Annual Summary of Agency Three Year Information Technology Management and Budget Plans

Prepared by the
Kansas Information Technology Office
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http://da.state.ks.us/kito

K A N S A S

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January 12, 2004

We are pleased to submit the State of Kansas FY 2005 annual summary of agency three-year information technology (IT) management and budget plans. The summary document presents significant agency IT initiatives for the Executive, Legislative, and Judicial branches of government. Published annually, this document also provides an overview of the information technology direction, environment, and current activities in state government.

State agency participation was 100% and they deserve special credit for their contribution in this planning process. As we continue to make strides in information technology, Kansas can improve services to citizens.

Respectfully,

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CHAPTER 1

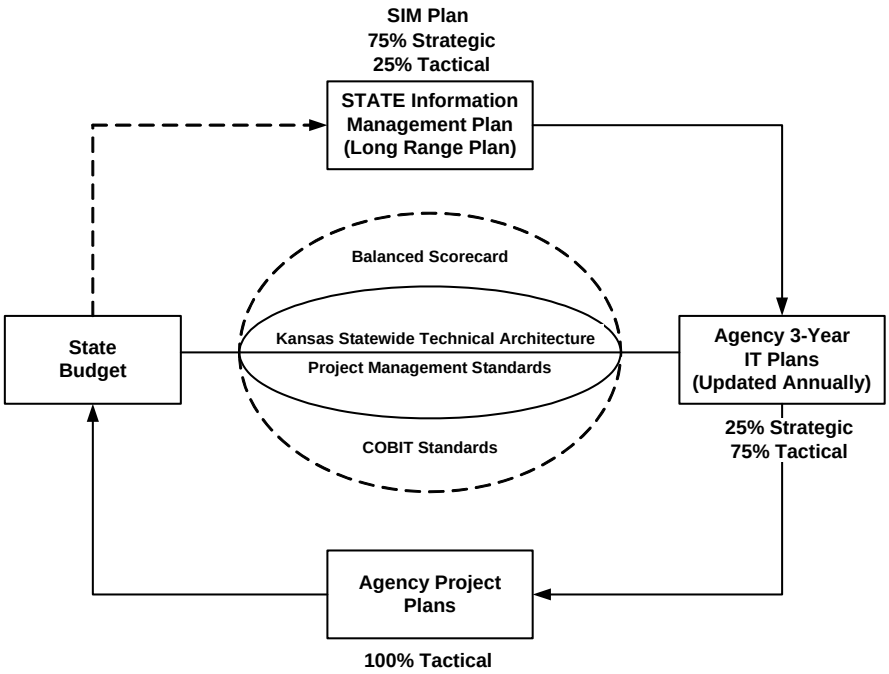
INTRODUCTION TO IT GOVERNANCE STRUCTURE

Purpose of Annual Report

The purpose of this annual report is to present a high-level view of information technology (IT) activities in Kansas. Information technology plays an important role in the quality of services delivered by government and the manner in which citizens and businesses can interact with their government. The presence of technology, particularly communications services, is an important factor in the economic vitality of a State and the quality of life of its citizens. Technology is also causing profound changes upon people, society, business, and government.

The planning model used in Kansas is depicted below. The process has five important components: the Strategic Information Management Plan (SIM Plan), the Annual Summary of Agency Three Year Information Technology Management and Budget Plans, project planning process, budget request process, and the Kansas Information Technology Architecture.

Kansas IT Planning / Controls

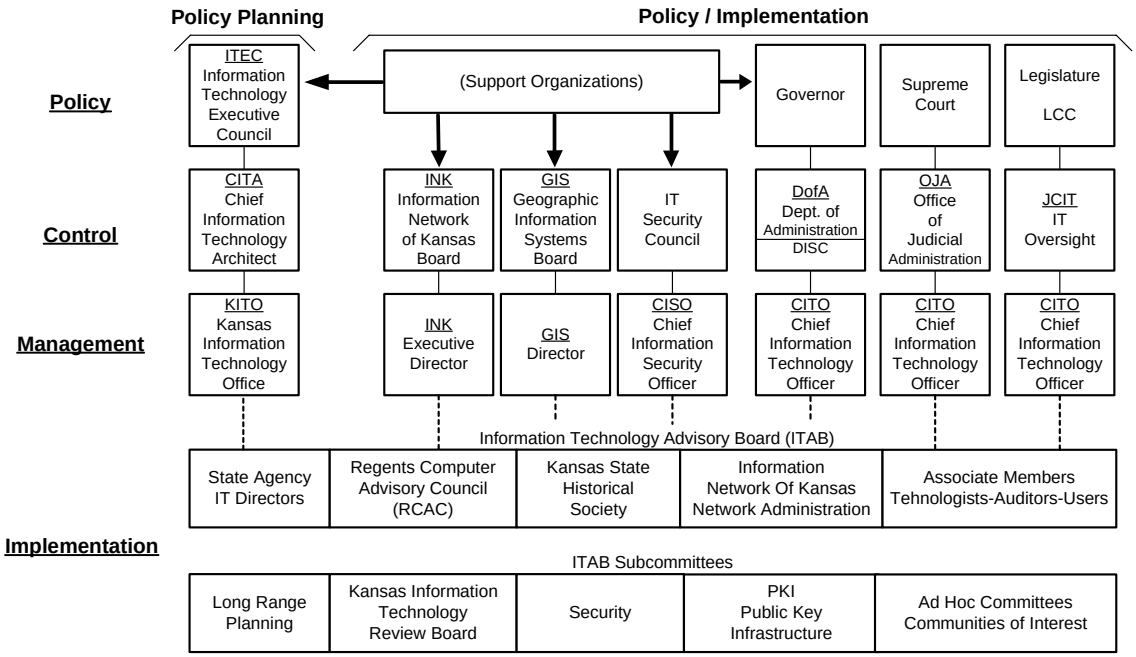


The Annual Summary of Agency Three Year IT Management and Budget Plans document is 25% strategic and 75% tactical. Annually, each State agency is asked to submit a Three Year Information Technology Management and Budget Plan outlining their information systems accomplishments for the past State Fiscal Year (SFY), current State Fiscal Year activities, and strategies for future years. These plans are used as important management tools for the effective implementation of information systems to achieve the agency's strategic objectives, and to assist in coordinating the systems and activities of State government organizations. Copies are available on the Kansas Information Technology Office web site at http://da.state.ks.us/kito.

IT Governance

Beginning in 1996, the Kansas Legislature began a study of the IT governance/management structure within Kansas government. In 1998, the Legislature passed, and the Administration signed, Kansas Senate Bill #5, now Kansas Statutes Annotated (KSA) 75 7201-7212 et seq. These laws altered the face of IT governance in the State. The new structure produced a roles-based consolidated model as illustrated below.

Kansas IT Governance Model



CITA Roles
*IT Architecture
*Project Mgmt. Standards
*SIM Plan
*Policies

CITO Roles
*Project Approvals $250,000+
*Project Management Training
*Bid Spec Approvals $250,000+
*Project Reporting
*Agency 3-year IT Plans Updated Annually

KITO Staff Support
*ITEC
*ITAB
*GIS Policy Board
*Security Council

Last Updated: 04/22/03

This consolidated model coordinates the IT activities of 84 agencies, increasing IT efficiencies, streamlining reporting processes, and increasing communications between and among the various entities. Planning functions such as the Strategic Information Management (SIM) Plan and the Kansas Information Technology Architecture (KITA) have positively impacted IT services in State government since the consolidation model was implemented.

The Kansas consolidated model features the Information Technology Advisory Board (ITAB) as the foundation. The operational philosophy is both bottom-up and top-down with communication among the participants both vertically and horizontally. The ITAB and its sub-committees form the nucleus where many IT initiatives and projects are identified. The development of IT policies has genesis in the ITAB as well. The new Kansas IT governance structure, by design, allows for much discourse and a consolidated operational structure.

The Kansas Consolidated IT Governance Model Components

Information Technology Executive Council (ITEC)

As set forth in Kansas statute, KSA 75 7201-7212 et seq., the Information Technology Executive Council (ITEC) is comprised of seventeen members. The membership includes Cabinet Secretaries and Senior Executives of various State government entities, senior leaders from local units of government and the private sector, and the Chief Information Technology Officers (CITOs) from each branch of government. The Secretary of Administration chairs the ITEC. The ITEC meets quarterly and is charged with the adoption of:

- IT Policies, Procedures, Standards, and Guidelines
- The long-range enterprise Strategic Information Management Plan
- The Kansas Information Technology Architecture
- Project Management Methodology, Training and Certification

ITEC is responsible for approval of information technology policies, project management procedures, the Information Technology Architecture, and the Strategic Information Management Plan. It is comprised of 17 voting members. It provides direction and coordination for the application of the State's information technology resources, designates the ownership of information resource processes, and is the lead entity for implementation of new technologies and networks shared by multiple agencies in different branches of State government.

Chairperson: Howard Fricke, Secretary, Department of Administration
Mr. Don Heiman, Legislative Branch CITO
Mr. Kelly O'Brien, Judicial Branch CITO
Ms. Denise Moore, Executive Branch CITO
Mr. Jim Garner, Secretary, Department of Human Resources
Dr. Robert Cox, Hays Medical Center
Mr. J.D. Cox, M-E-C Company
Mr. Duane Goossen, Director, Division of the Budget
Mr. James Hollingsworth, Information Network of Kansas
Mr. Alan Kruse, Vice President of Information Services, Central National Bank & Trust
Ms. Pamela Madl, Director, Administrative Services, Douglas County
Mr. Douglas Quade, Manager of Business Relationships, Excel Corporation
Ms. Joan Wagnon, Secretary, Department of Revenue
Mr. Reginald Robinson, President & CEO, Kansas Board of Regents
Mr. Howard Schwartz, Judicial Administrator, Kansas Judicial Center
Dr. Andy Tompkins, Commissioner, Department of Education
Vacancy

Chief Information Technology Architect (CITA)

The Chief Information Technology Architect (CITA) reports to the Chair of the ITEC and serves as its Secretary. The CITA is responsible for the development and maintenance of the Strategic Information Management Plan, the Kansas Information Technology Architecture, Project Management Standards, and IT Policies proposed to ITEC for adoption. The CITA works closely with the Chief Information Technology Officers (CITOs) from the three branches of government to coordinate these strategic activities.

Kansas Information Technology Office (KITO)

The Kansas Information Technology Office (KITO) provides enterprise information technology coordination and collaboration services, including support for the activities of the Chief Information Technology Architect (CITA) and the three branch Chief Information Technology Officers (CITOs). The KITO will continue to publish a variety of documents under the auspices of the Information Technology

Executive Council (ITEC) as directed in K.S.A. 1998 Supp. 75-7201 through 75-7212. These documents include the following: The ITEC's Strategic Information Management (SIM) Plan (revised annually), the Kansas Information Technology Architecture (KITA) (updated annually), the KITO Annual Summary of Agency Three Year Information Technology Management and Budget Plans, and the Quarterly Information Technology Project Status Reports. KITO staff will provide support for the activities of the ITEC, the Information Technology Advisory Board (ITAB), the Geographic Information Systems (GIS) Policy Board, and the IT Security Council. KITO staff assist in the development of enterprise IT Policies and Guidelines, focusing primarily on E-Government, security, and privacy. In addition, KITO, through the Chief Information Security Officer, will coordinate IT operational security and security policy matters with other agencies through the activities of the ITEC, the Security Council and the ITAB Security sub-committee. The KITO will work collaboratively with the Information Network of Kansas (INK) and the GIS Data Access and Support Center (DASC) to spatially enable E-Government applications and services through the accessKansas web portal (http://www.accessKansas.org). The office will continue to support and refine the Project Management Methodology (PMM) training program content and provide support, oversight, and project management assistance on major IT projects throughout Kansas government. KITO staff will to continue to provide support for the activities of the Chief Information Technology Architect and the three branch Chief Information Technology Officers.

Joint Legislative Committee on Information Technology (JCIT)

The Joint Committee on Information Technology (JCIT) is a standing committee of the Kansas Legislature. Committee membership comes from both the House and the Senate. JCIT serves as an oversight committee on IT issues for State government, and is directed to study, review and report its findings on computers, telecommunications and information technologies that are proposed or in use by State agencies. The JCIT is authorized to make annual reports to the Legislative Coordinating Council (LCC) and other special reports to committees of the House and Senate as deemed necessary by the Committee. Specific direction is given to the JCIT to review proposed new data processing and telecommunication acquisitions, the budgets for implementing those projects, and to make recommendations to the appropriate House and Senate committees considering appropriations for the agencies making acquisition requests.

The committee is composed of five members of the Senate and five members of the House of Representatives. Two Senate members are appointed by the President of the Senate, two are appointed by the Minority Leader of the Senate, and one is appointed by the chairperson of the Committee on Ways and Means of the Senate. Two Representatives are appointed by the Speaker of the House of Representatives, two are appointed by the Minority Leader of the House of Representatives, and one is appointed by the chairperson of the Committee on Appropriations of the House of Representatives. The JCIT is authorized to meet at any time and any place within the State on call of the chairperson. The Chair and Vice-Chair are elected by the members for one year, with the positions alternating annually between members of the House (odd years) and Senate (even years). The JCIT may introduce legislation it deems necessary and may request the LCC to provide for professional services to assist with JCIT studies.

Senate Members	**House Members**
Sen. Tim Huelskamp – Vice Chair	Rep. Joe McLeland – Chair
Sen. Larry Salmans	Rep. Nile Dillmore
Sen. Derek Schmidt	Rep. John Faber
Sen. Chris Steineger	Rep. Jim Morrison
Sen. Henry Helgerson	Rep. Joe Shriver, Ranking Minority Member

Staff
Don Heiman - Legislative Branch CITO
Julian Efird - Kansas Legislative Research Department
Melissa Calderwood - Kansas Legislative Research Department
Gary Deeter - Committee Secretary
Mary Ann Torrence - Revisor of Statutes

Chief Information Technology Officers (CITOs)

The IT Governance structure provides for a Chief Information Technology Officer (CITO) for each of the three branches of Kansas government. The Executive Branch CITO, by law, has cabinet presence and is appointed by the Governor. The Judicial Branch CITO reports to the Office of Judicial Administration and then the Supreme Court. The Legislative CITO reports to the Joint Legislative Committee on Information Technology (JCIT) and then to the Legislative Coordinating Council (LCC), both comprised of members of the House and Senate. By law, the CITOs for each branch of government are members of ITEC.

Each CITO fills the implementation role in the model within their respective branch and has significant input in policy direction. The Executive Branch CITO prepares the Annual Summary of Agency Three Year Information Technology Management and Budget Plans, which summarizes IT activities, assets, and plans for all 84 planning agencies. Within the governance organization, IT projects and bid specifications with budgets of $250,000 or more must be approved by the appropriate branch CITO.

Geographic Information Systems Policy Board (GIS PB)

The Kansas Geographic Information Systems (GIS) Initiative and Policy Board were established in 1989. Since then, the initiative has grown into a coordinated model that provides shared geospatial data, standards, and partnerships with state, federal, and local units of government. The Board is chaired by the Director of the Kansas Water Office and the vice-chair is the Executive Branch CITO. The Board's Data Access and Support Center (DASC), a National Spatial Data Infrastructure Clearinghouse site, provides geospatial data distribution, archival, and support services for the GIS user community. The Board and its sponsored activities are an integral part of the Kansas IT Governance Model. The Kansas GIS Policy Board is responsible for the development of geospatial data, data standards, partnership agreements, and policies to enhance the value of geospatial technologies. These activities emphasize cooperation and coordination to insure interoperability and data sharing among agencies, organizations, and government entities in order to maximize the use and cost effectiveness of GIS.

The Policy Board consists of 27 members appointed by the Governor: the Chief Information Technology Officers from all three branches of government; four State Regents institutions; leaders from nine State government agencies; two federal agencies; four private sector companies; and five local county/municipal governments.

Joe Harkins, Kansas Water Office - Chair
Denise Moore, Executive Branch CITO - Vice Chair
Rick Miller, KITO Director - Facilitator

Lee Allison, Kansas Geological Survey
Joseph Arri, Southwestern Bell
Walt Aucott, US Geological Survey
Tim Blevins, Kansas Department of Revenue
Linda Buttron, Jefferson County Clerk
Michael Dealy, Manager GMD 2
Mark Dinkel, Finney County
Doug Farmer, Health & Environment
Rich Hager, USDA / NRCS
Don Heiman, Legislative Branch CITO
Shawn Hutchinson, Kansas State University
Alan Kruse, VP Central Bank & Trust
Brian Logan, Dept of Transportation
Dr. Edward Martinko, KS Biological Survey
Brian Moline, Kansas Corporation Comm
Gregg Noland, Western Resources
Kelly O'Brien, Judicial Branch CITO
Steve Patterson, SRS
David Pope, Dept of Agriculture DWR
Dr. Tom Schafer, Fort Hays State Univ.
Keith Sexson, Dept of Wildlife & Parks
Kathleen Sexton, Sedgwick County IS
Tracy Streeter, State Conservation Comm
Bettejane Wooding, Barton County

Security Council

The Information Technology Executive Council (ITEC) established the IT Security Council in 2002. The Chief Information Security Officer (CISO), a Kansas Information Technology office staff person, is responsible for coordinating the IT security initiatives of the Security Council. The CISO works with security officers and IT directors in the State agencies to coordinate statewide responses to cyber-attacks, security penetrations, and outside agents that threaten applications and the IT infrastructure. The officer also works closely with security policy executives in all 50 states, the Federal government, and private sector organizations.

Co-Chairperson: Mr. Larry Kettlewell, Chief Information Security Officer, KITO
Co-Chairperson: Mr. Tim Blevins, Department of Revenue
Mr. Ian Benney, U.S. Secret Service
Mr. Chuck Crawford, Regents
Mr. Doug Cruce, Judicial Branch
Mr. Norman Bacon, Department of Corrections
Mr. Allan Foster, Legislative Post Audit
Mr. Jim Hollingsworth, Information Network of Kansas
Mr. Jim Lawson, Kansas Association of Government Management
Lt. Colonel Mike Madden, Adjutant General
Colonel Henry Martin, Adjutant General
Mr. Ben Nelson, Department of Transportation
Ms. Norma Jean Schaefer, Department of Health & Environment
Mr. Todd Reinert, Juvenile Justice Authority
Mr. Ron Rohrer, Kansas Bureau of Investigation
Mr. Hank Sipple, Department of Agriculture
Ms. Carole Stucky, SRS
Mr. Dave Timpany, Department of Administration
Mr. Stan Wiechert, Department of Revenue
Vacant, Attorney General

Information Technology Advisory Board (ITAB)

The Information Technology Advisory Board (ITAB) forms the foundation of the Kansas IT Governance Model. Its membership comes from State agency IT Directors, Regents' Universities IT Directors (Regents Computer Advisory Council-RCAC), the leadership of INK, the State Historical Society, and associate members, including technologists, functional users, subject matter experts and auditors. This wide array of individuals then populates the ITAB subcommittees that provide planning functions that move, vertically and horizontally, through the consolidated structure. The SIM Plan, for example, impacts State agencies and, in part, drives the agency budget process. The Kansas Information Technology Architecture (KITA) provides direction on technology products and their deployment. The consolidation of individuals from the diverse areas of State government come together with an air of cooperation through this model to propose plans and policies that the ITEC and the JCIT will review and then potentially make into law or policy.

ITAB was established to function as a technical resource to the Chief Information Technology Officers for the Executive, Legislative and Judicial branches of government and the Information Technology Executive Council (ITEC). ITAB meets monthly and typically draws additional attendance from technical specialists, business unit managers, and legislative liaison staff interested in the discussions of technology issues or special issue-oriented presentations. Its agendas span the range of information technology topics such as: Internet Utilization, State Contract Development, Information Technology Applications, Security, and Information Technology Architecture.

Information Technology Advisory Board (ITAB)

Chairperson: Denise Moore, Executive Branch CITO
Kelly O'Brien, Judicial Branch CITO
Don Heiman, Legislative Branch CITO

Jeanette Anderson, GMIS (Small Counties)
Steve Armstrong, Adjutant General
David Bainum, Washburn University
Jim Bingham, KUMC
Tim Blevins, KDOR
Bud Champney, Revisor of Statutes
Jeff Conrad, Commerce
Doug Farmer, KDHE
Steve Finch, KDOC
Allan Foster, Legislative Post Audit
Hal Gardner, Regents
Marilu Goodyear, KU
Jim Hollingsworth, INK
Steve Johnson, Aging
Robert Knapp, INK
Dave Larson, Legislature
Jeff Lewis, KDHR
Dave Mackey, Lottery
Col. Henry Martin, Adjutant General
Jon McKenzie, KCC
Pat Michaelis, KSHS
Rick Miller, GIS Policy Board
Ben Nelson, KDOT
John Oliver, KPERS
Gary Ott, WSU
Steve Patterson, SRS
Todd Reinert, JJA
Ron Rohrer, KBI
David Schmidt, FHSU
Doug Smith, Agriculture
Jerry Smith, PSU
John Spurgeon, KDWP
Mike Stewart, SOS
Sal Tayani, KDOE
Mark Thurman, KHP
Elizabeth Unger, KSU
Richard Vogt, GMIS (Large Counties)
Brad Williams, Regents
Neil Woerman, Kansas Insurance Dept.
John Ziegler, ESU

Information Network of Kansas (INK)

The consolidated governance structure includes primarily State agencies, but it also includes a public/private entity that has successfully expanded the scope of services offered to the citizens of Kansas. In April 1990, the Governor of Kansas signed into law KSA 74-9301, creating the Information Network of Kansas (INK). This network, which had been the vision of a group of individuals from both the public and private sector, would provide efficient and economical access to public information via the Internet. In January 1992, the Board of Directors for INK awarded a contract to the Kansas Information Consortium (KIC) to manage the network. In 2002, the Board issued a Request for Proposal for the network services contract and awarded it to KIC.

The birthplace of "e-government" was in the heartland of Kansas, with implementation of network-based applications dating back to 1991. This partnership has become a model for the management and dissemination of government information across the country. This self-funded model is simple: the network administrator builds service applications and web sites for State agencies and associations at no cost to the agencies. The State portal encompasses all State agencies, Regents' universities and many professional association web sites and services, of which more than 250 are free to users.

The remainder of the portal includes service applications that collect small transaction fees, which are reinvested into the network to ensure leading-edge technology, maximum security and availability to the citizens of Kansas. When designing a State web site or web-based application there is but *one* goal, which is two-fold: 1) to build an efficient electronic government service for citizens, businesses and government, and 2) to streamline internal government operations/services.

