relevant Cabinet Secretaries on the adoption and implementation of external standards before final approval for the implementation of such standards. With the assent of the relevant Cabinet Secretaries, SoTech will approve the adoption of external standards, including the scope of applicability and a timeline for adoption and implementation by Agencies.
4. Cabinet Secretaries will recommend the adoption of relevant external standards before final approval by SoTech and will be responsible for ensuring timely implementation by Agencies within their purview.
5. Agencies may submit exception requests (e.g., exemption from the standard, delay in implementation) to VITA. The CIO will make a recommendation to SoTech and the relevant Cabinet Secretary(ies), who will then jointly approve or deny each exception request.
6. Agencies will implement external standards once approved for adoption, will take direction on the schedule for implementation from VITA and will make regular (as prescribed by VITA) reports on the progress of implementation to VITA.
7. Agencies will assist VITA as required.
8. VITA will establish a technical support unit/team to:
 - a. Coordinate the development and publication of a Standards Repository that includes external standards adopted and approved for implementation by Agencies.
 - b. Maintain the Standards Repository to ensure that it is complete and current. The Standards Repository will contain information about each external standard approved for adoption (including applicability and version) along with corresponding implementation guides and specifications.
 - c. Maintain within the Service Oriented Architecture (SOA) Center of Excellence a list of implemented services and messages and the standards and versions they support.
 - d. Oversee the implementation of external standards including the development of schedules for implementation for each standard and regular reporting on the status of implementation to applicable advisory Committees and Commissions, the CIO, SoTech and relevant Cabinet Secretaries. This includes oversight of updates to ensure that Agencies remain in compliance over time as external standards' versions change.
 - e. Develop and implement a mechanism to review and approve technical architectures for new projects to ensure compliance with standards published in the Standards Repository.
 - f. Receive requests from Agencies for exceptions to the published standards, review and evaluate these requests and make recommendations for disposition of each request to the CIO, SoTech and relevant Cabinet Secretaries.
 - g. Develop and implement a mechanism to catalog and review current information exchanges, identify candidate exchanges requiring modification to comply with standards published in the Standards Repository and recommend related investments to the CIO, SoTech and other Cabinet Secretaries.

DRAFT

- h. Develop specific procedures for the implementation of this governance standard.
9. The Health Information Technologies Standards Advisory Committee (HITSAC) will advise VITA, the CIO, SoTech and the Secretary of Health and Human Resources on the implementation of health-related external standards.
10. Provision of the above services by the named parties for a specific external standard is contingent upon the allocation of requisite funding from a source relevant to that standard.

Authority

§ 2.2-200. Appointment of Governor's Secretaries; general powers; severance. ...

C. Unless the Governor expressly reserves such power to himself and except as provided in Article 5 (§ [2.2-208](#) et seq.) of this chapter, each Secretary may: ...

3. Hold agency heads accountable for their administrative, fiscal and program actions in the conduct of the respective powers and duties of the agencies;

4. Direct the development of goals, objectives, policies and plans that are necessary to the effective and efficient operation of government; ...

E. As used in this chapter, "Governor's Secretaries" means the Secretary of Administration, the Secretary of Agriculture and Forestry, the Secretary of Commerce and Trade, the Secretary of Education, the Secretary of Finance, the Secretary of Health and Human Resources, the Secretary of Natural Resources, the Secretary of Public Safety, the Secretary of Technology, and the Secretary of Transportation.

§ 2.2-225. Position established; agencies for which responsible; additional powers.

The position of Secretary of Technology (the Secretary) is created. ...

Unless the Governor expressly reserves such power to himself, the Secretary may, with regard to strategy development, planning and budgeting for technology programs in the Commonwealth: ...

12. Review and approve statewide technical and data standards for information technology and related systems, including the utilization of nationally recognized technical and data standards for health information technology systems or software purchased by a state agency of the Commonwealth, as recommended by the CIO. ...

§ 2.2-2007. Powers of the CIO.

A. In addition to such other duties as the Secretary may assign, the CIO shall: ...

2. Direct the formulation and promulgation of policies, guidelines, standards, and specifications for the purchase, development, and maintenance of information technology for state agencies, including, but not limited to, those (i) required to support state and local government exchange, acquisition, storage, use, sharing, and distribution of geographic or base map data and related technologies, (ii) concerned with the

DRAFT

development of electronic transactions including the use of electronic signatures as provided in § [59.1-496](#), and (iii) necessary to support a unified approach to information technology across the totality of state government, thereby assuring that the citizens and businesses of the Commonwealth receive the greatest possible security, value, and convenience from investments made in technology. ...

12. Develop and recommend to the Secretary statewide technical and data standards for information technology and related systems, including the utilization of nationally recognized technical and data standards for health information technology systems or software purchased by a state agency of the Commonwealth. ...

§ 2.2-2010. Additional powers of VITA.

VITA shall have the following additional powers which, with the approval of the CIO, may be exercised by a division of VITA with respect to matters assigned to that division:

1. Prescribe regulations necessary or incidental to the performance of duties or execution of powers conferred under this chapter. ...
4. Develop and adopt policies, standards, and guidelines for managing information technology by state agencies and institutions. ...
6. Direct the establishment of statewide standards for the efficient exchange of electronic information and technology, including infrastructure, between the public and private sectors in the Commonwealth.
8. Develop statewide technical and data standards for information technology and related systems to promote efficiency and uniformity. ...

§ 2.2-2699.6. Powers and duties of the ITAC.

The ITAC shall have the power and duty to: ...

3. Advise the CIO on strategies, standards, and priorities for the use of information technology for state agencies in the executive branch of state government; ...
5. Advise the CIO on statewide technical and data standards for information technology and related systems, including the utilization of nationally recognized technical and data standards for health information technology systems or software purchased by a state agency of the Commonwealth; ...

§ 2.2-2699.7. Health Information Technology Standards Advisory Committee.

The ITAC may appoint an advisory committee of persons with expertise in health care and information technology to advise the ITAC on the utilization of nationally recognized technical and data standards for health information technology systems or software pursuant to subdivision 5 of § [2.2-2699.6](#). The ITAC, in consultation with the Secretary of Health and Human Resources, may appoint up to five persons to serve on the advisory committee. Members appointed to the advisory committee shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses incurred in the

D R A F T

performance of their duties as provided in § [2.2-2825](#). The CIO, the Secretary of Technology, and the Secretary of Health and Human Resources, or their designees, may also serve on the advisory committee.

§ 55-66.14. Uniform standards.

1. In consultation with the circuit court clerks, the Executive Secretary of the Supreme Court, and interested citizens and businesses, the Virginia Information Technology Agency shall develop standards to implement electronic recording of real property documents. The Agency shall consider standards and practices of other jurisdictions; the most recent standards promulgated by national standard-setting bodies, such as the Property Records Industry Association; views of interested persons and other governmental entities; and needs of localities of varying sizes, population, and resources.