Strategic Planning

The goal of the Kansas Strategic Information Management (SIM) Plan is to coordinate information technology development throughout Kansas State government, thereby promoting citizen access, information sharing, and improved government performance.

The approach is based on enhancing statewide leadership for information technology. The three Chief Information Technology Officers (CITO) (one for each branch of government – Executive, Judicial, and Legislative), working with the Information Technology Executive Council (ITEC), are charged with providing this leadership through coordination and communication, supported by consistent statewide policies and processes. Specifically, each CITO and the ITEC will produce guidelines for agency development of IT, work toward reducing barriers to cooperation and information sharing, coordinate resource-sharing to optimize the use of the State's IT resources, and establish a common vision of the way IT should be utilized in the State. This approach recognizes agency autonomy. The plan is intended to provide direction and guidance, and to support agencies as they meet their business needs through energetic and cost-effective IT implementation.

The intent of the SIM Plan is to define a simple, compelling vision and plan that the State of Kansas can accomplish. It is based on a vision for the use of computers and networks in Kansas that:

- Every Kansas citizen and business can access needed Kansas government information and services electronically.
- Every branch and level of Kansas government can exchange and access information electronically both internally within government and externally through the State, nation, and world.
- Every tax dollar is maximized through Kansas government cooperation, coordination, and resource sharing, supported by cost-effective information technology.

The purpose for having a statewide vision of information technology is to provide a common direction for coordinated efforts. State agencies will use the vision as a basis for preparing their future information technology plans. By working together we will achieve our goals faster and more efficiently. Each individual project should move the State closer to its overall vision.

E-Government

E-Government provides citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information. E-Government enables:

- Providing a user-friendly gateway for citizens to access government services
- Utilizing technology to bring enhanced government performance to our citizens
- Presenting a unified ‘face’ of Kansas government on the Internet
- Providing an effective means for business interaction via the Internet which enables economic growth
- Developing electronic solutions that streamline internal government operations/services
- Building a government without walls, doors or clocks
- Improved delivery of services and information

It includes everything from online publishing of government documents and electronic mail to online tax payments and distance learning.

Kansas Information Technology Architecture

Standards and policy development support the creation of common statewide information technology architecture. To implement technology as efficiently and effectively as possible, it is necessary to view State government as a single enterprise made up of entities that share the common goal for public service and management of public resources rather than individual, autonomous organizations.

The Kansas Information Technology Architecture (KITA) describes the information systems infrastructure that supports the applications used by the State. A purpose of the architecture is to guide the development of the information systems infrastructure. It establishes consistency by helping to:

- Provide managers and staff in the various agencies and support services an understanding of the information systems infrastructure they are using.
- Provide a mechanism such that the various groups of IT professionals have a consistent view of the information systems infrastructure and the methods that they employ to develop and deliver information systems services.
- Ensure that the various development projects being managed within the State do not attempt to make incompatible changes to the infrastructure.

The information technology architecture is organized around a series of six sub-architectures consisting of network, platform, systems management, applications, information management, and security architectures. The various sub-architectures identify information technology standards, guidelines, and best practices that provide a comprehensive view of the State's approach to information technology deployment.

In July 2000, the architecture was fully developed and entered into a maintenance mode. Version 9.0 was released in October 2001, with version 9.5 (consisting primarily of tabular updates) released in October 2002, and a new full version 10.0 was released in April 2003. Information technology managers, the three branch Chief Information Technology Officers, the Kansas Technical Architecture Review Board, and others are utilizing the technical architecture to support the planning, approval, development, and implementation of information systems resources in support of the State's enterprise business functions.

CHAPTER 2

DIRECTIONS IN TECHNOLOGY USE

Agency IT Plans

This section presents the State of information technology for each agency in State government. The information in this section covers agency description, mission, budget information, IT organization, IT physical assets, major business applications, IT accomplishments, and strategic direction & objectives for the future. This year, agencies were asked to submit information about six significant areas: E-Government, Control Objectives for IT (COBIT), Security, Public Key Infrastructure (PKI), Web Accessibility, and Records Retention. Each summary demonstrates how IT investments support business requirements.

SFY 2004 FTE and budget figures were taken from the Governor's SFY 2004 Budget Comparison Report. SFY 2003 IT expenses were calculated using information generated by the Department of Administration, Division of Accounts and Reports and the Division of Personnel Services. This includes classified IT salaries and benefits, DISC mainframe charges, and all vendor payments (equipment, services and consultant fees), but does not include telecommunication expenses paid to DISC.

Please note: Department of Administration totals for SFY 2003 IT Expenditures include both "on budget" and "off budget" totals, while the SFY 2004 Total Budget figure reflects only "on budget" amounts.

For agency summaries, totals have been combined for the following agencies:

- "Department of Corrections" includes correctional facilities statewide.
- "Department of Social and Rehabilitation Services" includes State hospitals and youth centers statewide.
- "Judicial Branch" FTE count includes staff in district courts statewide.
- "Juvenile Justice Authority" includes juvenile facilities statewide.

Agency Summaries

Note: IT Expenditures do not include unclassified salary information.

Agency No.	Agency	FY 2004 Total FTE	FY2004 Total Budget	FY 2003 IT Expenses	FY 2003 Assets Mainframe	Midrange	Server	Wkstation	Micro
016	Abstracters' Board of Examiners	-	$ 19,463	$ 42	-	-	-	-	-
028	Accountancy, Board of	3	$ 230,875	$ 5,929	-	-	-	-	6
034	Adjutant General	215	$ 37,334,293	$ 510,007	-	-	2	-	222
173	Administration, Department of	888	$ 22,090,256	$ 30,533,554	1	11	113	1	918
039	Aging, Department on	221	$ 425,282,638	$ 968,375	-	6	28	-	288
046	Agriculture, Department of	299	$ 19,893,403	$ 1,584,931	-	-	14	5	330
055	Animal Health Department	31	$ 2,374,313	$ 40,324	-	-	-	-	17
359	Arts Commission, Kansas	8	$ 1,997,160	$ 2,162	-	-	-	-	9
082	Attorney General	95	$ 14,110,147	$ 103,556	-	1	10	-	130
094	Bank Commissioner	85	$ 5,960,808	$ 88,381	-	-	3	-	104
100	Barbering, Kansas Board of	2	$ 124,092	$ 1,797	-	-	-	-	2
102	Behavioral Sciences Regulatory Board	8	$ 496,053	$ 25,942	-	-	-	-	8
604	Blind, School for the	94	$ 4,992,738	$ 218,677	-	-	8	-	95
122	Citizens Utility Ratepayer Board	5	$ 584,212	$ 6,760	-	-	-	-	8
300	Commerce and Housing, Department of	109	$ 56,430,552	$ 530,969	-	1	-	-	148
634	Conservation Commission	16	$ 9,535,299	$ 9,409	-	-	4	-	20
143	Corporation Commission	210	$ 15,976,011	$ 1,058,656	-	-	10	1	200
521	Corrections, Department of	3,136	$ 240,536,492	$ 3,233,022	-	2	56	-	2,543
149	Cosmetology, Board of	12	$ 651,297	$ 33,307	-	-	2	-	12
159	Credit Unions, Department of	13	$ 829,966	$ 5,733	-	-	-	-	4
610	Deaf, School for the	174	$ 8,151,016	$ 88,597	-	-	7	1	175
167	Dental Board	3	$ 317,870	$ 16,579	-	-	-	-	5
652	Education, Department of	208	$ 2,737,058,850	$ 1,358,730	-	-	17	9	298
206	Emergency Medical Services Board	13	$ 876,368	$ 81,197	-	1	1	-	9
373	Fair, Kansas State	23	$ 5,241,804	$ 44,540	-	-	2	-	22
234	Fire Marshal Office, State	46	$ 3,540,812	$ 119,596	-	-	1	-	58
247	Governmental Ethics Commission	9	$ 568,657	$ 3,253	-	-	-	-	12
252	Governor, Office of the	34	$ 13,104,738	$ 50,877	-	-	1	-	42
261	Guardianship Program, Kansas	12	$ 1,032,854	$ 18,928	-	-	3	-	16
105	Healing Arts, State Board of	29	$ 2,360,567	$ 130,243	-	1	-	-	40
264	Health and Environment, Department of	889	$ 168,247,450	$ 7,896,413	-	2	66	4	1,812
270	Health Care Stabilization Fund	16	$ 29,738,595	$ 8,069	-	-	1	-	17
266	Hearing Aid Board of Examiners	0	$ 18,870	$ 232	-	-	-	-	-
280	Highway Patrol	824	$ 56,440,098	$ 4,542,030	-	1	40	-	695
288	Historical Society, State	137	$ 7,891,303	$ 270,282	-	-	4	-	198
296	Human Resources, Department of	940	$ 345,777,116	$ 8,014,117	-	1	50	-	1,404
058	Human Rights Commission	36	$ 1,713,942	$ 5,851	-	-	2	-	40
328	Indigents' Defense Services, State Board	165	$ 15,177,633	$ 458,003	-	-	17	-	180
331	Insurance Department	157	$ 18,511,210	$ 364,370	-	1	7	-	160
083	Investigation, Kansas Bureau of	200	$ 19,354,386	$ 2,753,143	-	1	76	-	294
677	Judicial Branch	1,816	$ 95,328,917	$ 3,150,477	-	-	9	-	200
349	Judicial Council	4	$ 312,232	$ 3,469	-	-	-	-	5

Agency No.	Agency	FY2004 Total FTE	FY2004 Total Budget	FY 2003 IT Expenses	FY 2003 Assets Mainframe	Midrange	Server	Wkstation	Micro
350	Juvenile Justice Authority	803	$ 89,738,408	$ 1,601,768	-	-	32	-	492
360	Kansas, Inc.	4	$ 453,688	$ 2,162	-	-	-	-	5
422	Legislative Coordinating Council	13	$ 763,598	$ 136	-	-	-	-	-
425	Legislative Research Department	37	$ 2,631,720	$ 1,087	-	-	-	-	2
428	Legislature	33	$ 12,147,230	$ 720,845	-	-	20	7	336
434	Library, State	27	$ 6,524,586	$ 429,172	-	-	4	-	39
446	Lieutenant Governor	3	$ 112,639	$ 4,753	-	-	-	-	4
450	Lottery, Kansas	87	$ 60,019,522	$ 3,091,083	-	3	21	-	126
204	Mortuary Arts, Board of	3	$ 215,248	$ 4,935	-	-	-	-	4
482	Nursing, Board of	22	$ 1,338,001	$ 139,102	-	-	9	-	40
488	Optometry, Board of Examiners In	1	$ 104,970	$ 1,795					2
523	Parole Board, Kansas	3	$ 426,839	$ 4,014	-	-	-	-	3
531	Pharmacy, Board of	7	$ 586,872	$ 27,014	-	-	-	-	10
671	Pooled Money Investment Board	7	$ 715,590	$ 67,879			1		8
540	Post Audit, Legislative Division of	21	$ 1,803,092	$ 1,687	-	-	2	-	42
553	Racing & Gaming commission, Kansas	67	$ 6,391,926	$ 225,105	-	1	1	-	62
543	Real Estate Appraisal Board	2	$ 222,979	$ 775	-	-	-	-	2
549	Real Estate Commission	13	$ 717,134	$ 30,639	-	-	3	-	14
561	Regents, Board of	54	$ 198,648,936	$ 612,764	-	-	6	-	60
379	Regents: Emporia State University	742	$ 57,270,663	$ 3,069,757	1	4	28	-	2,650
246	Regents: Fort Hays State University	706	$ 59,727,582	$ 1,836,402	1	11	22	-	1,681
367	Regents: Kansas State University	4,831	$ 484,357,076	$ 15,879,818	1	25	180	393	9,822
385	Regents: Pittsburg State University	790	$ 66,750,731	$ 2,324,872	-	9	14	23	2,039
682	Regents: University of Kansas	4,180	$ 436,827,092	$ 15,334,324	1	12	150	-	-
683	Regents: University of Kansas Medical Cer	2,284	$ 208,740,982	$ 6,626,145	-	10	98	-	3,200
715	Regents: Wichita State University	1,668	$ 150,653,629	$ 5,123,684	1	9	36	1	6,500
365	Retirement System, KS Public Employee	85	$ 24,768,539	$ 1,427,818	-	1	4	-	118
565	Revenue, Department of	1,196	$ 82,050,380	$ 12,396,018	-	9	163	-	2,158
579	Revisor of Statutes	26	$ 2,460,265	$ 85,345	-	-	3	-	6
622	Secretary of State	56	$ 11,450,630	$ 88,332	-	2	3	-	63
625	Securities Commissioner of Kansas	28	$ 2,069,276	$ 29,794	-	-	2	-	45
626	Sentencing Commission, Kansas	7	$ 4,417,077	$ 14,238	-	-	-	-	15
629	Social & Rehabilitation Services, Departmer	6,277	$ 2,272,011,519	$ 25,673,300	-	1	201	-	6,000
562	Tax Appeals, Board of	26	$ 1,593,532	$ 56,112	-	-	3	-	41
663	Technical Professions, Board of	6	$ 525,936	$ 2,654	-	1	-	-	9
371	Technology Enterprise Corp., Kansas	27	$ 14,299,114	$ 69,187	-	-	4	-	23
276	Transportation, Department of	3,248	$ 1,457,794,816	$ 17,435,501	-	-	202	-	2,100
670	Treasurer, State	49	$ 35,287,039	$ 154,698	-	-	17	-	81
694	Veterans Affairs, Commission on	559	$ 21,830,856	$ 286,727	-	-	2	-	140
700	Veterinary Examiners, Board of	3	$ 256,043	$ 5,684	-	-	-	-	3
709	Water Office, Kansas	23	$ 5,634,970	$ 264,751	-	-	2	5	21
710	Wildlife and Parks, Kansas Department of	407	$ 43,412,499	$ 845,281	-	1	10	12	448
Grand Total		**39,609**	**$ 10,217,252,990**	**$ 184,272,635**	**6**	**128**	**1,797**	**462**	**49,152**

Note: IT Expenditures do not include unclassified salary information.

Abstracters' Board of Examiners (Agency #016)

MISSION: Regulate in a fair and equitable manner the individuals and firms that compile and sell abstracts of Kansas real estate. In addition, the Board strives to protect the citizens of the State of Kansas against fraudulent and improper land title transfers.

SFY 2004 BUDGET: **$19,463**
SFY 2004 FTE: **0.0**
SFY 2003 IT EXPENDITURES: **$42**
WEBSITE ADDRESS: **None**

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets: No physical hardware assets reported.

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer					

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None provided.

STRATEGIC DIRECTION & OBJECTIVES: None provided.

Accountancy, Board of (Agency #028)

INCLUDES: Regulation of Certified Public Accountants

MISSION: To provide the public with a high degree of confidence in those holding themselves out to be Certified Public Accountants (CPA's) in Kansas, through the use of qualifying educational requirements, professional screening examinations, practical public accounting experience, internships, ethical standards, and continuing professional education and practice oversight for continued licensure.

SFY 2004 BUDGET: **$230,875**
SFY 2004 FTE: **3.0**
SFY 2003 IT EXPENDITURES: **$5,929**
WEBSITE ADDRESS: http://www.ksboa.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**6**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Redesigned web page (hired independent contractor for this).

STRATEGIC DIRECTION & OBJECTIVES: The agency continues to move in the direction of providing on-line registration; however it is not known when this will be implemented.

E-Government: All application forms, laws and regulations are provided on the agency's webpage, as well as helpful links to other Boards of Accountancy. All forms are provided in PDF Adobe Acrobat format with links to downloading the most current versions of vehicles needed to view and download information. Laws and Regulations are provided in html as well as PDF format. Persons may communicate with the agency via the agency's e-mail address.

Security: The Board purchased a firewall to further enhance security. The agency's database is further password protected.

PKI: No present plans are in place. It will be addressed when online registration is implemented.

Web Accessibility: A Web Accessibility report was performed by the independent contractor when the web page was redesigned. This report is on file with the agency.

Records Retention: All CPA files are permanently retained. This includes any disciplinary records. All minutes and Board meeting agendas are permanently retained. Requests for open records require completion of a request form and certification by the requesting party.

Adjutant General (Agency #034)

INCLUDES:

Kansas Department of Emergency Management
State Comptroller's Office
Office of State Human Resources

MISSION: To have a motivated and caring organization built on the values and tradition of the people of Kansas. To mobilize, deploy and fight as a part of America's Army and Air Force; protect life and property; to preserve peace, order, health, and public safety.

SFY 2004 BUDGET: $**37,344,973**
SFY 2004 FTE: **215.0**
SFY 2003 IT EXPENDITURES: $**510,007**
WEBSITE ADDRESS: http://skyways.lib.ks.us/kansas/adjutant

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1.3	0	1.3	0	1.3	0
Application Maintenance and Enhancement (in-production systems)	0	0.35	0	0.35	0	0.35
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.35	0.25	0.35	0.25	0.35	0.25
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0.4	0.3	0.4	0.3	0.4	0.3
Network Engineering, Technical Management and Support	1.0	0	1.0	0	1.0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0.7	0	0.7	0	0.7	0
Other IT Functions	0	0.1	0	0.1	0	0.1
TOTAL FTEs	**4.0**	**1.0**	**4.0**	**1.0**	**4.0**	**1.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Laptop PC				**56**	
Microcomputer				**166**	

SFY 2003 MAJOR APPLICATIONS:

Training TMS	PC
Computer-Aided Management of Emergency Operations (CAMEO)	PC
Emergency Information System	Server/PC
Fiscal Database	Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY 2003 the Adjutant General's Department though addressing several National Guard and Federal missions on the IT front, had no new state projects with the exception of ShaRP's 8.0 upgrade The agency also developed a web access outlook server for all state employees providing state employees access to their email and calendar from any location that has internet access. During SFY 2003 the Help Desk began using DameWare as a remote access to individual PC's and Laptops on both the State and Federal Networks, resulting in a 90% reduction in staff travel for the repair and maintenance of IT resources.

An unclassified Application Programmer Analyst III position was established to develop and maintain GIS programs and to provide state support for the Distance Learning Class room and the Video / Teleconference Facility. Though it is a National Guard Bureau initiative the agency installed a Distance Learning Center in the State Defense Building in 2001. The Information System Support Branch began offering end user training. Several classes were presented to both state and federal employees including staff from the Governor's office. Classes were given in MS-Office Suite at the intermediate level. Classes will be added in Office XP in SFY 2004.

STRATEGIC DIRECTION & OBJECTIVES: The strategic direction for IT is to combine the state and federal networks into a comprehensive agency network, which incorporates an Intranet Virtual Private Network (VPN) and provides the appropriate security for state and federal data. Additionally it is anticipated that the agency will have Voice over IP in the next fiscal year. The blending of resources, both human and information, between state and federal will permit the agency to more effectively accomplish its mission. The agency is also making greater use of the Internet and web-based applications in the fulfillment of its mission.

The Kansas Division of Emergency Management (KDEM), specifically the Technical Hazards section, has been tasked by the Governor and the Adjutant General to develop and maintain a Hazardous Materials Spills Website. This Website will provide centralized reporting of HazMat spills and permit reporters one location and agency to report the specifics of such spills and allow ready access to spill data for the several state and federal agencies requiring this data. This project is being funded by the Technical Hazards section of KDEM, database programming will be provided by the Adjutant General's Application Programmer, the Website will be developed and hosted by the Information Network of Kansas. This project was to be completed by March 2002, but due to the events of 9/11 completion has been delayed. It is anticipated the project will be completed in Early to Mid-FY04.

COBIT: The agency has, to date, not addressed operating under COBIT standards, however, an IT staff member has received COBIT training and it is anticipated that Senior Management will address whether or not the agency is going to apply COBIT and if so how it will be implemented.

Security: Pursuant to ITEC Policy 4230 this agency has adopted and is implementing "the State of Kansas Information Technology Security Policies and Guidelines".

PKI: PKI will be implemented in mid-to-late SFY 2003 and the agency is just beginning to develop implementation plans.

Records Retention: The agency is responsible for maintaining all military records for Kansas' citizens and those records are to be made available upon request. A microfiche system is still in use and the agency has plans to upgrade to electronic records when funding becomes available.

Administration, Department of (Agency #173)

INCLUDES:

Accounts & Reports
Americans with Disabilities Act Coordinator
Budget
Facilities Management
Information Systems & Communications
Office of Administrative Hearings
Long-Term Care Ombudsman
Legal Services
Personnel Services (Department)
Personnel Services (Statewide)
Printing
Purchases

MISSION: We provide quality services - responsibly.

SFY 2004 BUDGET:	**$22,090,256**	(On Budget)	**$115,909,712**	(Off Budget)
SFY 2004 FTE:	**258.0**	(On Budget)	**624.2**	(Off Budget)
SFY 2003 IT EXPENDITURES:	**$30,533,554**			
WEBSITE ADDRESS:	http://da.state.ks.us			

IT Profile: ON Budget **

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	2.0	1.0	0	1.0	0	1.0
Application Maintenance and Enhancement (in-production systems)	24.0		24.0		24.0	
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	4.0	5.0	5.0	5.0	5.0	5.0
Web application development and maintenance	0		0		0	
Data Administration, Data Analysis/Validation and Database Administration	0		0		0	
Network Engineering, Technical Management and Support	0		0		0	
Security	0		0		0	
Computer Operations, Management and Technical Support	3.0		3.0		3.0	
Other IT Functions	5.0		1.0		1.0	
TOTAL FTEs	**38.0**	**6.0**	**33.0**	**6.0**	**33.0**	**6.0**

** The DISC FTE count in this table includes positions held for backing up contracts and FTE held for shrinkage.

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe	**1**						
Supercomputer							
Midrange			**11**				
LAN Server						**113**	
Workstation			**1**				
Microcomputer						**918**	

IT Profile: OFF Budget **

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	26.5	6	30.5	6	30.5	6
Application Maintenance and Enhancement (in-production systems)	0		0		0	
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	1	0	1	0	1
Web application development and maintenance	1		1		1	
Data Administration, Data Analysis/Validation and Database Administration	9.0	1	9.0	1	9.0	1
Network Engineering, Technical Management and Support	46.2	2	46.0	2	46.0	2
Security	1.0	1	1.0	1	1.0	1
Computer Operations, Management and Technical Support	50.0	1	50.0	1	50.0	1
Other IT Functions	47.0		50.0		50.0	
TOTAL FTEs	**180.7**	**12**	**187.5**	**12**	**187.5**	**12**

** The DISC FTE count in this table includes positions held for backing up contracts and FTE held for shrinkage.

DISC Small Agency Support Group supports 38 agencies and divisions in the enterprise.

SFY 2003 MAJOR APPLICATIONS:

Statewide Human Resources and Payroll (SHaRP)	Midrange
Statewide Accounting and Reporting System (STARS)	Mainframe
STARS Reporting System (STARS Ad Hoc)	Mainframe
Kansas Debt Recovery System (KDRS)	Mainframe
Budget System	Midrange
Motor Pool Asset Management and Billing	Mainframe
Workers' Compensation Claims System	Mainframe
Medstats	Win2000 Server
Purchasing System	NT Server
Open Enrollment	Win2000 Server
Komand	Mainframe
KANSAN Voice Billing System	Mainframe
A/R Accounts Receivable	Win2000 Server
A/P Accounts Payable	Win2000 Server
F/A Fixed Assets	Win2000 Server
Laser Print Applications (DISC)	Mainframe
CMS 400 Network Management	NT Server
Panaview Backbone Management Platform	Midrange
HP/Openview	Midrange
Lotus Notes Help Desk	Win2000 Server
eHealth	NT Server
Tivoli Backup	Mainframe/Win2003 Server
Microsoft Exchange	Win2000 Server
CMMS / DFM Workorder System	Win2000 Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Division of Information Systems and Communications continued improvement to the Department of Administration information technology, and support for other state agencies during SFY 2003. As part of the SHARP upgrade the Bureau of the Department of Administration Systems (BDAS) staff completed system testing, and completed 191 SHARP 8.0 related work requests for A&R and DPS. These were to resolve issues found during

the system test of PeopleSoft 8.0 upgrade. During SFY2003 BDAS produced/issued over 450,000 1099 forms, 1,062,424 STARS warrants, 128,168 electronic deposits, and approximately 162,479 satellite warrants. The Internet portion of BDAS provided technical support and consulting for Open Enrollment, Online Employee Summary form, Online Benefit Confirmation statements and the Total Compensation statements. They are also responsible for all programming and technical support associated with primary department web sites, which receive over 12 million hits annually.

Administrative Services (BAS) assisted other divisions who do not have the resources or expertise, with development of their web pages. The bureau was successful in negotiating a change of location for the annual Disaster Recovery exercise from Philadelphia to Chicago. This move will save cost of travel and decrease the distance BAS would have to possibly drive in case of a national disaster when travel by plane would not be an option. BAS lead the DofA HIPAA effort to comply with the privacy section of federal regulations. The mailroom achieved a 99% rate for same day processing of outgoing mail. The 2002 DISC Annual Report was published online only, insuring the widest possible dissemination and saving in printing and distribution costs.

Information Services (BIS) supported the SHARP 8.0 implementation by acquiring, installing, and testing the entire infrastructure upon which this application resides. BIS continued the refurbishment of the DISC data center, including creation of new print room, moving printers and installing new air handlers. KDHR servers were moved to the DISC data center, which allows DISC to provide better support to this customer. The bureau improved tape processing in mainframe environment by eliminating reel tapes and migrating more processing to virtual tapes. During the year BIS printed over 10 million images in support of STARS, SHARP, KDOR, SRS, KPERS and the State Treasurer.

Customer Services (CSC) installed 211 new PCs and upgraded 315 PCs. The bureau processed more than 60,000 customer contacts, an average of 265 per day. The bureau assisted approximately 40 agencies with installation of software required for the new SHARP upgrade, and assisted several agencies move to different locations. CSC created a payroll, general ledger, accounts payable/receivable and copy ticket billing database for the Division of Printing and provided numerous Access database updates for other supported agencies.

Telecommunications (BOT) processed 1,043 trouble tickets, and 5,203 Telecommunications Service Requests (TSRs) and more than 26,000 user calls. The bureau installed over 656,483 feet of network wire and 24,097 feet of fiber optic cable in various state office facilities statewide. BOT completed 89 projects and 13 circuit upgrades outside of Topeka. They also reduced their contract labor costs by more than $25,000.

STRATEGIC DIRECTION & OBJECTIVES: The Department, like many agencies, is faced with replacing legacy computer applications that are from six to ten years old. This IT infrastructure must be rebuilt to sustain the critical functions it supports. These needs come at a time when IT architectures are rapidly changing toward network computing, client/server, and Web-based application platforms. The Department must reinvest in new applications to take advantage of these new architectures. SHARP is the cornerstone application for this direction, challenging the Department to maximize the benefit from process re-engineering, from the Web-based approach to end-user computing, and by improving service delivery that the new network infrastructure affords. The Department will continue to assess opportunities to replace legacy systems, with client/server, and web-enabled applications that function in integrated fashion for the Department. At the same time, the Department will assure that new system implementations, such as SHARP, are properly maintained, and kept current with release levels. In addition, the Department will explore opportunities to integrate applications throughout the department.

DISC Administrative Services: The DISC Bureau of Administrative Services (BAS) provides the day-to-day operation of administrative functions necessary to keep the division operational. In the coming months and years, BAS intends to improve its processes and thereby improve support to DISC's internal and external customers. The bureau plans on updating the technology used to provide video conferencing and save money for the division. BAS is reviewing all procedures with the goal of eliminating excess use and waste of paper. We are analyzing the task of conducting UNIX platform testing in-house, thus eliminating the expense of hot-site testing of the UNIX hardware/software. BAS helped the Department of Administration with the SHARP upgrade by providing assistance in the Change Management area. With the automation of mailroom capability

now established, DISC continues to make available its capacity to other agencies, including those located outside of Topeka. DISC will continue consideration of consolidating mailroom operations with other state agencies, and consolidation will increase Central Mail efficiencies, generate savings for the enterprise, and reduce DISC overhead rates per mail piece. Central Mail is upgrading the camera on the Optical Character Reader to increase read rates, and the inkjet to improve barcode readability. DISC is moving to inkjet technology in 2005 on the mail metering systems, which is a postal requirement.

Telecommunications: DISC will continue to provide management of a fully integrated voice, data, and video network at the desktop. Network availability is a very important priority for DISC. The base level uptime percentage is 99.8% of the time. Over the next few years IP Video and Voice over IP (VoIP) technologies will become more common on the network and Class of Service technologies will be expanded to make these technologies possible. Additional access media will be included in KANWIN including cable and wireless bridging to continue to reduce the cost to the customer. Resiliency will be enhanced through geographic separation of the redundant core components in Topeka. This will be accomplished by relocating half of the redundant core components (core router, internet router, BOT firewall, core switch, ATM collector) to the State Historical Society building. These components will be tied back to the complex into the DSOB over a high bandwidth ethernet connection (Gigabit or higher). The bureau will continue to provide necessary support of all network services requested for the KANED initiative. The KANED initiative will provide information technology connectivity for to K-12 schools, public libraries, hospitals and higher education institutions.

Information Processing Strategies: DISC will continue to act as statewide administrator and negotiator for several key software products including the Oracle database product and SAS. This effort includes licensing agreements, coordinating technical support and training, distributing or applying software upgrades and facilitating the agencies use of these products. Approximately two years ago, DISC initiated a project to refurbish the Landon State Office Building data center space making it suitable for use as a Hosting Center. A company whose expertise is data center construction and management was commissioned to perform an audit of the DISC data center space. Numerous recommendations were received and implemented including instillation of new air handling and humidification equipment, separation of the printing operation from other data center activity and sealing the floors, walls and ceiling to insure the best possible air quality. DISC entered into a multi-year agreement with this company to perform periodic inspections of our data space to insure the environmental conditions are optimum. At the same time, the Division of Facilities Management installed redundant Uninterrupted Power Supply systems to insure continuous clean power. These combined efforts have created a first-rate hosting center for agency's critical application servers. DISC continues to work with other agencies to research and implement enterprise backup solutions. One such solution uses excess mainframe resources in off hours to backup servers. With those resources nearly expended, DISC is partnering with another agency to research and implement other enterprise level backup solutions. Such solutions greatly simplify the effort to backup and recover data to and from servers as well as eliminate the redundancy in manpower and HW/SW resources required for sever centric backup solutions. Over the next 5 years state agencies will continue to seek opportunities to share applications and data as well as leverage their investment in legacy applications. DISC will work closely with state agencies now actively involved in cross-organizational information sharing as well as those seeking middle-ware capable of providing web access to legacy data. DISC has taken steps to leverage the high-speed laser printers currently attached to the mainframe. Software has been acquired that converts open systems Print Control Language (PCL) to mainframe Advanced Function Print (AFP). This software opens new opportunities to ship large print jobs from open systems to the mainframe attached high-speed printers. DISC will continue to maintain and enhance the states ability to survive and recover from disastrous incidents. It is a DISC goal to significantly reduce the time to recover from serious disasters by creating an in-state hot site capable of assuming critical workload in the event of a disaster. This hot site also provides a second location for critical network equipment, which will be linked to the capitol complex creating a "survivable network". Utilizing the Constant Readiness

Center (CRC) we will provide business continuance training, support and technical resources to contingency planners in other state agencies.

Customer Services Strategies: The DISC Bureau of Customer Services (BOCS) focuses on end-user access and satisfaction with DISC services. BOCS, BAS and BOT will develop a DISC Service Request System to replace the Telecommunications Service Request (TSR) and coordinate a help desk. The bureau also plans to implement a file archival system for the department. The bureau will be working with Department of Administration divisions and interested State agencies to identify a common architecture for Help Desk and uniform data exchange formats. The goal of this effort is to provide for timely access and sharing of agency help desk information. Customer Services is also exploring replacement of the existing Telecommunications Request System with a more comprehensive Department of Administration Service Request System. The objective of this program is to provide a common portal for customers to order services from the Department. The bureau will be deploying a new web server architecture that will provide department web-based applications with a highly robust, reliable and scalable environment. This design provides for increased throughput, workload segregation, as well as significant improvements in security. The architecture allows for use by multiple applications and for replication, if necessary, for additional capacity. The bureau also has an operating unit that will continue to provide technical planning and support for small agencies that do not have information technology positions. The Small Agency Support group provides services to 38 agencies and divisions, and based upon the overwhelmingly positive response, is expected to continue growing. Customer Services will continue assisting with evaluation and administration of the Department's security policy. The bureau has developed a number of guidelines for desktop administration and security and will continue in an advisory capacity to the Chief Information Technology Officer and Chief Information Security Officer.

Agency Architecture: Today, the Department of Administration's applications reside on three major platforms. Several critical applications, including the state accounting application (STARS) and Setoff reside on the OS390 mainframe platform. The state payroll application, SHARP resides on a mixed platform, where the Web component resides on the Windows platform, the applications and database components reside on the UNIX platform and the printing component is handled by the mainframe. There are numerous other Department of Administration applications that reside on either the UNIX or Windows platforms. The Department of Administration's direction is to move more applications to the open systems platforms, either Unix or Windows. The most recent upgrade of the SHARP application implemented a Web interface and it is anticipated this technology with be incorporated in other applications as soon as it is economically feasible. The Department's direction also tends to avoid proprietary software as much as possible, believing this strategy will lead to more cost efficient solutions.

E-Government: The Department has actively embraced electronic government, delivering a wide range of information and services online. Via the new PeopleSoft Internet architecture implemented in SFY 2003, an increased number of self-service features are available to employees, including workflow. A project currently in progress to deploy a facilities management system will result in additional features for employees, such as the ability to submit maintenance requests online. The features of the proposed Financial Management System (FMS) will also be accessible via the Internet.

COBIT: Important to the enterprise is the effective management of data and information technology. State government has an increasing dependence on information and systems that deliver services to the citizens of Kansas. To reduce costs and improve efficiencies within the IT community across the enterprise, standards and control objectives must be implemented and disciplines observed on a day-to-day basis. The international organization *Information Systems, Audit and Control Association (ISACA)*, that serves professional data processing and information technology auditors, have established standardized guidelines to assist IT managers in day-to-day management of IT operations. COBIT is set forth as standards to be observed in the state SIM plan along with state IT architecture. Included in the standards are control objectives for planning, acquisitions, implementation, service delivery, support and monitoring/maintenance.

Security: DISC uses its own security policy in accordance with ITEC policy 4230. This security policy is disseminated to employees. Employees sign a statement indicating they have read and understand the policy. This same security policy document is the default agency policy in the absence of an organic policy throughout the IT enterprise. The Department of Administration employs the use of firewalls and robust virus detection to prevent intrusion of the system. Network controls are configured so employees may not download software from the Internet, nor load any other software onto their computer.

Public Key Infrastructure: No plans for implementation of PKI at this time.

Web Accessibility: DISC is working on an ongoing basis to comply with the provisions of ITEC Policy 1210 on web accessibility. The Department's team of web developers have all attended the State's web accessibility training class. As part of the framework for content and application development, all files to be deployed on the Department site are reviewed for compliance.

Records Retention: Records, such as application development documentation, account records, and personnel records are retained according to the retention schedule and destroyed according to the same schedule.

Information Processing General Budget Items:
Personnel: DISC has requested no additional positions for SFY 2005.

Service Contracts and Fees:
Contact Department of Administration for complete information.

Aging, Department on (Agency #039)

INCLUDES:

Agency Operations	Federal Grants
Program & Policy	State Funded Grants
Medicaid	Licensure, Certification, Evaluation

MISSION: To promote security, dignity, and independence of Kansas' seniors.

SFY 2004 BUDGET: **$425,232,688**
SFY 2004 FTE: **221.0**
SFY 2003 IT EXPENDITURES: **$968,375**
WEBSITE ADDRESS: http://www.agingkansas.org/kdoa

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1.9	0.6	2.1	0.6	1.7	0.6
Application Maintenance and Enhancement (in-production systems)	3.5	0.1	1.0	0.1	1.0	0.1
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	1.2	0.2	3.7	0.2	3.7	0.2
Web application development and maintenance	1.0	0	0.5	0	0.7	0
Data Administration, Data Analysis/Validation and Database Administration	1.0	0	1.0	0	1.2	0
Network Engineering, Technical Management and Support	2.2	0	2.3	0	2.3	0
Security	0.7	0	0.9	0	0.9	0
Computer Operations, Management and Technical Support	2.5	0.1	3.5	0.1	4.5	0.1
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**14.0**	**1.0**	**15.0**	**1.0**	**16.0**	**1.0**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe						
Supercomputer						
Midrange		**6**				
LAN Server				**10**	**18**	
Workstation						
Microcomputer		**1**			**288**	

Excluded from above count: 72 Windows desktop and notebook PCs on long-term loan from KDOA to Area Agencies on Aging in support of Aging programs, and PCs in storage awaiting installation or disposal.

SFY 2003 MAJOR APPLICATIONS:

Kansas Aging Management Information System (KAMIS) Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY 2003, there were few significant changes to KDOA's IT computer and network infrastructure. Support staff worked on user assistance, and improving security, performance and documentation of existing systems and procedures. Applications staff developed and released 21 updates to the Kansas Aging Management Information System (KAMIS) to meet changing needs for business data and processes, and worked with project staff from the Department of Social and Rehabilitation Services (SRS) on rewriting the KAMIS/MMIS Interface. The Medicaid Management Information System (MMIS) replacement system, being developed by the MMIS contractor, EDS, is due for implementation in October, 2003; in its interaction with KAMIS, it will use XML transactions for server-to-server data inquiries and updates.

During the spring of 2003, KDOA engaged in significant organizational planning, with related impacts on the IT infrastructure, to (a) eliminate 40 of 120 agency positions, (b) transfer the Senior Health Insurance Counseling for Kansans (SHICK) program and 4 positions from the Kansas Insurance Department, and (c) transfer the nursing facility survey and certification business function and 104 positions from the Kansas Department of Health and Environment. Most of the system changes associated with these organization changes will occur in SFY 2004.

STRATEGIC DIRECTION & OBJECTIVES: KDOA will continue to increase functionality and improve performance for KAMIS users statewide. The current mode of application deployment (client/server, with automated download of client updates) relies on high-speed data lines at Area Agencies on Aging (AAAs). Aging service providers, an intended customer base, typically do not have high-speed network access. Eight service providers, two dozen outstationed case managers (AAA employees) and six Quality Review employees of KDOA currently perform KAMIS data entry and reporting through Citrix Metaframe servers at KDOA. The level of investment in server capacity that would be needed to accommodate all 1,100 service providers in Kansas make this architecture a short-term solution at best. Consequently, in SFY 2004 KDOA will begin development of KAMIS2 with 100% web-centric design, as originally intended for this application - browser software and any Internet connection will be the only requirements at the user end. In the five years since the Java language was selected for use in KAMIS, the industry has significantly improved server-side tools and design possibilities to support the web-centric approach (e.g., Enterprise JavaBeans (EJB) and Java Server Pages (JSP)). These capabilities, along with the training and experience obtained during KAMIS development, and the fact that the business logic already built into the Java code in KAMIS is fully reusable, will allow in-house staff to perform the conversion. Allocation of in-house development staff will have to be carefully managed among this task and other planned system enhancements.

Data collected by the Nursing Facility Survey and Certification field staff is entered into systems managed by the Department of Health and Environment. KDHE has a consolidated database used for statewide reporting of all such inspection and certification activity (hospitals, group homes, etc.). Due to this continuing need, to the abrupt schedule by which functions were transferred from KDHE to KDOA, and to technical requirements of the existing system which KDOA is currently unable to support (Lotus Notes and AS/400), KDHE will continue to support data capture by now-KDOA field staff in the near term. However, KDOA intends to eventually support its own business functions and staff with application services. Over the next two years, KDOA will review business functions and available technologies to determine if a new system development, or possibly an extension of KAMIS, will better meet KDOA business needs, and still provide KDHE with data it requires for centralized reporting.

To leverage the training and experience of IT employees, and to facilitate IT position cross-training, performance consistency and emergency response, KDOA will define a comprehensive methodology for application development and life-cycle support. For development, the methodology will incorporate automated tools for modeling requirements and for generating software, and will be inculcated in new staff through a strong training program. The skill and experience of the development and support staffs will be captured in their products and procedures. KDOA will strive to reach successive levels of development process maturity, as defined in the Capabilities Maturity

Model from the Software Engineering Institute; to meet performance standards published as Control Objectives for Information Technology (COBIT); and to make sure measurable IT efforts directly support the agency's needs by applying principles of the Balanced Scorecard methodology

Agency Architecture: KDOA uses Sun Solaris computers for its mission-critical software (KAMIS). KAMIS uses Java, BEA WebLogic Server, and Oracle9i as its major software and database components. This infrastructure and the experience gained with KAMIS is extensible to new areas of business application, as well. KDOA uses Novell products (NetWare and GroupWise) for primary Local Area Network operations. Some Microsoft Windows Server computers provide miscellaneous services (e.g., web servers, Domain Name Servers, and Citrix MetaFrame). All three types of server share XIOTech Magnitude disk storage, with RAID protection, in a fiber-optic Storage Area Network. At the desktop, the current agency standard is Microsoft Windows 2000 and Microsoft Office XP. KDOA prefers to stay one major release behind the current commercial release for nearly all products, to benefit from vendors' bug fixes prompted by other users. KDOA intends to keep this architecture for the foreseeable future, with periodic upgrades to software products.

E-Government: E-government efforts within the Aging program are largely informational – guidance on where Kansas seniors and their families can turn for help, when needed. Due to a variety of medical, social, regulatory and fiscal factors, assessments of Aging program customers, as well as their registration for services, must be performed by trained social workers. This business model prompts an emphasis in Aging information systems on supporting case workers and organizations in the field, rather than extensive direct interaction with the public.

COBIT: KDOA completed a Control Objectives for Information Technology (COBIT) self-assessment in April 2002, using a KDOA-developed, comprehensive spreadsheet for COBIT analysis. Action items were prioritized based on importance to agency business operations and the current degree of risk. Security-related items received high priority for action. Some progress has been made in improving KDOA's security posture, although budget shortfalls in SFY 2003 and SFY 2004 have precluded intended major improvements (e.g., intrusion detection capability).

Security: The KDOA Employee Handbook and the Information Systems Policy Guide, updated in June, 2003, specify expectations of all agency employees and of the Information Services Division for maintaining information systems security. The IS Policy Guide and related training provide direction to KDOA employees, in language they understand, for elements identified in ITEC Policy 4230. Improvements to systemic (rather than behavioral) security measures have been highlighted by KDOA's April 2002 COBIT self-assessment, and are being pursued as the agency's budget allows.

Public Key Infrastructure: KAMIS currently uses Entrust digital certificates, administered by KDOA, to perform user authentication. KDOA is also participating as an evaluation team member in award of the first Kansas statewide contract for digital-signature certificates and related services. KDOA intends to use certificates from the new state contract for electronic forms and documents approved and stored within the planned Records and Workflow Management Systems (RWMS); for exchange of data extracts and contractual documents with the Area Agencies on Aging; and for exchange of privacy-sensitive e-mail with a variety of external business-associate organizations.

Web Accessibility: KDOA manages three web sites: a public site in conjunction with the eleven Area Agencies on Aging in Kansas (www.agingkansas.org; hosted by the Information Network of Kansas); a public site, with limited exposure, for interaction with KDOA external business partners (www.aging.state.ks.us; hosted on a KDOA server); and an Intranet site for KDOA employees. All pages on the three sites, with the exception of downloadable documents in Adobe ".pdf" format (a known technical shortcoming of that technology), conform to presentation format requirements of the World Wide Web Consortium and of ITEC Policy 1210. KDOA will soon assume responsibility for the web site now hosted by KDHE, for Nursing Facility survey and contact information. Some modification of these pages may be required to achieve W3C compliance.

Records Retention: KDOA retains, archives and disposes of record material as guided by the agency records retention schedule approved by the State Records Board. The degree of actual

conformance to the schedule is being reviewed in conjunction with compliance efforts for the Health Insurance Portability and Accountability Act (HIPAA), and as part of system planning for the KDOA Records and Workflow Management System (RWMS).

Service Contracts and Fees: DISC and telephone companies provide telecommunications service (voice telephone and KANWIN connection), and bill KDOA monthly for these services. In SFY 2003, costs for these services (not counting staff and functions transferred to KDOA from other agencies at the end of SFY 2003) were $56,000 for DISC voice telephones and KANSAN long distance, $19,000 for telco direct-bill and cell phone costs, and $51,300 for DISC - KANWIN. KDOA also funds paying KANWIN circuits and equipment at Area Agencies Aging, to cover the costs of this KDOA-mandated network connection, while avoiding allocated overhead charges by the AAAs in subsequent re-billing to KDOA or sponsoring grants. In SFY 2003, this cost totaled $116,800.

Agriculture, Department of (Agency #046)

INCLUDES:

Administration & Support
Food Safety & Consumer Protection Programs
Regulation of Water Resources
Agricultural Laboratories
Environmental Protection Programs

MISSION: The Kansas Department of Agriculture strives to establish itself as the premier food safety, consumer protection and natural resource protection agency in Kansas. The strong foundation provided by the agency's regulatory programs allows the secretary to effectively advocate and educate on behalf of Kansas agriculture. This vision is implemented by administering the laws and programs assigned to the department for the benefit of the people of Kansas. KDA administers its programs in an effective and efficient manner, which, if challenged, will be proven credible.

SFY 2004 BUDGET: **$19,893,403**
SFY 2004 FTE: **298.5**
SFY 2003 IT EXPENDITURES: **$1,584,931**
WEBSITE ADDRESS: http://www.accesskansas.org/kda

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.6	0	0.5	0.6	0.5	0.6
Application Maintenance and Enhancement (in-production systems)	2.4	0	2.4	0.1	2.4	0.1
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	1.4	0	1.4	0.2	1.4	0.2
Web application development and maintenance	0.5	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration	0.6	0	0.6	0	0.6	0
Network Engineering, Technical Management and Support	0.3	0	0.3	0	0.3	0
Security	0.9	0	0.9	0	0.9	0
Computer Operations, Management and Technical Support	2.8	0	2.9	0	2.9	0
Other IT Functions	0	0	0	0.1	00	0.1
TOTAL FTEs	**9.5**	**0**	**9.0**	**1.0**	**9.00**	**1.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**14**	
Workstation				**5**	
Microcomputer				**330**	

SFY 2003 MAJOR APPLICATIONS:

Automated Office Management System (AOMS)	Server/PC
Registration, Enforcement and Compliance System (RECS)	Server
Water Rights Information System (WRIS)	Server
Automated Inspections Programs (AIP)	Server/PC
Kansas Automated Plant Pest Regulatory Information System (KAPPRIS)	Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Continued development of new applications to replace old File Pro applications. Completed licensing for Weights & Measures, ACAP and Pesticide Products and Dealers. As part of the Registration, Enforcement, and Compliance System (RECS) Project Phase II, an additional Task Order for Pesticide Inspection, for $50,000 was approved by the Executive Branch Chief Information Technology Officer (CITO). Additionally, all websites under KDA control were tested and found to meet or exceed the minimum ADA guidelines.

STRATEGIC DIRECTION & OBJECTIVES: After internal reviews, the agency has identified several weak areas of the current IT organization. The agency, being proactive in its IT support and development direction, will hire a Chief Information Officer (CIO) to improve the overall strategic direction of the department. This function did not increase the overall IT structure, but rather was a reallocation of positions. This new organizational structure will provide the Secretary an individual that will provide strategic vision, direction, and have functional control of the IT applications functional area. The previous position, Director of Information Resources and Technology, was reclassified and will serve under the CIO as the IT Operations Manager (OM) and will be responsible for all day to day management of the technical support staff, IT budget, and other duties as assigned.

AGENCY ARCHITECTURE: KDA is pushing to move all it's systems to a one-platform base. The agency has set the goal of applying the Microsoft XP Pro Operating system to all KDA systems by mid SFY 2005. All base units at the headquarters and field offices will be at the XP operating system by end of SFY 2004. KDA is taking the same approach for office systems.

E-Government: KDA is continually moving toward more efficient processes. As technologies advance, we must accommodate our end-user. Electronic government (e-gov) allows for end-user convenience while improving the department's efficiency. Also, improving the methods and technologies used to support field staff and home office users is necessary if we are to transfer data in a real-time environment. Current systems are cumbersome, with varying degrees of connection problems. As a continuation of the deployment of the Registration, Enforcement and Compliance System (RECS), an easy and efficient method of transferring data from field and home office staff must be developed and implemented. KDA has pushed toward one licensing center to process all contacts with users. This will be the first point of entry into a system that could be accessed by a variety of users to meet the needs of management and the department's customers. The implementation of the Registration, Enforcement and Compliance System (RECS) means the department will have a system of integrated applications to allow expedient business processing. Access to this information will become available to all who are authorized to use it through e-gov concepts.

Security: The agency has instituted the state guidelines for password protection. Additionally, the agency has implemented the use of Virtual Private Networking (VPN) through the addition of Virtual Local Area Network (VLAN) technology.

Web Accessibility: The agency currently has informational and interactive Web pages on the Internet through the Information Network Kansas (INK). These pages provide current agency structure, points of contact and information updates on programs. The goal is to provide a one-stop service, with eventual public access to process and receive customer transactions. Using a reallocated position the agency will hire a full time Web Applications person to develop, implement and maintain KDA web applications. The agency has met or exceeded all mandated ADA requirements on web accessibility.

Records Retention: This agency along with other state agencies, departments, boards, and commissions is struggling with electronic record retention. Current hard-copy retention services and directives are implemented and are working appropriately. Although major strides have been made in electronic mail, the agency has yet to develop a policy for other electronic records. The agency does have excellent policy for providing public access to electronic information. Since the implementation of the RECS application many of the requests for information are handled totally electronically.

Service Contracts and Fees: (FY2003 Costs)

Off Net Telephone Services -	$ 8,479.02	(home office, Internet and reimbursement)
Off Net Telephone Services -	$17,378.36	(field office and official home office)
Cellular Services -	$15,961.19	(official)
Cellular Services -	$ 1,406.21	(personal reimbursement)
Pager Services -	$ 3,766.30	

Animal Health, Department of (Agency #055)

INCLUDES: Brand Registration division utilizes File Pro and Drafix Plus to track and draw the registered brands for the State of Kansas.

MISSION: To ensure the public health, safety and welfare of Kansas' citizens through prevention, control and eradication of infectious and contagious disease and conditions affecting the health of livestock and domestic animals in the State of Kansas; to regulate facilities that produce, sell or harbor companion animals and enforce the laws governing such facilities; to direct an effective brand registration and inspection program to identify ownership of lost or stolen livestock and to inform the public of the status of the health of livestock in the State to promote understanding and gain public assistance in achieving this mission.

SFY 2004 BUDGET: **$2,374,313**
SFY 2004 FTE: **31.0**
SFY 2003 IT EXPENDITURES: **$40,324**
WEBSITE ADDRESS: www.accesskansas.org/kahd

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**17**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: Because our agency does not have staff dedicated to IT we currently utilize the DISC Small Agency Support Unit when we need to. We do not see this changing in the near future.

Agency Architecture: We currently utilized Windows 95, Windows 98, Windows NT and Windows 2000 Pro and Microsoft Office 97 within the agency. We would like to switch everything over to Windows 2000 Pro and Office 2000 but due to budget constraints we cannot do this at this time.

Web Accessibility: The agency website was designed by INK. Although we maintain the content of the text on the site we cannot make changes to its design.

Records Retention: Our records are maintained in accordance with the Kansas State Historical Society General Retention and Disposition Schedule.

Arts Commission, Kansas (Agency #359)

INCLUDES:

Operational Support for Arts & Cultural Organizations
Kansas Touring Program
Arts in Education Program
Grassroots Program
Technical Assistance Program
Arts Project Support

MISSION: To enrich the diverse cultural life of Kansans by providing funds, services and information to artists, art organizations and communities; to promote the arts in their richness and variety for all citizens and visitors to Kansas; and to support works and performances of artists with a continuing commitment to excellence.

SFY 2004 BUDGET: **$1,997,160**
SFY 2004 FTE: **8.0**
SFY 2003 IT EXPENDITURES: **$10,593**
WEBSITE ADDRESS: http://arts.state.ks.us

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer					**9**

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None provided.

STRATEGIC DIRECTION & OBJECTIVES:

E-Government: Continued progression towards online grant application, project management and reporting.

Security: Firewall utilized from Linux-based server system, Mac OSX.

Public Key Infrastructure: None.

Web Accessibility: Our website design is reviewed by a constituent organization, Accessible Arts, Inc., for accessibility pursuant to the Americans with Disabilities Act and Section 508 of the 1973 Rehabilitation Act.

Records Retention: Records are retained according to state legislative directives.

Attorney General (Agency #082)

INCLUDES:

Administrative Services
Criminal Litigation
Legal Opinions & Governmental Counsel
Consumer Protection
Civil Litigation
Crime Victims Compensation Board
Victim Services & Grants
Medicaid Fraud & Abuse

MISSION: Promoting human dignity through justice with compassion and professional excellence.

SFY 2004 BUDGET: **$14,110,147**
SFY 2004 FTE: **95.0**
SFY 2003 IT EXPENDITURES: **$103,556**
WEBSITE ADDRESS: http://www.ksag.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.2	0	0.2	0	0.2
Application Maintenance and Enhancement (in-production systems)	0	0.3	0	0.3	0	0.3
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0.2	0	0.2	0	0.2
Web application development and maintenance	0	0.2	0	0.2	0	0.2
Data Administration, Data Analysis/Validation and Database Administration	0	0.1	0	0.5	0	0.5
Network Engineering, Technical Management and Support	0	0.5	0	0.5	0	0.5
Security	0	0.2	0	0.2	0	0.2
Computer Operations, Management and Technical Support	0	0.4	0	0.4		0.4
Other IT Functions	0	0.1	0	0.1	0	0.1
TOTAL FTEs	**0**	**2.2**	**0**	**2.6**	**0**	**2.6**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe						
Supercomputer						
Midrange		**1**				
LAN Server				**10**		
Workstation						
Microcomputer					**130**	

SFY 2003 MAJOR APPLICATIONS:

Confiles, Consumer Protection Case Management	AS/400
Litigation Casefiles, Civil Litigatin Case Management	AS/400
Criminal Casefiles, Criminal Litigation Case Management	AS/400
Opinions	AS/400
AGMail, Incoming Mail Tracking	AS/400
CVCB, Crime Victims Cmopensation Case Management	Server/PC
Medicaid Fraud Case	Server/PC
AG Transactions, Fiscal Transaction Tracking	Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: In a tight budget year, and with the pending administration transition it was time to maintain and improve existing systems at no or low costs. The office continued the use of improved document scanning for court filings and continued to use the printing capabilities from the contracted copiers that replaced some aging, high-maintenance office printers. We have upgraded our GroupWise e-mail system and have gained the ability to filter Spam at the Internet Gateway level and allow the users to place further filters on individual e-mail databases. We have cut costs on an outdated GroupWise Dialup method and have moved to the availability for remote IP access to individual accounts. In addition we have added the ability for office assigned laptops to gain not only remote IP access to GroupWise, but also needed web browser access for remote legal research or connectivity to needed web services. The office has continued to maintain data backup and recovery procedures, server and client file-based virus protection and restrictively configured firewalls. The office has continued to focus on and monitor network security. Because of the nature of security it is our belief that it is inappropriate to publicly describe security procedures or facilities enhancements made in detail here.

The Attorney General's Office was given the responsibility to enforce No-Call, per K.S.A 50-670 and K.S.A 50-670a. The data being collected is complaint information filed by consumers for alleged violations of the Kansas No-Call Act, created by the statutes on July 1, 2002. The first quarterly No-Call List was published on October 1, 2002, which was enforceable by the Attorney General on November 1, 2002. The database is a statewide, comprehensive, and uniform database for tracking complaints for alleged violations of the Kansas No-Call Act. Once the No-Call database was developed it was in the best interest to move the existing Consumer database system into a similar and compatible format. The data being collected is complaint information filed by consumers for alleged violations of the Kansas Consumer Protection Act, to replace the current AS/400 system. The AS/400 System 36 database has been in place since 1986, and has been subject to degradation through the years and is outdated with limited capabilities. The new database will be a statewide, comprehensive, and uniform database for tracking complaints for alleged violations of the Kansas Consumer Protection Act.

STRATEGIC DIRECTION & OBJECTIVES: The Attorney General will continue to convert and enhance case management tools over the next few years, converting them from an aging AS/400 platform to PC servers. The security of systems will continue to be further enhanced, and the office will increase its ability to give staff remote access to office data. The office will continue to monitor and replace hardware as needed to maintain customer service and office performance.

E-Government: The providing of information to the public traditionally has been a major function of the office. Through the agency web site the agency has made a tremendous amount of that public information available online. In the areas of consumer protection and crime victims' compensation, complaint and application forms are available to print online. The agency manages grants that are available to local units of government and non-profit organizations, which grant announcements and applications are available to print online. The agency has contracted to implement a completely electronic system to submit phone numbers to the state's new telemarketing no-call list. Future web development is likely to center on the actual submission of complaints, applications, grant requests and grant reports online.

COBIT: The agency continues to plan, direct and monitor its major IT procedures, tasks, development, purchases and its major operational issues through the Agency Computer Workgroup, comprised of the Senior Deputy Attorney General, the Director of Budget and the Information Resource Specialist, who is charged with day-to-day planning and oversight of agency IT, along with a number of other responsibilities. The workgroup reports to the Attorney General. This provides an IT governance structure within the agency that helps ensure management support for IT initiatives and provides a reporting mechanism regarding IT activities.

Security: The agency has established over the last year comprehensive security procedures in concert with state IT security policies that include ongoing and annual review. Shortcomings discovered in initial review have been cured and others have been identified for future development.

Public Key Infrastructure: PKI is planned for use in identification of office staff users who seek remote access to office data. It is planned to secure e-mail and document communications deemed privileged as attorney work product and attorney-client communication. It may be used to identify regular application documents and reports within the attorney general's grant management function.

Web Accessibility: The attorney general's website has been made compliant with ITEC policy 1210 and all future development will maintain accessibility as a priority.

Records Retention: While organization and format of electronic office records remains a challenge the agency must confront, the agency has security, backup and record retention procedures that we believe provide for retention and maintenance of required records.

Bank Commissioner, Office of the State (Agency #094)

INCLUDES:

Kansas Bank Information Network (KBIN)
Consumer Mortgage Lending (CML)
General Examination System (GENESYS)
OSBC Resource Utilization System (ORUS)

MISSION: Ensure the integrity of regulated providers of financial services through responsible and proactive oversight, while protecting and educating consumers.

SFY 2004 BUDGET: **$5,960,808**
SFY 2004 FTE: **85.0**
SFY 2003 IT EXPENDITURES: **$88,381**
WEBSITE ADDRESS: http://www.osbckansas.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.5	0	0.5	0	0.5	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.1	0	0.1	0	0.1	0
Web application development and maintenance	0.4	0	0.4	0	0.4	0
Data Administration, Data Analysis/Validation and Database Administration	0.4	0	0.4	0	0.4	0
Network Engineering, Technical Management and Support	0.1	0	0.1	0	0.1	0
Security	0.1	0	0.1	0	0.1	0
Computer Operations, Management and Technical Support	0.3	0	0.3	0	0.3	0
Other IT Functions	0.1	0	0.1	0	0.1	0
TOTAL FTEs	**2.0**	**0**	**2.0**	**0**	**2.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation					
Microcomputer				**104**	

SFY 2003 MAJOR APPLICATIONS: This agency utilizes no major business applications other than standard third-party software products.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Completed the upgrade of all agency servers from Windows NT to Windows 2000 Server. Purchased and installed an Exchange server for the agency. This stand-alone system enabled each agency employee to have an encrypted individual e-mail account accessable via the Internet from any location that an Internet connection can be established. Established an Archive server for the agency. This server stores optical images of historical documents and records in a format that allows agency staff to retrieve data from their individual workstation. The previous storage system consisted of a large number of CD-ROMs that had limited search functions and had to be physically acquired by the user to retrieve old records. Completed installation of a broadband Internet access for each field office location. Cost and time savings will be realized through the submission of draft examination reports via encrypted e-mail rather than through the mail. The time savings of downloading large bank data files from regulated entities and Federal sources will be substantial. Enhanced agency communication will also be achieved. A comprehensive department Information Technology Policy was completed and adopted by this agency. Prior to this issuance, technology related issues were handled on a topic-by-topic basis in policies.

STRATEGIC DIRECTION & OBJECTIVES: Many changes in technology services have occurred in the past year, and positive changes should continue in upcoming years. The quantity of positive changes will be dependent on state budgets and the condition of the state's economy. However, improvements should be seen in the areas of customer and consumer services. The assistance of INK will likely be necessary to expand the agency's website to be able to accept electronic fee payments and to provide more transaction-based services.

COBIT: Formal incorporation of Control Objectives for Information Technology (COBIT) into daily agency operations has not been accomplished; however various aspects of COBIT are being utilized in department operations. Various IT topics and issues are currently included in the agency's existing strategic plan. Emerging and existing technologies will be evaluated as a means to accomplish these strategic goals. Many COBIT objectives and processes do have merit and will be considered in future IT operations.

E-Government: Much effort has gone into the agency's public Internet site to provide regulated entities, citizens, and other governmental agencies with equal, efficient, electronic access and interaction with this department and its information resources. Down-loadable forms and applications are currently available from the site. The agency's strategic plan calls for evaluating the possibility of accepting electronic payments for certain high-volume application fees. We plan continued expansion of the site to provide for more e-business support over the next three years.

Security: Comprehensive data security measures are included in the department's Information Technology Policy. Adoption of this policy was included in the agency's strategic plan. Protection of this department's confidential information has been and will continue to be a high priority. Internal IT staff also periodically conduct a security audit of the agency. The last audit was dated October of 2001. A follow-up audit is planned in the fall of 2003.

Public Key Infrastructure: Our agency utilizes an encrypted e-mail system and internal secure transaction site, using PKI as a method of data encryption and verification of a user's digital identity.

Web Accessibility: The agency's site is informative, organized, and easy to use. We have altered the Internet site to comply with required American Disabilities Act standards.

Records Retention: Our agency currently creates electronic images of important records and then retains this data on a dedicated file server, with the original document being stored off-site. Regular tape backups of this data are maintained off-site. This method provides quick and secure access to public records and achieves compliance with state retention requirements.

Barbering Board (Agency #100)

INCLUDES: Licensing

MISSION: To eliminate all acts performed by barbers that may cause harm or injury to the public; to ensure that only qualified, well-trained barbers and barber instructors are licensed; to ensure that all shops and salons are properly operating with barber shop licenses; and to provide information to barbers concerning all technical, medical, and scientific data that may enhance the protection of the public.

SFY 2004 BUDGET: **$124,092**
SFY 2004 FTE: **1.5**
SFY 2003 IT EXPENDITURES: **$1,797**
WEBSITE ADDRESS: **None**

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**2**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Not Applicable.

STRATEGIC DIRECTION & OBJECTIVES: As of the date of the submission of this plan, this agency has not established any specific objectives.

Behavioral Sciences Regulatory Board (Agency #102)

INCLUDES:

Licensure & Renewal Program
Information & Education Program
Investigation & Disciplinary Program

MISSION: To increase awareness of the role and programs of the Behavioral Sciences Regulatory Board and to accurately and promptly provide information to all of the board's customers, including the legislature, public, other States, government agencies, private entities, applicants, licensees and State and national data banks.

SFY 2004 BUDGET: **$496,053**
SFY 2004 FTE: **8.0**
SFY 2003 IT EXPENDITURES: **$25,942**
WEBSITE ADDRESS: http://www.ksbsrb.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**1**	
Workstation				**8**	
Microcomputer				**1**	

SFY 2003 MAJOR APPLICATIONS: None reported.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Purchased 4 computers and 1 Server. Updated our licensee's billfold card renewal process. Automated our on-line renewal process. Continually updating our website with new forms.

STRATEGIC DIRECTION & OBJECTIVES: To remain current in the information technology world we will replace 4 computers in SFY 06, 4 computers in SFY 07, and the server SFY 08. This plan was encouraged by the Small Agency group from DISC. We continually monitor our database and enhance it when we can afford it.

Records Retention: We are researching the records retention options. We have our paper records on-site at this time. Digital Backups are taken off-site weekly.

Blind, School for the (Agency #604)

INCLUDES:

Administrative Services
Instructional Services
Support Services

MISSION: To empower students with the knowledge, attitudes, and skills needed to assume responsible roles in society and to lead fulfilling lives. The school ensures equal access to a quality education for all blind or visually impaired students in Kansas through partnerships with parents, local schools, and community resources.

SFY 2004 BUDGET: **$4,992,738**
SFY 2004 FTE: **93.5**
SFY 2003 IT EXPENDITURES: **$218,677**
WEBSITE ADDRESS: http://www.kssb.net

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.5	0	0.5	0	0.5
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	1.0	0	0.5	0	0.5	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**1.0**	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**7**	**1**	
Workstation					
Microcomputer			**92**		**3**

SFY 2003 MAJOR APPLICATIONS:

Student Records & Databases	Server/PC
Kansas Information Resource Library	Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: In an effort to reduce short-term and long-term operation costs, strategic efforts to replace servers utilizing Microsoft server applications and costly licensing with free Linux server applications. There is a comprehensive and systematic approach to migrate server platforms while continuing to address the technological needs of students, staff and citizens who are visually impaired and blind, to afford them full access to information and resources through adaptive technology, regularly enjoyed by others. This program refurbishes donated computer systems and related equipment to augment and replace the IT resources currently available. Continue advising organizations on the design and accessibility of web pages, usually at the request of the State ADA Coordinator. Continue computer support of all users, campus infrastructure, and adaptive technology services. Upgraded Firewall server to Linux platform. Migrate remaining Windows servers to Linux platform. Develop and finalize Student Records database, and technology tracking database. Maintain web page to remain compliant with current accessibility standards and serve as model. Continual development of intranet to remain viable to students and staff.

STRATEGIC DIRECTION & OBJECTIVES: This agency's technology infrastructure is specifically geared to the accessibility needs of the blind and visually impaired. All workstations have the standard software applications found in USD's and a number of adaptive software applications (JAWS, ZoomText, Megadots, etc…) and hardware modification needed to facilitate the individual learning challenges of each student. All servers have been configured to support the use of adaptive software applications and similarly beneficial resources. Students not only learn curriculum, but methods and techniques in accessing the curriculum to continue their learning well after their graduation from high school. On-going modifications and improvements are reviewed, implemented, and demonstrated.

COBIT: Director attended COBIT training, July 2000, and administers IT projects accordingly.

Security: Servers are distributed at strategic points on campus in secure and locked locations, with NFTS 5.0 and Linux. IAS firewall and proxy server reside at demarc, with Websense content filtering software.

Public Key Infrastructure: Used and supported where necessary.

Web Accessibility: All Web Pages and intranet content are in compliance with Web Content Accessibility Guidelines for the State of Kansas, written in XHTML 1.0 and have been validated by the W3C on-line validation service.

Records Retention: Agency has obtained record retention policies from the State Historical Society, and retains records and provides public access to records as provided in such policies.

IT Objectives:

1. Maintain network and classroom computer infrastructure.
2. Ensure continued accessibility of resources.
3. Promote life-long learning with technological help.
4. Provide the essential IT services within available funding.

Service Contracts and Fees: None

Citizens' Utility Ratepayer Board (Agency #122)

INCLUDES: Administration

MISSION: The mission of CURB is to act on behalf of residential and small commercial ratepayers in electric, gas, telephone and water related cases before the Corporation Commission and to make application for rehearing or seek judicial review of orders or decisions of the Commission. CURB does not participate in cases involving electric and telephone cooperatives that have a membership of fewer than 15,000.

SFY 2004 BUDGET: **$584,212**
SFY 2004 FTE: **5.0**
SFY 2003 IT EXPENDITURES: **$6,760**
WEBSITE ADDRESS: http://curb.kcc.state.ks.us/

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**8**	

SFY 2003 MAJOR APPLICATIONS: KCC provides IT services for the CURB.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: **None Provided.**

Commerce, Department of (Agency #300)

INCLUDES:

Agricultural Products Development Division
Business Development Division
Community Development Division
Administration Division
Trade Development Division
Travel & Tourism Development Division

MISSION: To empower businesses and communities through bold leadership using strategic resources to realize prosperity in Kansas.

SFY 2004 BUDGET: **$56,430,552**
SFY 2004 FTE: **108.5**
SFY 2003 IT EXPENDITURES: **$530,969**
WEBSITE ADDRESS: http://www.kansascommerce.com

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1	0	1	0	1	0
Application Maintenance and Enhancement (in-production systems)	0.8	0	0.8	0	0.8	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	1	0	1	0	1	0
Web application development and maintenance	1	0	1	0	1	0
Data Administration, Data Analysis/Validation and Database Administration	0.2	0	0.2	0	0.2	0
Network Engineering, Technical Management and Support	0.2	0	0.2	0	0.2	0
Security	0.3	0	0.3	0	0.3	0
Computer Operations, Management and Technical Support	0.5	0	0.5	0	.5	0
Other IT Functions						
TOTAL FTEs	**5.0**	**0**	**5.0**	**0**	**5.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1** (AS400)			
LAN Server					
Workstation					
Microcomputer				**148**	

SFY 2003 MAJOR APPLICATIONS:

Agency Web Site	AS/400
Program Management Database	AS/400
Information Management Database (CHAD)	AS/400
Kansas Travel Database	Server/PC
Properties & Communities	Server/PC

Minority & Women Owned Businesses	AS/400
Kansas Calvary Roster	AS/400
Mailing List	AS/400
Workforce Training	AS/400
From the Land of Kansas (FLOK)	AS/400
Asset Management (Internal Equip. Tracking)	AS/400
Section 8 Asset Management	AS/400/Mainframe
Section 8 Monitoring	Server
Winsaga	PC
Voucher Track	AS/400
Intranet	AS/400
Weatherization Database	AS/400
Film Commission Web Site	AS/400
Film Commission Negative Tracking	AS/400
Lender Partnership	AS/400

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Two years ago, the Department of Commerce decided to revamp its web presence from a page that described the Department to a site that provided real customer services. This transition has been completed. The Department has an award-winning web site (SDI magazine) that provides our external customers on-line registration, forms, and documents that are current, easily located, and conveniently downloaded. Customers can register for conferences and events on-line, and the program manager overseeing the event has an e-roster that operates in real time. Newsletters and distributed information are now constructed via “back-office” templates that enter the data into a database. It is immediately available on the web site and e-mailed to anyone subscribing to it. The subscription process is totally automated, allowing customers to subscribe and unsubscribe without any intervention from Commerce staff. Despite the fact that both the internal and external web site run on an IBM AS/400, open systems programming languages and environments have been used (Java Server Pages, Java). Content on nearly all pages is dynamic. The agency mailing list, system directory of associates, and other reference files are built into the processes, meaning that normal workflow updates the web site. Easy and intuitive navigation is provided for those familiar with the Commerce corporate structure and those who are not familiar with the Department but searching for services we provide. Our dynamic web page platform allows our agency program managers to update their web page content without benefit of programming staff. They can put text, data and forms on line in real time, making agency responsiveness to requests instantaneous. Online registration for events are routinely available, often with “drill-down” reference material on the event, links to related information, and maps. The web browser style of data systems has been so well received, that Commerce is moving to the Websphere/Java Server Page J2EE model for all future programming. Transitioning skills from traditional AS/400 programming to Websphere and Java has been very challenging but we are beginning to reap the rewards of the standardization.

July first brought about the establishment of the Kansas Housing Resources Corporation (a subsidiary of Kansas Development Finance Corporation), which was formerly the Housing Division of Kansas Commerce and Housing. Reorganization is never an easy task, but the IT separation went very smoothly with very minimum inconvenience for KHRC associates. The DISC Small Agency Support Group provided valuable assistance in the transition.

STRATEGIC DIRECTION & OBJECTIVES: The agency’s Commerce strategy of moving to Web based systems for all programming has been successful. Customers are much more familiar with Web page style interfaces, and require less training and assistance. There are few commerce applications that are high volume, “heads down” type entry systems, so the speed issue has not been a significant problem. Commerce customers are pleased with the availability of forms and information online, and the Department will continue to provide data systems that will deliver needed information to all Commerce customers. Several data systems are used by other agencies including Minority and Disadvantaged Business Directory, which contains business certification information, and Community Profiles. Over the last two years, Commerce has made a huge shift from legacy

applications and programming languages, to Java, Java Server Pages, SQL, and the newest database functions. The big jump has been made, and the next few years will be less revolutionary. E-mail continues to be an issue. We run our own e-mail system that is basic, with no central backup. Commerce is actively pursuing outsourcing e-mail for a premium system that has calendars, remote Web interface, and backup. Internal data systems are becoming indistinguishable from the public web page, and the Intranet. The Department is moving to more and more integration of systems, and reliance on security profiles filter content that is for internal use, or available to a restricted group of users. Commerce will continue to explore opportunities to provide better service to internal and external customers, and to provide more economical technology solutions public.

Agency Architecture: Commerce utilizes an IBM AS/400 Model 720. This platform is used for Database (IBM UDB/400), Print serving, file serving, e-mail, and web serving (IBM Websphere Express). Despite this mixed environment, the server has been extremely reliable. There are no current plans to change platforms.

COBIT: What were once 6 COBiT standards have now become 34 control objectives. The process is complex and for a small agency, overkill that leads to the type of inefficiencies that the State of Kansas is attempting to avoid. All projects are reviewed, and a Cost/Benefit analysis is completed on all major application requests before they are started. As part of the process of application development, measurement metrics to assess the effectiveness of programs are determined.

E-government: The first phase of our e-government initiative has been very successful. The Commerce web site, www.kansascommerce.com, is part of an integrated initiative to provide our customers with 24/7 access to important information, forms, and documents, while directing contact to the appropriate agency staff person when personal attention is appropriate. Commerce has structured its web site to provide Commerce associates the ability to update information in real time, and control the content of the web site without the assistance of programming staff. The current site is being redesigned to be J2EE compliant, and will include even more customer friendly features. On line registrations are used to automate the process for event and seminar registration. Back office lists and systems allow tracking of both accepted and declined registrations, for future reference. In cooperation with Information Network of Kansas, customers are able to purchase Kansas! magazine online with a credit card.

Security: Commerce is constantly assessing security issues. Details of security will not be discussed (for security reasons), but are on file with the appropriate authorities. Commerce does not have confidential information that would be of a sensitive nature, but concerns about data loss and loss of productivity due to hacking or virus is of high concern. The Department routinely gets private information from customers, such as names and addresses, which must be safeguarded. The Department has a strict policy on passwords and use of equipment. Commerce staff, and DISC security experts routinely review the network infrastructure to spot potential weak areas and security holes. Periodic assessments are done with the assistance of DISC to ensure that all appropriate safeguards are in place, pursuant to ITEC policy #4230.

Public Key Infrastructure: Not currently used.

Web Accessibility: All websites comply with ITEC 1210.

Records Retention: A large amount of KDOC public information is available on it's website at www.kansascommerce.com. New systems are being designed to provide additional information for our customers' requests. State regulations are followed on retention payment vouchers. Information on grants is retained for five years after the closure of the grant, after which it is sent to the state for archiving. A monthly "snapshot" of electronic files and documents is saved for five years. Currently, the offsite storage is the Manhattan field office. The current e-mail system is a very basic product that does not store copies of e-mail, so no archives are being saved of e-mail.

Conservation Commission (Agency #634)

INCLUDES:

Water Resources Cost-Share Program
Non-Point Source Pollution Control Program
Kansas Water Quality Buffer Initiative
State Assistance to Watershed Dam Const.
Riparian & Wetland Protection Program
Multipurpose Small Lakes Program
Land Reclamation Program
State Aid to Conservation Districts
Water Rights Purchase Program
Watershed Planning Asst. Program

MISSION: The State Conservation Commission administers conservation programs designed to enable local entities and individuals to protect and enhance Kansas' natural resources.

SFY 2004 BUDGET: **$9,535,299**
SFY 2004 FTE: **15.5**
SFY 2003 IT EXPENDITURES: **$9,409**
WEBSITE ADDRESS: http://www.accesskansas.org/kscc

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server		**1**		**3**	
Workstation					
Microcomputer		**1**		**19**	

SFY 2003 MAJOR APPLICATIONS:

Cost-Share Processing Database
Financial Management
UNIX
Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The SCC is currently in the second development phase of a three phase IT project to automate information systems and cost-share database processing functions using a web-based design. The first phase, IT Needs Analysis, identified areas compatible with automation systems. The second phase is currently under development and involves the integration of systems to manage the various cost-share and other conservation programs administered by the agency. Eighty percent of Phase II was completed in SFY 2003. Phase II is targeted for completion by September 26, 2003. Eleven personal computers had upgraded memory to 256 MB from 128 MB, and were upgraded to Windows 2000.

STRATEGIC DIRECTION & OBJECTIVES: **"** To continue development and implementation of IT design and implementation that addresses current and future IT needs of the SCC with a focus on effective and efficient program delivery and administration"

The SCC is currently revising and updating current information technology platforms and processes to expand the capacity of existing staff and administer resource conservation programs more efficiently and effectively. To meet this goal the SCC hired a computer-consulting firm to outline progressive steps and associated costs. The goal of the study was to document existing businesses processes and supporting IT systems, SCC future needs and priorities, the hardware and software systems proposed to meet those needs, the associated costs/benefits of proposed future systems, and a plan for implementation in following project phases. This is Phase I of the three phase project. As a result of the Phase I study, the SCC is pursuing Phase II of the project. The project was named the Cost-Share and Information Management System (CSIMS). This Phase involves developing an integrated system to manage the various cost-share and other conservation programs administered by the agency. The system will support program, practice, and contract data from a single, centrally managed database that contains financial, control, and reference information needed to administer program/contract management and reporting needs. The system will support controlled access to all users, both at the SCC and the conservation district (external user) locations through a single, web browser based, user interface. The system should eliminate the duplication of data entry, error reconciliation, and error correction that exists today. The proposed system is platformed on client/server hardware located at the SCC, and utilize widely accepted Microsoft (Windows) operating systems, with Oracle database management systems. The application is developed using primarily JAVA for maximum portability and widespread use. Additionally, a STARS interface is being integrated and automated as will the Filepro financial management system currently used by the SCC. Phase II is scheduled for completion by September 26, 2003. Phase III of the project will incorporate Geographic Information Systems (GIS), a personnel management and reporting system, bulletin board, system enhancements, and an upgrade of ASP.net from Release 1.0 to 1.1. and will be completed by June 30, 2004 if all component parts of Phase III are completed in SFY 2004. It is estimated some of Phase III may be completed in SFY 2005. Total cost for Phase III is estimated at $86,880. The GIS component of Phase III will be developed mostly by the Data Access and Support Center (DASC) at the Kansas Geological Survey. In support of the development of CSIMS, DASC will develop an interactive mapping application that enables a geographic view of the cost-share implementation component of CSIMS. The application will support basic map navigation, layer control, feature identification, and provide connectivity to the CSIMS allowing the user to begin at the statewide extent, navigate to an area of interest, and then hyperlink to the detailed information in CSIMS. The ability to quickly produce a map will be of great benefit to resource managers at both the state and local level. The Kansas Water Office and other agencies are monitoring the SCC GIS project and may pursue funding initiatives to develop a system for multi agency use based on the SCC project. Additionally, the SCC will be posting business documents on the agency web site such as annual reports, minutes, agendas and personnel directories. Updates and a revised version of the cost-share database will be pursued in SFY 2005 and later years. Funding for future annual maintenance and enhancement of CSIMS is budgeted in the SFY 2005 budget at $20,000. The SCC will upgrade 20% of its 19 computer systems in SFY 2005. The agency's computer upgrade plan forecasts upgrading 20% of its systems each year to maintain current technology and system reliability estimated at $2,500. Additionally current services budget requests will address annual management and technical network and server support provided by KDA at a cost of $9,153.

Agency Architecture: The SCC currently maintains a UNIX system to process cost-share application transactions for encumbered fiscal years. The system will be phased out in favor of the Oracle system over the next year when the newly developed Phase II of CSIMS is fully functional. Filepro applications are used by fiscal staff which was a design created by KDA. Other MS applications are used by agency staff.

COBIT: No SCC personnel have been trained on Control Objectives for Information Technology (COBIT) as a daily operational tool that assists with standardized controls for IT.

E-Government: The SCC will increase the electronic access to business documents and agency program related information through the use of web site posting of these documents. Licensing fees in the Land Reclamation Program may be paid electronically with the use of credit card software installation. In SFY 2004, conservation districts will have the ability to access the online cost-share database currently under development by the SCC.

Security: The SCC has adopted the Kansas Department of Agriculture Information Technology Security Policy (KDA 2001-01) dated February 20, 2001.

Public Key Infrastructure: Currently, the SCC is not planning on implementing PKI in the near future. When cost-effective, the SCC may pursue electronic signature hardware for the 105 county conservation district offices in the state to accommodate electronic signatures on electronically submitted cost-share forms.

Web Accessibility: The SCC website has been reviewed for accessibility. A few deficiencies were noted. Corrections will be addressed under the guidance of the state ADA coordination office.

Records Retention: The SCC follows policies and procedures developed with the Kansas State Historical Society regarding records retention and disposition. All records required to be kept on file at the SCC office or archived at the Historical Society can be viewed if allowed under the Kansas Open Records Act K.S.A. 45-215 through 45-223.

Service Contracts and Fees: None reported.

Corporation Commission, Kansas (Agency #143)

INCLUDES:

Administrative Services
Transportation Division
Conservation Division
Utilities Division

MISSION: The mission of the state corporation commission is to protect the public interest through impartial, and efficient resolution of all jurisdictional issues. The agency shall regulate rates, services and safety of public utilities, common carriers, motor carriers and regulate oil and gas production by protecting correlative rights and environmental resources.

SFY 2004 BUDGET: **$15,976,011**
SFY 2004 FTE: **210.0**
SFY 2003 IT EXPENDITURES: **$1,058,656**
WEBSITE ADDRESS: http://www.kcc.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.8	0	0.8	0	0.8	0
Application Maintenance and Enhancement (in-production systems)	3.3	0	3.3	0	3.3	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2.5	0	2.5	0	2.5	0
Web application development and maintenance	1.0	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration	1.9	0	1.9	0	1.9	0
Network Engineering, Technical Management and Support	1.0	0	1.0	0	1.0	0
Security	1.0	0	1.0	0	1.0	0
Computer Operations, Management and Technical Support	2.5	0	2.5	0	2.5	0
Other IT Functions	1.0	0	1.0	0	1.00	0
TOTAL FTEs	**15.0**	**0**	**15.0**	**0**	**15.00**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server		**1**	**6**	**3**	
Workstation		**1**			
Microcomputer				**200**	

SFY 2003 MAJOR APPLICATIONS:

Commission Accounting & Reporting System (CARES)	Server
Case Management System	Server
RDBMS	Server/PC
Motor Carrier System	Server
Rdocket & Agency Timesheet	Server

GIS Applications	PC
Agency Website	PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Online motor carrier authority renewal participation increased approximately 140%. Over 17% of all motor carriers renewed their 2003 operating authorities online as compared to less than 7% the previous year. This is a joint partnership with accessKansas. Currently this partnership is developing an add/delete and transfer application that will extend electronic services to motor carriers throughout the year. The Commission's oil and gas databases were upgraded to SqlServer 2000. Along with the conversion of these databases was the revision of the existing data structures. Additionally, we implemented new databases for underground gas storage because of new statutory responsibilities. An effort to improve the quality of these data sets will continue into the foreseeable future with the a linking of Kansas Department of Revenue lease codes to wells, GPS latitude/longitude locations, and system error trapping of erroneous data. The Commission has begun to apply software updates to Microsoft Windows computers when the computers are booted. This process has significant time savings and increases the security and performance of all computers in the agency.

STRATEGIC DIRECTION & OBJECTIVES: Due to fiscal constraints, the Commission is planning no strategic changes to IT programs or resources. The Commission will continue to develop in-house Oracle database applications in its Topeka office and SqlServer applications from its Wichita office. In addition, the Commission will continue to enhance applications on its website and to develop its partnership with accessKansas and the Kansas Geologic Survey.

Agency Architecture: Unix/Linux servers serve the Commission's primary domain. The agency relies heavily on open-source software for much of its business operations. (Linux, Apache web server, Sendmail, Perl, security tools) Many of these products are free and serve the Commission well. A subdomain of the above serves the Microsoft Windows servers, clients and printers.

COBIT: COBIT is a good tool to standardize IT processes. While the Commission has many written documents pertaining to IT, including this one, we have yet to link documents or portions of documents directly to COBIT objectives.

E-Government: The Commission continues to develop online applications that can reliably provide information to regulated companies and the public. Currently, there are over 17,000 documents available on the Commission website and the motor carrier renewal application at accessKansas that display our commitment to electronic access to Commission activities.

Security: All Commission offices are protected by firewalls certified by the International Computer Security Association (ICSA). All computers are protected by virus software. Email attachments are scanned and certain file types are stripped from incoming mail. Also, all PCs run Windows 2000 and staff have restricted ability to install software or configure system components.

Public Key Infrastructure: At this point, the Commission has not used PKI.

Web Accessibility: The Commission has reviewed all of its web pages and its html pages are in 100% compliance with the state policy.

Records Retention: The Commission provides access to records in the form of paper, microfilm and electronic fashion. Due to the nature of its work, the Commission has some exemptions to the Kansas Open Records Act and some documents are not available to the public.

Service Contracts and Fees: None reported.

Corrections, Department (Agency #521)

INCLUDES:

Central Administration
Community Supervision
Treatment & Programs
Kansas Correctional Industries
Facilities Operations
Debt Service
Capital Improvements

El Dorado Correctional Facility, Ellsworth Correctional Facility, Hutchinson Correctional Facility, Lansing Correctional Facility, Larned Correctional Mental Health Facility, Norton Correctional Facility, Topeka Correctional Facility, Wichita Work Release Facility, Winfield Correctional Facility, and Parole offices in 19 cities.

MISSION: The Department of Corrections, as part of the criminal justice system, contributes to public safety by exercising safe and effective control of inmates, by managing offenders in the community, and by actively encouraging and assisting offenders to become law-abiding citizens.

SFY 2004 BUDGET: $**240,536,492**
SFY 2004 FTE: **3,135.5**
SFY 2003 IT EXPENDITURES: **$3,233,022**
WEBSITE ADDRESS: http://www.dc.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1.0	0.8	0	0.8	0
Application Maintenance and Enhancement (in-production systems)	8.0	2.0	3.3	0	3.3	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2.0	1.0	2.5	0	2.5	0
Web application development and maintenance	0.2	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	1.9	0	1.9	0
Network Engineering, Technical Management and Support	0	0	1.0	0	1.0	0
Security	0.5	0	1.0	0	1.0	0
Computer Operations, Management and Technical Support	26.3	2.0	2.5	0	2.5	0
Other IT Functions	5.0	0	1.0	0	1.00	0
TOTAL FTEs	**42.0**	**6.0**	**42.0**	**8.0**	**40.0**	**8**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**2(AS400)**			
LAN Server				**56**	
Workstation					
Microcomputer				**2543**	

SFY 2003 MAJOR APPLICATIONS:

Offender Management Information System (OMIS)	AS/400
Total Offender Activity Documentation System (TOADS)	AS/400
Electronic Medical Reporting System	Win2000Server
Kansas Adult Supervised Population Electronic Repository	Win2000Server
Document Imaging System	AS/400
Photo Capture & Badge System	Win2000Server
Canteen Operations	AS/400
Time & Attendance System KRONOS	Win2000Server
Automated Fingerprint Identification System (AFIS)	Win2000Server
Level of Service Inventory (LSI-Rev)	Win2000Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: KDOC Information Technology implemented several department initiatives. A few of the major accomplishments were the implementation of the KDOC sex offender management tracking system; the automation of the inmate 120 day classification review process; the Level of Services Inventory – Revised (LSIR) for assessing an offender's treatment needs; a 10% mandatory withholding of incoming inmate funds to be deposited to a savings account for the inmate's release; new canteen/commissary system for inmates; and the Automated Fingerprint Identification System (AFIS) at the El Dorado and Topeka Correctional Facilities.

STRATEGIC DIRECTION & OBJECTIVES: The Information Technology environment in KDOC ranges from twenty years of age to today. The philosophy of services provided to customers remains in the 1980's. Reaction to technology needs frequently takes years verses days or months. Computer workstations are not being managed as an enterprise resource but are managed one at a time and each automated process owns its own database verses an enterprise database. Technology administration must be upgraded before technical services will meet user expectations. Data backups are not occurring on workstations or servers. Redundant systems to insure uninterrupted operations are not now possible. The department needs to move into a managed system environment with a view to managing all of our technology assets as an enterprise resource.

Agency Architecture: KDOC operates two AS-400 computers, one is in a traditional procedural application environment and one is in the Notes/Domino environment. Fifty six WinTel servers are used to provide network services, electronic mail, electronic medical records, photo capture, and document image.

COBIT: KDOC is not COBIT trained and does not have the details of implementation of COBIT standards. When accessing this site (http://www.itgovernance.org/cobitmg.htm)] we were not allowed to obtain the required information to complete this section. KDOC is not a COBIT member and therefore cannot access the COBIT manual at this location.

E-Government: Initiatives in SFY2004 through SFY 2006 will be to move all department systems to an Intranet that will provide all employees with access to any required data from anywhere. The legacy non-Intranet applications will be either replaced or converted to be Intranet capable. The goal is to provide systems that will require only a browser and network connection for access. Agencies external to KDOC will then be able to access the same capabilities through portals, based on their need to know.

Security: In SFY2004 KDOC will create a VPN of all facilities that are part of the KANWIN network. This will allow a single firewall to be maintained jointly by KDOC and DISC. All sites connected through cable modems, dial-ups or DSL have a firewall in place. Every computer has virus protection software and all systems are password protected. A SFY2005 project is to add a security portal to the department Intranet that will control access to all enterprise systems.

Public Key Infrastructure: KDOC is preparing plans to use PKI for verification of official documents where court scrutiny of signature is possible and where the time that the information is entered on the document is important. PKI implementation will occur in SFY2005.

Web Accessibility: The KASPER Public site provides WEB access to offender information. This feature was implemented to facilitate the freedom of information access to public information and to provide victims of crime information on their offender. The current KDOC WEB presence provides administrative information of the mission and operation of all KDOC Facilities.

Records Retention: KDOC is in the process of centralizing operational and offender records in hard copy using an optical storage array. This project will be completed in SFY 2004 for all legacy documents, newly created documents that are created in hard copy will be scanned as they are created. Public access to department information is handled on an as requested basis, governed by IMMP 05-101. WEB access to selected information is a desired project but is not planned in SFY04 or 05 due to funding restrictions.

Service Contracts and Fees:

Lotus Enterprise Integrator- used to administer TOADS	$ 4,048
Lotus Notes users license for 800 users	$27,500
Software License for McAfee Sniffer	$ 1,350
Team Studio Change Management System, Manages changes to TOADS	$ 4,950
Hawkeye Software Maintenance. Data Base maintenance tool	$ 500
Aldon Change Management System. Manages changes on OMIS and EMR	$ 3,200
Datamaxx Software Maintenance, KCJIS access for three workstations	$ 1,200
PictureLink Software Maintenance, security badges and offender pictures	$ 4,500
IBM AS-400 Systems Software Maintenance, Operation of Enterprise Sys.	$29,960
IBM AS-400 Hardware Maintenance, Operation of Enterprise Systems	$42,100
CGI Canteen System Maintenance	$ 2,800
Twinstar IWPM Custom Support	$ 5,600
DataStream MP2 system support, facility work order & maintenance system	$ 4,598
Microsoft Support Contract, 5 pack	$ 1,225
IBM Software Support Line, IBM problem resolution call line	$ 3,880
Dynamic Imaging software support line, document imaging	$ 4,050
NEXTECH, Printrack and Identix fingerprint systems	$ 2,880
Mid-Continent Business Systems, Winview Document Viewing System	$ 5,600
Microsoft Server and Workstations Software Upgrades	$25,000
Symantic, Virus protection software maintenance	$28,350

Cosmetology Board (Agency #149)

INCLUDES: Administration
Regulation

MISSION: To protect the health and safety of the consuming public by licensing qualified individuals and enforcing standards of practice.

SFY 2004 BUDGET: **$651,297**
SFY 2004 FTE: **12.0**
SFY 2003 IT EXPENDITURES: **$33,307**
WEBSITE ADDRESS: www.accesskansas.org/kboc/

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation					
Microcomputer				**12**	

SFY 2003 MAJOR APPLICATIONS:
Licensing Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Four microcomputers were purchased to replace older models. One older model was provided to a field inspector for writing investigative reports, affidavits and other related tasks. The remaining three computers were sent to State Surplus.

STRATEGIC DIRECTION & OBJECTIVES: The Board continues to upgrade its website and is furthering efforts to implement online renewals. The final objective for SFY 2005 will be full implementation of online license renewal.

E-Government: With the enhanced development of the website, the Board staff has seen a significant increase in the use of the website and e-mail. The public and licensees are able to access the Kansas Board of Cosmetology statutes and regulations, they may download applications for practitioner and facility licensure, complaint forms are also available and links are provided whereby an exam candidate may access the Candidate Information Bulletin to be adequately prepared for the licensure exam.

With further development of the website, the public will be able to access the Board's database to verify licensure of practitioners and facilities. Licensees will be able to update their address through the website. Licensees and facility owners will have the ability to renew their respective license(s) online. For practitioner licensure renewal, the open-book renewal exam will be available for completion as part of the online renewal process. If the licensee answers the exam correctly and with the submission of the appropriate credit card information, the licensee will be informed that the process is complete. Thereafter the Board office will issue the license. (The process will be similar for facility online renewal. An exam is not required for facility renewal.) The public will also be able to access the database to confirm licensure for practitioners and facilities.

Security: The database will be limited to the public to ascertain licensure status. No other practitioner or licensee information will be accessible.

Public Key Infrastructure: Monthly renewal notices are sent to current licensees. Enclosed with the renewal will be pin numbers for use by that licensee. With the pin number, the licensee may than access pre-determined fields to complete the online renewal process.

Web Accessibility: Website and online renewal development is being coordinated through DISC Customer Service, Information Network of Kansas and IFMC (database contractor).

Records Retention: The Kansas Board of Cosmetology retains both computer and hard copy records of licensees. Current hard copy files retained in Board office. Hard copy files exceeding the three-year retention requirement for closed files are stored in the Board basement.

Credit Unions, Department of (Agency #159)

INCLUDES:

Examination of Credit Unions
Consumer Complaints
Supervisory Callbacks

MISSION: To provide a regulatory environment in which Kansas chartered credit unions may thrive and prosper without subjecting their members or the citizens of Kansas to undue risks.

SFY 2004 BUDGET: **$829,966**
SFY 2004 FTE: **13.0**
SFY 2003 IT EXPENDITURES: **$5,733**
WEBSITE ADDRESS: http://www.ink.org/public/kdcu

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**4**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Three desktop computers were purchased during the SFY 2003. These computers replaced three computers that were purchased in 1997. The department also has a fourth computer that was purchased in 1999 that is being utilized as a spare computer, or as needed when field examiners are working in the office.

STRATEGIC DIRECTION & OBJECTIVES: The agency currently has no staff with advanced training in the area of IT. It was noted in the 2002 IT Plan that a Financial Examiner Senior was designated to be trained as a subject matter examiner in the IT area. This training did not take place and the agency is again trying to select a current examiner to be trained in this area. The employee will receive specialized training to become the primary IT examination specialist.

The primary focus of this specialist will be to examine credit unions for compliance with state and federal laws and regulations, and safety concerns regarding the delivery of credit union financial products and services to the members. Even with the designation of a specialist, less than 50% of this employee's time will be designated to IT.

Agency Architecture: In addition to the four computers noted above, the agency has eleven notebook computers and one desktop computer on lease from the National Credit Union Administration (NCUA). The notebook computers include software for an examination program that is developed by NCUA and is used by our examiners in the examination of credit unions. This is a program used nationwide by state and federal credit union examiners. The NCUA desktop is used in the office to process the final examination report.

There are no current plans to change the agency's current platform.

COBIT: None.

E-Government: The agency uses the SHARP system fully for all personnel, payroll and administration purposes.

Security: None identified.

Public Key Infrastructure: None identified.

Web Accessibility: The agency currently provides a view-only web page for credit unions and public access to the agency information. There is a complaint form available on-line.

Records Retention: The agency keeps all records stored on-site or in state archives in compliance with the records preservation act. No records are currently stored electronically.

Deaf, School for the (Agency #610)

INCLUDES:

Administrative Services
Instructional Services
Support Services

MISSION: School – Provide students with total accessibility to language and educational excellence in a visual environment. Technology – Provide students and staff accessibility to emerging technologies to learn and work in a technologically advanced society.

SFY 2004 BUDGET: **$8,151,016**
SFY 2004 FTE: **173.5**
SFY 2003 IT EXPENDITURES: **$88,597**
WEBSITE ADDRESS: http://www.ksdeaf.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.1	0	0.6	0	0.6
Application Maintenance and Enhancement (in-production systems)	0	0.1	0	0.1	0	0.1
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0.1	0	0.1	0	0.1
Web application development and maintenance	0	0.1	0	0.1	0	0.1
Data Administration, Data Analysis/Validation and Database Administration	0	0.1	0	0.1	0	0.1
Network Engineering, Technical Management and Support	0	0.1	0	0.1	0	0.1
Security	0	0.2	0	0.2	0	0.2
Computer Operations, Management and Technical Support	0	0.1	0	0.1		1.2
Other IT Functions	0	0.1	0	0.1	0	0.1
TOTAL FTEs	**0**	**1.0**	**0**	**1.5**	**0**	**2.0**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe						
Supercomputer						
Midrange						
LAN Server				**2**	**4**	**1**
Workstation					**1**	
Microcomputer					**160**	**15**

SFY 2003 MAJOR APPLICATIONS:

Schools Administrative Student Information Services (SASIxp) Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The KSD LAN was moved from Novell 5.1 to Windows 2000 Advanced servers. SASIxp student database programs were moved to clustered, load balancing application servers. Antivirus services have also been moved to dedicated Antivirus servers. Four 2.4 GHz wireless access points were installed using WEP 128 bit security. Applied for and received 80% funding from E-rates. Using these discounts, KSD was able to secure a Web access e-mail server in a redundant data center facility to ensure zero downtime of communication services.

STRATEGIC DIRECTION & OBJECTIVES: KSD is in the process of upgrading to a Gigabit twelve pair fiber backbone, and deploying wireless 802.xx technologies. A TCP\IP LED scrolling messaging system is projected to be in place on our LAN this year for classroom announcements, and emergency broadcast purposes. Distance education solutions are being examined for funding under E-rate funds for the next two years. Remaining Win9x PCs will be replaced with Win XP Pro systems.

Agency Architecture: Current Server platforms consist of Novell and Windows servers.

COBIT: KSD business applications/IT processes were identified, and security risk areas are addressed with security awareness, training, and agency IT policies. Key personnel will receive COBIT training and will implement these practices into our agencies IT department.

E-Government: Public PCs have been allocated on campus to allow employees to access to the new SHARP payroll self service area. IEP information is now stored on a web portal server allowing teachers and administrators to submit information using no paper. All business support personnel have PCs and web access to support business operations, and collaboration.

Security: KSD relies on DISC for firewall services, and secure connectivity. NAT is used on our router with all internal systems having non routable IP addresses. Security logs and auditing are used to monitor malicious access attempts. The ITEC Policy 4320 guidelines are used to ensure compliance with State polices.

Public Key Infrastructure: PKI is not used.

Web Accessibility: KSD has a web presence, which meets all State and Federal guidelines for accessibility for people with special needs. All job postings, student admission procedures, and contact information online to enable those who may be at a distance to learn about the role and services KSD provides.

Records Retention: Record retention for the agency will comply with rules, regulations, standard and procedures adopted by the state records board and the state archivist pursuant to the provisions of the Government Records Preservation Act.

Dental Board (Agency #167)

INCLUDES:
Regulation
Enforcement

MISSION: To ensure and protect dental health by enforcement of the Kansas Dental Law.

SFY 2004 BUDGET: **$317,870**
SFY 2004 FTE: **2.5**
SFY 2003 IT EXPENDITURES: **$16,579**
WEBSITE ADDRESS: http://www.accesskansas.org/kdb

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**5**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Board worked with INK (Information Network of Kansas) to develop a website for the agency. The Board continues to work with DISC (Division of Information Systems and Communications) for database maintenance and technical problems. During SFY 2003, the Dental Board (working with INK and DISC) added online license verifications for dentists and hygienists to our website. This cut down tremendously on the number of phone calls to the office regarding license verifications from consumers, credentialing agencies, and other states.

STRATEGIC DIRECTION & OBJECTIVES: Before the end of SFY 2004, the Board hopes to make available online license renewals and accept major credit cards.

E-Government: The Dental Board certainly supports E-government, as is shown in our quest for online license renewals. Although the Board has no specific strategic direction, it will be receptive to any E-government projects, as budget allows.

Security: The Dental Board uses the services of DISC for this area.

Public Key Infrastructure: The Dental Board will have to use the services of INK and DISC for implementation.

Web Accessibility: The Board's website is accessible. Again, the Board depends on the services of INK and DISC for support.

Records Retention: The Dental Board retains a Microsoft Access database of dentists and dental hygienists licensed in Kansas. The public has access to the website to verify a dental practitioner's license. If disciplinary action has been taken against the dental practitioner, the consumer must submit an Open Records Request. In return, he/she will be mailed a copy of the final order. Complaints and the investigations of such are confidential according to statute. Any other public information may be reviewed in the Dental Board office.

Service Contracts and Fees: None reported.

Education, Department of (Agency #652)

INCLUDES:

Fiscal Services and Operations
School Improvement and Accreditation
Computer Information & Communication Services
Teacher Education and Licensure
Communications and Recognition Programs
Nutrition Services
Planning and Research
Student Support Services
State and Federal Programs
School Finance

MISSION: The Kansas State Department of Education promotes the mission of the Kansas State Board of Education through quality leadership, support, and service for continuous improvement of education in Kansas.

SFY 2004 BUDGET: **$2,737,058,850**
SFY 2004 FTE: **208.3**
SFY 2003 IT EXPENDITURES: **$1,358,730**
WEBSITE ADDRESS: http://www.ksbe.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	2	0	2	0	2	0
Application Maintenance and Enhancement (in-production systems)	3		3	0	3	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2	0	2	0	2	0
Web application development and maintenance	5	0	5	0	5	0
Data Administration, Data Analysis/Validation and Database Administration	2	0	2	0	2	0
Network Engineering, Technical Management and Support	3	0	3	0	3	0
(Technology Assistance for Kansas Educators)	6	0	6	0	6	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions (Helpdesk support)	1	0	1	0	1	0
TOTAL FTEs	**24.0**	**0**	**24.0**	**0**	**24.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe						
Supercomputer						
Midrange						
LAN Server				**4**	**13**	
Workstation		**6**	**3**			
Microcomputer					**291**	**7**

SFY 2003 MAJOR APPLICATIONS:

QPA Annual Report
Annual Statistical Report (18E)
Assessed Valuation
Building Report
Bureau of Census
Certified Personnel Reporting System (Turnaround)
Child/Adult Care Food Program (CACFP)
Directory
Driver's & Motorcycle Education
Federal Payments
Food Service (FSIMS)
Indirect Cost Rates
Internet Homepage
Intranet Homepage
Local Consolidated Plan (LCP)
Migrant Student Information System
Outcomes Accreditation School Information (OASIS)
School Accreditation
Special Education Personnel Reporting System
State Aid General Fund, Supplemental General & Capital Improvement
State Special Education
Catastrophic/Transportation Aid
Superintendent's Organizational Report (SO-66)
Teacher Certification Information System
Technology Assistance for Kansas Educators (TAKE)
Time Entry/Personnel
USD Budgets
Vocational Education (VocEd)
Voucher System

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: In SFY 2003, the agency: upgraded the State Aid system based on the school finance laws passed by the Kansas Legislature, implemented KSDE web-based portal systems, installed four new IBM Netfinity file WIN 2000 file servers, upgraded Norton Antivirus software to block spam emails, updated and released version 1.5 of the Superintendent's Organizational Report system, version 2.0 of the USD Budget system and version 1.0 of the Vocational Education web-based system, developed web-based Local Consolidated Plan system that allows users to submit electronic data for federal programs, enhanced Web-based Childcare computer information system for the Nutrition Services division, Deployed and enhanced new web-based applications for data collection from schools relating to student enrollment and teacher certifications, and released web-based SFY2003-2004 State Educational Directory.

STRATEGIC DIRECTION & OBJECTIVES: The KSDE IT mission is to provide quality products and superior services through teamwork, technology, staff development and user empowerment, as part of a vision to improve the value of our products and services to our customers, and to enhance our technical knowledge and skills. This requires fully utilizing teamwork, employee training, feedback and up-to-date technology so our team members have a greater opportunity to learn, grow and prosper while offering the education community a quality product with accurate, timely and cost-effective methods. To this end, our strategies are to modify and develop programs to comply with legislative changes, laws and regulations, distribute state and federal funds to local education agencies pertaining to the School Finance and Quality Performance Act; to continue development and enhancement of Web-based applications for electronic data collection via the Internet, and eliminate the distribution of computer diskettes for various programs, develop an agency-wide object model for data collection from educational institutions and provide the necessary training for KSDE programmers to develop Web-based applications. We will continue development and implementation of an enterprise data model and consolidation of all agency databases.

COBIT: KSDE continues to embrace the COBIT daily operational tool that assists us with establishing standard control for information technology. We are taking full advantage of its information, which in return maximizes our IT benefits, capitalizing on opportunities and developing strong IT infrastructure and technical architecture.

E-Government: The agency is committed to provide online access to information through data sharing, electronic commerce, electronic funds transfer, interactive voice response systems, and video conferencing to all public schools. Our schools expect us to provide a direct interface to services 24 hours a day, seven days a week. KAN-Ed and digital technologies will enable KSDE services without regard to time constraints, physical location, or organizational boundaries. Electronic forms and online applications have enabled us to conduct business via the web more

easily through user-friendly web-enabled applications, which have preserved schools' trust and ensured accurate and safe data collection for federal/state programs.

Security: KSDE continues to review and improve security policies and guidelines on an ongoing basis. A security audit has been conducted by Frontier Consulting Group, and copies of the IT Uses Policy and the Agency Security Gridline are available from the agency.

Public Key Infrastructure: KSDE uses SSL to encrypt sensitive data on all public web pages, and digital certificates/signature technology through Verisign. We are in the process of implementing PKI with SSH (Secure Shell) and working on replacing in-house system communications with the SSH replacements.

Web Accessibility: KSDE homepage and all web access points are in compliance with state and ADA regulations. We have been using "Bobby" as a testing tool and the state guidelines to assist us in making our website accessible to all users. Our technical staff are implementing cascading style sheets and Alt names for images and replacing tables to ensure full compliance with state and federal regulations.

Records Retention: KSDE maintains 10 years of historical data records in Mainframe record and less than 5 years are kept online, utilizing client/server Sybase and Unix platform technology. We also burn CDs and tape backup options that are kept off-site. Workflow features provide a link to internal databases that interface to legacy back-end systems, which will provide initial form information and the ability to update the database upon final approval of the form, streamlining and simplifying the processing of information movement within the KSDE and K-12 schools.

Service Contracts and Fees:

Sybase Maintenance Contract	$ 960
Sun Microsystems Maintenance	$ 1382
SQCRIBE Technologies Support	$ 2369
NOVELL	$ 9867
Microsoft	$ 8883
CISCO	$ 4347

Emergency Medical Services Board (Agency #206)

INCLUDES:

Regulation
EMS Integration
Technical Assistance

MISSION: As the lead agency for Emergency Medical Services, the Kansas Board of Emergency Medical Services exists, primarily, to ensure that quality out-of-hospital care is available throughout Kansas. This care is based on the optimal utilization of community resources that are consistent with the patient's needs. The delivery of optimal care is supported through the adoption of standards; definition of scopes of practice; and provision of health, safety, and prevention education and information to the public, Emergency Medical Services services/agencies, Emergency Medical Services providers/instructors, related health care professionals, and other public service and political entities.

SFY 2004 BUDGET: **$876,368**
SFY 2004 FTE: **13.0**
SFY 2003 IT EXPENDITURES: **$81,197**
WEBSITE ADDRESS: http://www.ksbems.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.1	0	0.1	0	0.1	0
Application Maintenance and Enhancement (in-production systems)	0.2	0	0.25	0	0.25	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.2	0	0.25	0	0.25	0
Web application development and maintenance	0.025	0	0.05	0	0.05	0
Data Administration, Data Analysis/Validation and Database Administration	0.2	0	0.3	0	0.3	0
Network Engineering, Technical Management and Support	0.05	0	0.05	0	0.0	0
Security	0.0125	0	0.025	0	0.025	0
Computer Operations, Management and Technical Support	0.05	0	0.05	0	.05	0
Other IT Functions	2.25	0	2.25	0	2.25	0
TOTAL FTEs	**3.0875**	**0**	**3.325**	**0**	**3.275**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server			**1**		
Workstation					
Microcomputer				**9**	

SFY 2003 MAJOR APPLICATIONS:

Registry	Inventory
Ambulance Services	Pediatric & Trauma Surveys
Ambulances	Source Tables
Courses	Regulatory Compliance
Teachers	Accounting System
Examinations	

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Completed the investigations database, screens and reports. Built a dual processor AMD server and installed Red Hat ES 2.1. This server will provide word processing, spreadsheet and web browsing to the 15 thin clients. Added an additional year of certification to all attendants and teachers receiving an initial certification during 2001 or 2002. Worked with DISC for the agency move which took place in January 2003 from 109 SW Sixth to the Landon State Office Building. Retired the RS-6000 model 340 that was used for STARS on an SNA network and migrated it to a PC over Ethernet. Developed a new fee table to provide a complete history of all fees collected, not just the current certification period. Discovered that six database tables were corrupted and repaired them. Added additional fields and modified the screen designs of the examination tables. Designed new server room and work room.

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STRATEGIC DIRECTION & OBJECTIVES: We continue to utilize a thin client environment connected to a central Unix based computer that provides applications, storage and printing. We feel this is the most cost effective approach in hardware, operating systems, software and staff time. Applications are installed on one machine. The thin client devices have a life expectancy of 10-12 years and have no moving parts. They have proven to be very reliable and we continue to use thin clients purchased in 1995. We replaced five CRT displays with LCD displays and hope to replace the remaining CRTs during the next two years. The filter that allows WordPerfect on AIX to read Microsoft Word files expired and has posed a problem. Microsoft Word files are opened on a PC in our work room. As an agency we are migrating towards an open source environment patterning our efforts after Largo, Florida; Munich, Germany; and China. We are exploring methods to convert 14 years of WordPerfect files to Open Office and hope to run Open Office in a thin client environment on the server built last year that runs Red Hat Linux. If we are successful with the migration of word processing, web browsing and spreadsheet applications to the Linux server then we will begin the migration of our Informix database from the RS-6000 and AIX to Linux and retire the RS-6000 F50. The RS-6000 cost $32,000 in 1999 and the Linux server cost $6,000 and two days building it. The annual hardware maintenance on the RS-6000 is $3,000 and we do not have one on the Linux server due to readily available parts. While we continue moving towards the open source environment, it is too early to determine whether Informix will be replaced. PostGres and MySQL do not have a front end that is user friendly. It would also require a tremendous amount of work to modify 466 reports and 55 screen designs.

COBIT: We have not had time to review this document, and will try to review it during SFY2004.

E-Government: We have listings of initial courses of instruction, continuing education courses, ambulance services, instructor/coordinators and training officers on our web site. It is not yet known if we will provide attendant level certification renewal on-line during the next three years.

Security: AIX provides C-2 security. We have not implemented 60 day password aging. Login logs are checked periodically. Audit trails have not been enabled on the databases. All databases, tables and fields have specific permissions set for the appropriate users. DISC configured a Cisco PIX firewall to restrict outside access to the F50. They also configured a separate Cisco Pix to separate traffic from the two PCs from the Unix system that houses the databases. A VPN tunnel was created to allow two users to access the F50 through the Internet. Access to the database can also be accomplished by remote dial in. The user dials into the Linux server and executes a secure shell to the F50. The F50 does not allow telnet sessions, and does not have sendmail or ftp services turned on. Only two users have the root password to the F50 or the Linux server.

Public Key Infrastructure: We have not addressed this issue and this will be pursued during 2004.

Web Accessibility: The Information Network of Kansas developed and maintains our website. We will rely on them for compliance.

Records Retention: We are in compliance with the records retention schedule. We have not unpacked and sorted all of our records since our move to the LSOB. We maintain all of our electronic database records on the main server. It is requiring less than five gigabytes of disk space.

Service Contracts and Fees:

Decision One for the IBM RS-6000 F50 and 340	$2,946
IBM for the Informix standard engine and SQL tools.	1,295
Assistance with the entire system	3,500
Total	$7,741

Fair, Kansas State (Agency #373)

INCLUDES:

Operations
Maintenance
Capital Improvements

MISSION: To promote and showcase Kansas agriculture, industry and culture, create opportunity for commercial activity, and provide an educational and entertaining experience that is the pride of all Kansans.

SFY 2004 BUDGET: **$5,241,804**
SFY 2004 FTE: **23.0**
SFY 2003 IT EXPENDITURES: **$44,540**
WEBSITE ADDRESS: http://www.kansasstatefair.com

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation					
Microcomputer				**22**	

SFY 2003 MAJOR APPLICATIONS: Not applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The fair made enhancements with the purchase of four new microcomputers for the Administration Department and three new microcomputers for the Competitive Exhibit Department. We purchased a color laser printer. We purchased a hub to add nodes to our computer network and a firewall for increased security. Improvements continue to be made to the website to allow for online transactions, fair information, and e-mail marketing

STRATEGIC DIRECTION & OBJECTIVES: The Kansas State Fair will continue to use the e-commerce aspect of its website through the retailing of various tickets and Fair-related items. We will work toward making it possible for commercial and competitive exhibitors to renew their contracts and make payments via the Internet.

Agency Architecture: The agency has two servers with Windows 2000. One server is used for a backup to the other server. We currently use a DSL for internet use. We have a star network topology with 14 nodes.

COBIT: The Kansas State Fair staff work with DISC to set objectives and standardize controls for IT.

E-Government: In the past year, the Kansas State Fair continues to grow in the e-commerce aspect of its website through the retailing of various tickets and Fair-related items. We anticipate continued growth in the next few years to allow our customer to make and pay for their entries via the website. We will work towards making it possible for commercial and competitive exhibitors to renew their contracts and make payments via the internet.

Security: The Fair utilizes the services and resources of DISC to monitor security issues and to make sure the necessary firewalls and procedures are in place.

Public Key Infrastructure: No plans at this time.

Web Accessibility: The Fair works with its Internet site provider to ensure compliance of its website.

Records Retention: Records of online transactions are retained as hard copy and kept on file for the amount of time required.

Service Contracts and Fees: None reported**.**

Fire Marshal Office, State (Agency #234)

INCLUDES:

Administrative Programs
Fire Investigation
Fire Prevention
Hazardous Materials (HAZMAT) Response

MISSION: Dedicated to protecting the lives and property of the citizens of the State of Kansas from hazards of fire, explosion, and hazardous materials by fostering a fire safe environment through public education, inspection, enforcement, regulation, investigation, data collection, and liaison to the Kansas fire service.

SFY 2004 BUDGET: **$3,540,812**
SFY 2004 FTE: **46.0**
SFY 2003 IT EXPENDITURES: **$119,596**
WEBSITE ADDRESS: http://www.accesskansas.org/firemarshal

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.1	0	0.10	0	0.10	0
Application Maintenance and Enhancement (in-production systems)	0.05	0	0.05	0	0.05	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.05	0	0.05	0	0.05	0
Web application development and maintenance	0.20	0	0.20	0	0.20	0
Data Administration, Data Analysis/Validation and Database Administration	0..65	0	0.65	0	0.65	0
Network Engineering, Technical Management and Support	0.25	0	0.25	0	0.25	0
Security	0.05	0	0.05	0	0.05	0
Computer Operations, Management and Technical Support	0.40	0	0.40	0	0.40	0
Other IT Functions	0.75	0	0.75	0	0.75	0
TOTAL FTEs	**2.50**	**0**	**2.50**	**0**	**2.50**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**1**	
Workstation					
Microcomputer				**58**	

SFY 2003 MAJOR APPLICATIONS:

Kansas Inspection Data System (KID)	PC/LAN
Kansas Fire Incident Reporting System (KFIRS)	PC/LAN
Kansas Insurance Loss Reporting System (KILRS)	PC/LAN

Kansas Arson Information System (KAIS)	PC/LAN
Kansas Burn Injury Reporting System (KBIRS)	PC/LAN
Centers for Medicare & Medicaid Services (Aspen)	PC/LAN
NCIC Datamaxx	PC/LAN
Explosive Licensing	PC/LAN
Certified Arson Investigator	PC/LAN

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The State Fire Marshal Office continued improvement of its information technology for SFY 2003. We replaced 3 Pentium II laptops with Pentium IV PCs and replaced two Pentium II PCs with two Pentium IV PCs. Only one computer remains with Windows NT 4.0. All other computers are either Windows 2000 or Windows XP. We distributed about 60 copies of FireHouse Software to the fire departments for electronic reporting. We now have about 350 of 666 fire departments reporting electronically. The KFIRS program also received an upgrade that improves the ability for validation with the United States Fire Administration (USFA) server. The upgrade allows for batch validation using the Internet versus the previous individual file validation again reducing time spent on validation. We upgraded the KIDS software to a SQL 7.0 version, making it a true network program and enhancing the accessibility to this program. This version will also allow the field personnel to submit their inspections/activity information electronically versus paper submission, reducing data entry functions in the office. We are working on making our agency webpage compliant for both disability accessibility as well as compatible with non-graphic browsers. Hazmat enhanced their ability to create training videos for Hazmat training with the addition of a DVD recorder and associated software. The investigation division implemented the NCIC terminal in June. This allows the investigation division to do criminal history checks for explosive applications as well as other investigation activities. This system was purchased with federal grant money, the Edward Byrne Law Enforcement Grant Program.

STRATEGIC DIRECTION & OBJECTIVES: The State Fire Marshal's Office is continuing to move into the future with information technology. Current programs (KAIS and KFIRS) are now using Internet technology or modems to transfer data electronically from fire departments to our office. Although data entry time for KFIRS has been reduced, validation processing time has increased because bulk validation processing of the data files is not available. Each data file has to be validated separately. The KBIRS, KILRS, and KJIRS (Kansas Juvenile Firesetter Information Reporting System) programs need to be redeveloped using a web-based application, allowing users to enter the data online and eliminating agency data-entry. This will require outside help from a commercial developer. We also need to upgrade the KAIS program to a more compatible record/reporting system for fire investigations. The system needs to be one that is upgradeable to other working systems and truly be used by both our investigators and certified investigators. The system needs to be able to allow transfer of all data from the current system and main query functions of past, present, and future data entry. It needs to be expanded to accept more usable data for investigations. The agency hopes to have a contingency plan completed by the end of SFY2004. The agency continues to enhance their website with statistical information, FAQ's, and other information pertinent to the fire service and other agencies. As we have advanced our technology with new software and hardware we have not moved as fast in providing training to our personnel to adequately and effectively use the software and hardware to its full potential. With the trend moving to do more with less it will be imperative we get our users and IT personnel trained so we can achieve greater production with less material. We need to upgrade two 10MBps hubs to faster 100MBps switches. This will improve performance for computers connecting to the server. Also will need to upgrade 8 Pent II computers to faster Pent IV computers.

Our last goal was to have a standard platform operating system for all laptops and PCs. We currently have 43 Windows 2000 users, and 11 Windows XP users. We still have several Pentium II laptops in the office that need to be replaced with Pentium IV PCs. Also, the new KIDS program has an available added function to use Pocket PCs to do inspections and then transfer the information back to a laptop, thus improving their ability to perform their on-site inspections. Obtaining Pocket PCs to use in conjunction with the laptops will greatly assist the inspectors.

Public Key Infrastructure: Our agency has not implemented Public Key Infrastructure.

Security: We have implemented various security procedures for our agency. The server is in a locked room and the office building is secured after hours. Backups are performed nightly on critical files/databases and tapes are taken off-site daily. We have firewalls installed to limit intruders into the server. Permissions have been set on various data files/personal folders on the network to reduce the risks of accidental/intentional harm to these folders. The database applications have relational edits built in that reduce data entry errors. The Health Insurance Portability and Accountability Act (HIPAA) requires us to protect certain elements we collect in both the KFIRS program from the fire departments and the KBIRS program from hospitals. We are working on in-house procedures to insure we follow the directives required with HIPAA.

Records Retention: The office has a policy on record's retention that meets all requirements of the Kansas Open Records Act.

Service Contracts and Fees: None reported.

Governmental Ethics Commission (Agency #247)

INCLUDES:

Education & Public Awareness
Enforcement
Review & Audit Process
Investigations
Advisory Opinion Process

MISSION: To provide the public with timely and accurate information they need for knowledgeable participation in government and the electoral process.

SFY 2004 BUDGET: **$568,657**
SFY 2004 FTE: **9.0**
SFY 2003 IT EXPENDITURES: **$3,253**
WEBSITE ADDRESS: http://www.accesskansas.org/ethics

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1.0	0	1.0	0	1.0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0.0**	**1.0**	**0**	**1.0**	**0**	**1.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation					
Microcomputer				**16**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: The Commission, with its limited budget, does not plan on making any IT changes in SFY 2004-2006.

E-Government: Through its web site, the Commission plans to continue providing the public with statistical information concerning state candidates contributions and expenditures, the expenditures incurred by Kansas lobbyists, opinions rendered by the Commission and other agency relevant data.

Security: For the agency's 12 stand-alone computers, back-up discs are stored in a bank vault.

Public Key Infrastructure: All campaign finance, lobbying and conflict of interest forms are required to be kept by the Secretary of State. Therefore, the Commission has no need or plan for implementing PKI.

Web Accessibility: The Commission, in conjunction with Information Network of Kansas, maintains the Commission's website. This website is accessible to the public.

Records Retention: Copies of invoices, minutes, etc. are stored in a locked room in the basement of the Mills Building. The public can request a record, which is then retrieved by staff. All publicly filed documents in the areas of campaign finance, lobbying and conflict of interest are required by law to be maintained by the Secretary of State's office.

Service Contracts and Fees: None reported.

Guardianship Program, Kansas (Agency #261)

INCLUDES: Guardian/Conservator Program

MISSION: To assure that adults who are without family or financial resources and who are identified by SRS as in need of a court appointed guardian and/or conservator will have available a qualified, trained and caring volunteer to serve as their legally appointed guardian and/or conservator.

SFY 2004 BUDGET: **$1,032,854**
SFY 2004 FTE: **12.0**
SFY 2003 IT EXPENDITURES: **$18,928**
WEBSITE ADDRESS: None

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation					
Microcomputer				**16**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: None Provided.

Healing Arts, State Board of (Agency #105)

INCLUDES:

Licensing & Renewal
Disciplinary
Enforcement & Litigation
Impaired Provider Programs
Information & Education

MISSION: To protect the public by authorizing only those persons who meet and maintain certain qualifications to engage in thirteen health care professions in this State. Also, to utilize the least restrictive yet effective means to protect the public from incompetence, unprofessional conduct or other proscribed practice by persons who have been granted authority to practice in this State.

SFY 2004 BUDGET: **$2,360,567**
SFY 2004 FTE: **29.0**
SFY 2003 IT EXPENDITURES: **$130,243**
WEBSITE ADDRESS: http://www.ksbha.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.5	0	0.5	0	0.5	0
Application Maintenance and Enhancement (in-production systems)	0.2	0	0.1	0	0.1	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.6	0	0.7	0	0.7	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0.2	0	0.5	0	0.5	0
Network Engineering, Technical Management and Support	0.195	0	0.45	0	0.45	0
Security	0.005	0	0.15	0	0.15	0
Computer Operations, Management and Technical Support	0.3	0	0.6	0	0.6	0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**2.0**	**0**	**3.0**	**0**	**3.0**	**0**

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Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server					
Workstation		**5**			
Microcomputer				**35**	

SFY 2003 MAJOR APPLICATIONS:

Licensing and Renewal	AS/400
Disciplinary	AS/400
Enforcement and Litigation	AS/400
Impaired Provider Programs	AS/400
Information and Education	AS/400

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY 2003, the agency initiated a Requirements Assessment by Imerge Consulting. The purpose of this assessment was so that planning could be started for a complete revamping of the agency's legacy systems. This assessment was completed in May of 2003.

Initiated negotiations with accessKansas for programming and hosting of On-Line Renewal process.

STRATEGIC DIRECTION & OBJECTIVES: During the next two fiscal years, the Kansas Board of Healing Arts will under take a major overhaul of its Information systems. This project will address the areas of renewal of licenses, practitioner database, complaint and case management, document management, electronic Board meetings, and Internet access to public information. The Board now utilizes an IBM AS/400 as its major information processing platform. This processor is linked to personal computers within the agency via a local area network using the TCPIP protocol and IBM software to allow connection to the main processor. It is unclear at this point if this processor will continue to be the center of the agency's information processing hardware.

The Agency will proceed with the above-mentioned objectives in the order they were presented in the ITEC Project Management Plan. Each objective will be considered as a separate project within the larger overall project and will be put out for bid separately, unless a total solution to the agency's needs is found in one software package. Whichever route is taken, Kansas government policies for E-Government, Security. Public Key Infrastructure, Web Accessibility, Records Retention and COBIT will be studied and adhered to as they pertain to and impact the agency.

A proposed IT project plan has been submitted to the Executive Branch CITO. On Aug 21, 2003, approval for subproject I of the IT enhancement program was obtained. Subproject I pertains to the Boards Practitioners Database and Online Renewal.

Personnel: The Agency would like to add one FTE in SFY2005 to relieve current staff of some of the more mundane network and system maintenance support tasks**.** This Position would be on the level of a Network Support Technician.

Service Contracts and Fees: The Agency currently is working with an outside consultant to assist in the initiation of the project. During the course of the project other consultants or software vendors will be utilized as determined by the decisions of the project team.

Health and Environment, Department of (Agency #264)

INCLUDES:

General Administration/Management
Center for Health & Environmental Statistics
Division of Health & Environment Laboratories
Division of Health
Division of Environment

MISSION: KDHE 's mission is to optimize the promotion and protection of the health of Kansans through efficient and effective public health programs and services and through preservation, protection, and remediation of natural resources of the environment.

SFY 2004 BUDGET: **$168,247,450**
SFY 2004 FTE: **888.5**
SFY 2003 IT EXPENDITURES: **$7,896,413**
WEBSITE ADDRESS: http://www.kdhe.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Unc.	Class	Unc.	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	8.1	1.9	8.1	1.9	8.4	1.9
Application Maintenance and Enhancement (in-production systems)	6.2	0.2	6.2	0.2	6.5	0.2
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	6.8	0.7	6.8	0.7	7.2	0.7
Web application development and maintenance	1.7	0	1.7	0	2.0	0
Data Administration, Data Analysis/Validation and Database Administration	4.2	00.2	4.2	00.2	4.5	00.2
Network Engineering, Technical Management and Support	4.25	1.0	4.25	1.0	4.25	1.0
Security	2.95	3.5	2.95	3.5	2.95	3.5
Computer Operations, Management and Technical Support	3.4	0.5	3.4	0.5	3.6	0.5
Other IT Functions	11.4	4.0	11.4	4.0	11.6	4.0
TOTAL FTEs	**49.0**	**12.0**	**49.0**	**12.0**	**51.0**	**12.0**

Physical Assets:

	OS/390	AS/400	Unix	MS Windows	Apple
Mainframe					
Supercomputer			**4**		
Midrange		**2**			
LAN Server				**66**	
Workstation					
Microcomputer				**1812**	

SFY 2003 MAJOR APPLICATIONS:

Aquatic Biological & Chemical Database	Win2000 Server
Storage Tanks	AS/400
Solid Waste Facility System	AS/400
Well drillers logs (Water Wells)	AS/400
Wastewater Treatment	AS/400> Win2000 Svr
Public Water Supplies	AS/400> Win2000 Svr
GIS – Spatial Database Development	PC
GIS- Map Tools	PC
GPS System	AS/400/PC
Vital Statistics Database	AS/400
Vital Statistics Information and Imaging System	Midrange
VitalTrak Custom Software Suite	N/A
Infocorp Point of Sale Plus System (POSPLUS)	Server
VitalChek	Server
Electronic Birth Certificate (EBC) System	PC
Spills	AS/400
Identified Sites	AS/400
Recycling database	AS/400
I-Steps	Win2000 Server
MCH/FP Data System	Win2000 Server
Newborn Hearing Screening Program	Win2000 Server
Livestock Waste	AS/400
Health Insurance Information System	AS/400
Health Care Provider Database	AS/400
Lab Neonatal Screening	AS/400
Special Health Services for Children	AS/400
KIIS (Kansas Immunization Information System)	AS/400
Child Care Licensing and Registration	AS/400
Lab Data Acquisition	AS/400
EPA National Databases	AS/400
Asbestos Program	AS/400
Lab Certification	AS/400
Universal Help Desk System	AS/400
Food and Lodging	AS/400
Children and Family Section	AS/400
Laboratory Information and Reporting System	Midrange
ACTION (Health Facility Regulation & Occupations Credentialing)	AS/400
HAWK	PC
KDHE IT Asset Database	PC
Laboratory Optical Disk Archive System	Win2000 Server
Infant Toddler System	PC
Certified Operators	Win2000 Server
BWM Solid Waste Siting Tool	Win2000 Server
Site Identification System	AS/400
SWAP	Win2000 Server
Jordan System Tier II	WinNT Server
BWM database	AS/400

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY 2003, KDHE has continued an effort to significantly re-engineer the overall IT presence and direction of the agency. Various systems have been developed and others under development. Infrastructure has been and is being upgraded to employ new hardware, with current versions of software and data base management technologies for Oracle, MS SQL, etc. Unix server platforms and SAN storage technologies are now being utilized for some development. Satellite technologies and Video Conferencing are now in place to provide

faster communications for training or notification in day to day business or in the event of catastrophic or Bio Terrorist event.

STRATEGIC DIRECTION & OBJECTIVES: The IT strategic direction and objective for the Kansas Department of Health and Environment through SFY 2004-2006 and beyond is one of both improving the protection and dissemination of the agencies valuable data resources. The primary focal point in working towards these objectives will be directed toward Web accessibility combined with improving the communication speed, quality and security of access. Because of an ever increasing demand for Electronic Government and Electronic Commerce, Web accessibility will be more widely utilized to bring these technologies into fruition. Providing both the citizens of Kansas and the agency with on-line purchase of service authorized access to valuable data resources for public access, restricted access through Public Key Infrastructure and other methods, all on a more timely basis. New and additional resources must be acquired to retain and preserve future data as well as historical data. Then archiving appropriate data for disaster recovery, future retrieval and future generations. In view of the increased potential of terrorist activity all aspects of Information Technology must incorporate more stringent security and tighter control objectives that will protect valuable IT resources while providing faster more effective access and reporting to authorized clients. Enhanced communication technologies, including GIS/GPS capabilities, will be a vital part of the development of communication systems and preparedness systems. The strategies and objectives outlined by KDHE will further the efforts to ensure safer, healthier lifestyles for Kansans.

Service Contracts and Fees: Estimated SFY2003 charges

DISC	$13,000 for mainframe processing
DISC	$1,100,000 for frame relay data circuits, KANWIN, etc
DISC	$250,000 for phone/telecommunications.
IBM	$90,000service contracts
Oracle	$50,000 maintenance contracts
Lotus Notes	$75,000 licenses
Other Hardware/Software	$55,000 maintenance/service contracts
CTA	$373,760.-service contracts
Kacheli	$35,000-service contract
Kiphs	$68,000.00-service contract
Eclipsys	$30,000.00-licenses

Health Care Stabilization Fund (Agency #270)

INCLUDES:

Administrative Operating Program
Claims Cost Operating Program

MISSION: Conduct operations and activities in a manner to assure and facilitate a sound actuarial basis; assist health care providers complying with the Health Care Provider Insurance Availability Act; aggressively defend the Fund when eligible health care providers become involved in claims or court actions arising from the rendering of or failure to render professional services; and safeguard the interest of the Fund through management activities which maximize the efficient operation of the Fund.

SFY 2004 BUDGET: **$29,738,595**
SFY 2004 FTE: **16.0**
SFY 2003 IT EXPENDITURES: **$8,069**
WEBSITE ADDRESS: http://www.hcsf.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**1**	
Workstation					
Microcomputer				**17**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The website for the HCSF was maintained with current updates by the agency. The site may be accessed from the State of Kansas web site or its Internet address http://www.hcsf.org. A database look-up feature is available via the Internet.

STRATEGIC DIRECTION & OBJECTIVES: During July and August of this year, the Agency's server and workstation software were updated to Server 2003, SQL 2000, Windows XP Workstation and Microsoft Office XP Professional. Later this year we will be consulting with DISC about the updating and upgrading of our vendor developed software. Our plans for implementing a business-to-business type of application for submission of basic professional liability insurance policy information and Health Care Stabilization Fund surcharge payments has been postponed for the time being.

Agency Architecture: Microsoft Windows based PC LAN system with SQL database applications. The existing vendor developed database tables and menu driven applications have been in use since late 1995. Our plans are to update and upgrade these items this year.

COBIT: Not incorporated at this time. We will seek the assistance of the Small Agency Support Group at DISC.

E-Government: We will continue to provide needed general information and coverage information via the Health Care Stabilization Fund Internet websites, which are hosted in connection with the Information Network of Kansas (INK).

Security: We attempt to maintain our Agency PC LAN security by utilizing INK as our Internet portal, rather than our own server or computers. DISC assists our Agency in maintaining our virus and firewall protection for our Cox Cable Company Internet services.

Public Key Infrastructure: This has not yet been an issue for the Health Care Stabilization Fund.

Web Accessibility: The major components of accessibility have been incorporated into our Internet website. We have attended the State provided training program.

Records Retention: We comply with the open records laws of the State of Kansas. We do follow the Government Records Preservation Act.

Service Contracts and Fees: None reported.

Hearing Aid Dispensers, Board of Examiners (Agency #266)

MISSION: To establish and enforce standards that ensure the people of Kansas receive competent and ethical hearing aid care.

SFY 2004 BUDGET: **$18,870**
SFY 2004 FTE: **0.4**
SFY 2003 IT EXPENDITURES: **$232**
WEBSITE ADDRESS: None

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets: No physical hardware assets reported.

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer					

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: None Provided**.**

Highway Patrol (Agency #280)

INCLUDES:

Highway Patrol
Capitol Police
Motor Carrier Inspection
Patrol of the Kansas Turnpike

MISSION: The Kansas Highway Patrol is devoted to improving the quality of life in our state through spirited and dedicated service. We pledge to be responsive to the concerns of our citizens while providing professional law enforcement services in the most effective manner possible. We believe in treating all persons with courtesy and respect. The preservation of individual dignity and constitutional rights is paramount in the performance of our duties. Protecting the rights of our employees and providing them with a safe, secure working environment is of equal importance. We are committed to providing protection of life and property through enforcement of traffic and other laws of the state of Kansas. We recognize that our authority to uphold and enforce the law is derived from the people. Therefore, we will endeavor to exercise this authority in a competent, fair, and honest manner.

SFY 2004 BUDGET: **$56,440,098**
SFY 2004 FTE: **823.8**
SFY 2003 IT EXPENDITURES: **$4,542,030**
WEBSITE ADDRESS: http://www.KansasHighwayPatrol.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	2.0	0	2.0	0	2.0	0
Application Maintenance and Enhancement (in-production systems)	2.5	0	2.5	0	2.5	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	3.0	0	3.0	0	3.0	0
Web application development and maintenance	1.5	0	1.5	0	1.5	0
Data Administration, Data Analysis/Validation and Database Administration	1.5	0	1.5	0	1.5	0
Network Engineering, Technical Management and Support	4.0	0	4.0	0	4.0	0
Security	1.0	0	1.0	0	1.0	0
Computer Operations, Management and Technical Support	2.5	0	2.5	0	2.5	0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**18.0**	**1.0**	**18.0**	**1.0**	**18.0**	**1.0**

Physical Assets:

	OS/390	Unix	Novell	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**32**	**8**	
Workstation					
Microcomputer				**695**	

SFY 2003 MAJOR APPLICATIONS:

Accident Index System [ACC]	AS/400
Case Management System [CMS]	AS/400
Criminal Interdiction [CID]	AS/400
Fleet Management System [FMS]	AS/400
Procurement System	AS/400
Central Stores System	AS/400
Asset Inventory System	AS/400
Notice to Appear System (NTA)	AS/400
Motor Vehicle Enforcement [MVE]	AS/400
Professional Standards System [PSU]	AS/400
Pursuit Tracking System [PTS]	AS/400
Computer Aided Dispatch (CAD)	Server
Records Management System (RMS)	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Established coordinated team between KDOT and KHP for statewide usage of Forms and to standardize the state, and local law enforcement on a single accident drawing package. We continued development of our AFRS (Automated Forms Reporting System) by modifying the system to run in a standalone environment, thus providing the future opportunity to take this technology into the cars with the use of mobile data units. Through the use of MPLS protocol and an IMA circuit we have moved several remote port-of-entry and scale house locations into the highly secure KHP network. We established an in-house training program for IT staff to provide the continued increase of knowledge requirements while reducing the cost of such training. Participated in ITAB sub task committee's to update and re-define position descriptions for IT specialists in the state of Kansas by creating an "IT Profile". The second phase of the year-long project included creating new class specifications and IT classes. Continued to strengthen KHP network with the use of IDS (Intrusion Detection System) at Salina for Central Dispatch and at GHQ locations. We upgraded our Firewall servers and software system and went from a star topology to a full mesh topology. We continued the cost saving approach of using local ISP (Internet Service Provider) service for the 100 or so remote office locations and utilized a Citrix server environment to provide centralized KHP services to those remote locations. We moved to a new system for controlling access to the Internet, which allows all users limited access to the Internet, but prevents users from accessing "unauthorized" web sites. Assisted the KBI in the installation of the Backup KBI/FBI/NCIC Switch at the Highway Patrol Academy. Setup new LEO E-mail Alert system for selected individuals within the agency as well as Law Enforcement entities within the State. Created KHP electronic forms for the most widely used KHP forms and made them available thru the agency's Intranet. Transferred MCSAP program database maintenance from Salina to GHQ and created a new Windows 2000 server for MCSAP data entry and electronic federal updates. We also created installation and update programs and reduced the manpower requirements by 50% to perform the mandated federal quarterly MCSAP updates. We created additional e-mail accounts to comply with new SHARP requirements.

STRATEGIC DIRECTION & OBJECTIVES: The evolution of change within the KHP IT environment will be to move into more Web based services to meet the needs of agency staff that are located in over 115 different locations, many using private ISP service to connect. The direction is to move to a single point web interface, which can be secured for authorized users. This will allow KHP to leverage the time still required to move from legacy systems, into client server environments as well as offering a secure mechanism for non-agency staff to have access to information. An effort is underway that will allow KHP designed law enforcement forms to be available to other law enforcement entities throughout the state. This endeavor will provide the state with information sharing between law enforcement entities but also move us forward with paperless record keeping and eventually electronic transmission into state mandated repositories.

Agency Architecture: Current backbone platform for KHP is Novell, these servers set just behind our firewall systems. We incorporate several Window 2000 servers for specialty applications. We are planning to upgrade the Novell backbone to NetWare 6 and then onto Netware 6.5. We will be evaluating our Windows 2000 servers to determine which might allow for improved services of Windows 2003 server systems.

COBIT: The Agency has trained the IT management staff in the use of Control Objectives for Information Technology (COBIT), and has begun implementation of COBIT as a management tool.

Security: The Agency has been, and will continue to be highly involved in IT Security initiatives for the State law enforcement community, to include providing the primary Information technology security officer for the KCJIS program. The agency developed IT security policy is in compliance with KBI and FBI guidance for law enforcement agencies.

Public Key Infrastructure: The Highway Patrol has a strategy for implementing PKI and digital signatures within our system, as soon as the State provided PKI resources are in place and available for use.

Web Accessibility: We have completed and continue providing our Web-based information in a format that provides full ADA accessibility.

Records Retention: KHP continues to move forward with our RMS system in the effort to reduce paper requirements while providing for quicker and easier access to public records.

Historical Society, State (Agency #288)

INCLUDES:

Administration	Cultural Resources
Education/Outreach	Historic Sites
Library/Archives	Museum

MISSION: The mission of the Kansas State Historical Society is to identify, collect, preserve, interpret and disseminate materials and information pertaining to Kansas history in order to assist the public in understanding and appreciating their Kansas heritage and how it relates to their lives.

SFY 2004 BUDGET: **$7,891,303**
SFY 2004 FTE: **136.5**
SFY 2003 IT EXPENDITURES: **$270,282**
WEBSITE ADDRESS: http://www.kshs.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1.0	0	0.7	0	0.7	0
Application Maintenance and Enhancement (in-production systems)	0	0	0.1	0	0.2	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.8	0	0.7	0	0.6	0
Web application development and maintenance	0.9	0	0.9	0	0.9	0
Data Administration, Data Analysis/Validation and Database Administration	0.3	0	0.3	0	0.3	0
Network Engineering, Technical Management and Support	0.5	0	0.4	0	0.4	0
Security	0	0	0.4	0	0.4	0
Computer Operations, Management and Technical Support	0.5	0	0.5	0	0.5	0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**4.0**	**0**	**4.0**	**0**	**4.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**2**	**2**	
Workstation					
Microcomputer				**190**	**8**

SFY 2003 MAJOR APPLICATIONS:

Archives Inventory	PC
Land Survey Reference Reports	PC
Patron Registration Database	PC
Cultural Resources Inventory	PC

Newspaper Database	Web Database
Civil War Soldiers	Web Database
GroupWise	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Society had no funding for IT procurements in SFY 2002, and the PC replacement cycle was interrupted for the entire year. In SFY 2003 year-end funding was available for fifteen PCs and a handful of other PC's were purchased with fee income during the year. One server was replaced in SFY 2003. Normally the Society should replace thirty to forty of its over one hundred seventy five personal computers each year and one server. The Society is now a year and a half behind on its PC replacement cycle. Fortunately, for many years the Society has been able to take advantage of cast-off computers purchased from the state surplus property office or directly from other agencies. This year the transition office of the Governor provided some machines to the Society. Often machines being surplused by other agencies fit near the middle of the machines maintained by the Society. Quite a number of Society staff are still using PI-200 machines. Minimal repairs were made to keep servers and workstations operational, and routine funding for software maintenance and minimal upgrades were made. Nevertheless, staff made great progress in several areas. Novell was upgraded to the most recent version and installed on the new server. Planning and design of a major upgrade of the Society's web site was completed in mid-FY 2003. Great progress was also made in planning, designing, and implementing new databases and upgrading old databases.

STRATEGIC DIRECTION & OBJECTIVES: The lack of funding will prevent the society from considering any objectives which require major technological upgrades or investments in the foreseeable future. If little or no funding for technology is available during this three year period, the Society anticipates significant problems maintaining its basic infrastructure. IT staff will continue to focus on activities, which without major financial investments, will have a significant impact on the Society's ability to achieve its mission. Technology has become essential to the efficient operation of the Society, and the IT staff are addressing these needs in three major areas. The Society is looking at open source software, especially for word-processing, to alleviate the need to maintain its expensive Microsoft Office licenses on every desktop. Only a handful of new licenses for Office have been purchased since SFY 2001. Assistance from DISC with investigating other open source applications, such as spreadsheets, databases, e-mail servers, and file and print servers would be useful. The Society was not made aware of the results of the study of open source software which the legislature requested for the 2003 legislative session.

First, several steps are being taken to insure the reliability of the Society's network and data. Following the upgrade to the most recent version of Groupwise in SFY 2002, the network was upgraded to the most recent version of Novell in SFY 2003. Patches and security upgrades are applied as they become available. The most recent versions of Linux and Apache are regularly applied to the Society's web site. Planning is underway to address concerns about disaster recovery. Previously most of the Society's servers were under warranty and could be replaced quickly and at no cost if they failed, but soon only one of the servers will be under warranty and no funding is available to provide redundant systems or replace a failed system. A low cost plan to provide more redundancy and prepare for equipment failures is being prepared will be implemented. Suggestions about how to maintain 4 servers and 175+ workstations with no funding would be welcome.

Second, a major redesign and upgrade of the Society's web site went live in mid- SFY 2003. Site navigation was greatly improved. The next objective to be addressed after the upgrade is e-commerce. This project is currently underway and the online store should be functioning by the end of the summer. Electronic signatures are also being investigated as a means to provide access to more Society services online. Another application to be developed during this three year time frame will likely be an Intranet for Society staff usage.

Third, a series of projects is underway to redesign and upgrade the Society's databases. These include systems used to manage and access the Society's collections as well as various databases

used for research, such as the Kansas historic markers inventory and an index to the 1895 Kansas state census. The Society is currently using two open-source database management systems, MySQL and PostgreSQL, and has decided to use PostgreSQL as the backend for most future development. Client access will vary based on the specific database and user, but will generally be either through the web or via a Microsoft Access front end.

COBIT: The Society has not incorporated COBIT as a daily operational tool.

E-Government: E-government will be addressed after a major redesign and upgrade of the Society's website which will go online by mid-SFY 2003. Site navigation will be greatly improved. Another application to be developed during this three-year time frame will likely be an Intranet for Society staff usage.

Security/Public Key Infrastructure: The Society has policies regarding the usage of technology, the internet, and e-mail which are in accord with ITEC policy 4230. Passwords, anti-virus software, etc. are in place. The Society is currently investigating its needs for public key infrastructure and electronic signatures. A certificate has been obtained as part of the e-commerce project for the web server. Another area of concern under investigation is firewall protection for the Society. Assistance from DISC in determining the available options and the current configuration of the Society's router would be useful.

Web Accessibility: The Society webmaster attended the recent accessibility seminar and maintaining accessibility to the Society's web site is a high priority. The Society has worked with the Kansas School for the Blind to test the accessibility of its site and regularly uses Bobby to assess the accessibility of its site. Accessibility was a major goal of the recent web redesign project.

Records Retention: The Society has taken steps to implement electronic records management within the agency. We are currently working in four main areas: shared network drive management, e-mail management, database management, and capturing periodic snapshots of the agency web site. In our shared network drive we are developing a file structure that closely mirrors the agency retention and disposition schedule, with folders named to match the various record series created and maintained by each division. Regarding e-mail management, we are building awareness within the agency to the importance of managing e-mail within a records context, thereby encouraging users to maintain messages appropriately in conjunction with the agency records schedule. As the agency develops new databases, we are ensuring that historically valuable data in the databases are not overwritten as new data is entered. And we are currently capturing snapshots of the agency web site on a quarterly basis, with the snapshots written to gold CDs and stored within the KSHS climate-controlled and secure storage vaults. The most important areas of cross-agency collaboration and joint application development relate to the areas of records management and the development of content for the agency's web site. KSPACe (see below) is a major new development in terms of records management at the end of SFY 2003. SFY 2003 also saw the approval of the first records keeping plans for electronic records by the State Records Board. These are major collaborative efforts. Joint efforts for the web site are exemplified by the Territorial Kansas Online Project which is nearing completion. The Kansas Collection of the University of Kansas was the partner in this project. Also underway is a "This Day in Kansas History Project," which is supported by the Hall Center for the Humanities at the University of Kansas. These projects will add significant new content to the Society's web site. The Kansas State Publications Archival Collection (KSPACe) is a joint initiative between KSHS and the State Library, with a steering committee made up of representatives from Legislative Computer Services, DISC and INK. It is an attempt to capture and preserve reports and other publications submitted electronically to the Kansas State Legislature. It is built on open source software developed by MIT Libraries and HP, and is designed to house information in a variety of formats. In SFY 2003 we developed a pilot project that will continue into SFY 2004 and will see the first reports available for the start of the 2004 Legislative session.

Human Resources, Department of (Agency #296)

INCLUDES:

Administration & Support Services
Employment & Training
America's Job Link Alliance Tech Support
Unemployment Insurance
Worker Compensation

MISSION: We advance the economic well-being of all Kansans through responsive workforce services.

SFY 2004 BUDGET: **$345,777,116**
SFY 2004 FTE: **940.4**
SFY 2003 IT EXPENDITURES: **$8,014,117**
WEBSITE ADDRESS: http://www.hr.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	2.0	5.5	2.0	5.5	2.0	5.5
Application Maintenance and Enhancement (in-production systems)	25.0	7.0	25.0	7.0	25.0	7.0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	29.0	11.0	29.0	7.0	29.0	7.0
Web application development and maintenance	1.0	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration	4.0	0	4.0	0	4.0	0
Network Engineering, Technical Management and Support	11.0	11.0	11.0	11.0	11.0	11.0
Security	1.0	0	1.0	0	1.0	0
Computer Operations, Management and Technical Support	19.0	0	19.0	0	19.0	0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**92.0**	**34.5**	**92.0**	**30.5**	**92.0**	**30.5**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**50**	
Workstation					
Microcomputer				**1400**	**4**

SFY 2003 MAJOR APPLICATIONS:

Mass Layoff Statistics	Benefit Applicant System	Employee Training
Unemployment Insurance Statistics	Overpayment System	Employer Registration System
Industry Employment Statistics	Telephone Initial Claims	Supply Requisition System
Current Employment Statistics	KJL Employer System	Purchasing Order System
Occupational Employment	KJL Online Applicant System	KDHR Web
Job Service Statistics	KJL Labor Exchange	Work Request System
Kansas Covered Employment	KJL Online Employer System	Property System
Employer Account Record	Interactive Voice Response	Time Coding/Charging System
Detail Employer Account	Siebel Call Center	New Hires Directory
Contribution Wage File	Siebel Tax	New Employee Orientation
Web-based Unemployment Claims/Tax	Contribution Tax File	Work Request System

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: KDHR's Information Technology Division continues to meet the objectives set by its management and business clients.

STRATEGIC DIRECTION & OBJECTIVES: KDHR's mainframe operations are incorporated into the Department of Administration's central computing environment. Off-site mainframe printers are located at KDHR at the 1309 S.W. Topeka Boulevard location for KDHR host printing requirements, including unemployment insurance benefit warrants. KDHR still has an ongoing need for mainframe computing and will have such need indefinitely. Despite this need, KDHR is moving some systems to client/server architecture in situations where services can be offered in a business mode based on self-service. This includes some totally new applications and the conversion of some legacy mainframe applications. Emphasis over the next several years will be to increase self-service applications throughout the department and improve the overall operational structure. As of June 2, 2003 the Department has hired a new Chief Information Officer who is currently assessing and evaluating the current operational structure of the Information Technology section. The first major initiative of the new CIO is to assess and evaluate the current level of talent of the staff and to reorganize the section to optimize the current staff and augment them with new management positions to fill the deficiencies. Current deficiencies have already been determined and as of September 15, 2003 a new Director of Technology to manage the computer infrastructure had been hired. Additionally a Director of Application Development for KDHR and also a Director of Application Development for AJLA-TS is currently being hired.

COBIT: KDHR is establishing a Business/IT Alignment (BITA) work group to implement the Management guideline concepts that are recommended in *COBIT® (Control Objectives for information and related Technology) 3rd Edition.*

E-Government: Through the Internet and associated online programs like Kansasjoblink, TABS, Labor Market Information research publications and the guarded sharing of Wage record information, KDHR is attempting to disseminate data electronically internally and externally to all entities that are legally entitled to access the information. The process is intended not only for use by government partners but also by employers and job seekers who with their own resources or the resources of work centers are capable of making the necessary electronic connections.

Security: It is the Agency's responsibility to protect both its data and the resources required to collect, store and disseminate the data. Responding to this responsibility KDHR in its directive sytem, which provides for both online and hardcopy has published an *Acceptable Risk Policy,* which addresses the security policies outlined in pertinent Federal and Kansas policies. The directive explains the functions of the security unit and its relationship to the security officer, the data users, custodians and owners. Access controls and audit trails are provided. Provisions for review of reported infractions and the appropriate actions are also outlined.

Public Key Infrastructure: Portability of data between government and private sector partners makes the standardization of public keys imperative. The certifying organizations for the structure of the key are dependent upon the parties needing the data. Not all parties and certifying organizations are identified. As activities in this area develop, the State of Kansas developed guidelines will be utilized in developing KDHR guidelines.

Web Accessibility: In the development of it web applications; KDHR follows established guidelines that try to adapt its applications for users that may perceive the environment from a perspective different than the web developer or the general population. American Disabilities Act guidelines are being followed and when software or hardware is purchased, these concerns are contributing factors in the final selection. When it is impractical for any reason not to include these guidelines, provisions are made to offer directions or connections to partner agencies that can address the appropriate concerns.

Record Retention: KDHR's data storage and backup policies are constructed so that within reason, whether due to a natural or contrived loss, that critical data, electronic or hardware, is retained or can be reconstructed within federal or state retention requirements. Indexes are maintained for hardcopy information and data backup tapes.

KDHR will conduct feasibility studies into a number of technology areas to improve customer services and assist the agency in meeting agency goals and objectives. These studies are expected to involve the following topics:

Voice over Internet Protocol (VoIP)
This technology has the potential to offer tremendous savings in long distance costs, could restructure the provision of services by allowing greater potential for tele-commuting and greater access by the public to our employees.

Virtual Private Networks
This technology offers increased security for internal staff and external partners. It is a natural extension of the existing networks in place today.

Firewalls and Security
With the expansion of networked computers, the Internet, and the globalization of the economy and, even government services, security awareness and concerns have a greater role in daily operations. KDHR must have a heightened awareness of security aspects and issues to protect our data resources. A proactive approach is required in this area.

Client-Server Databases
KDHR will continue to develop and expand our databases with a goal of increasing the efficiency of customer-driven reports and research.

Text to Speech
Efforts to empower all customers has led KDHR to exploring the use of software and hardware that will allow the visually impaired the ability to hear what is displayed on a monitor or other medium.

Voice Recognition
KDHR is exploring technology in this field as a possible means of increasing staff productivity. Voice recognition may help to automate the handling of customer service.

Web Chats
Multi-lingual and interaction with physically challenged clients are leading KDHR to explore the use of Web Chats with translator programs.

Web casts for Training Interactive
Staff training and WIA training needs for our customers are requiring that we explore Web casts as a solution to remote training. Archived, customized, interactive topical qualifying lectures supplemented with expertly designed web pages and downloadable handouts may prove to be efficient and productive.

Wireless Connectivity for Field Representatives' Tax Applications

This area of technology is being explored so that worker productivity may be increased. To this extent we are exploring the technology of using cell phones attached to personal computers, and laptops that can use wireless access points to maintain network connections. This will allow work at remote work sites where it is impractical to invest in a permanent electronic investment.

Service Contracts and Fees:
The Department plans on contracting for the following external information technology services:

Service	Estimated Cost
Seibel Upgrade	$ 280,000
Infrastructure Audit and Assessment	30,000
Technology Architecture Plan	50,000
Structured Application Development Methodology	75,000
Moving IT Equipment to 401	15,000
Infrastructure Enhancements	30,000
Help Desk Software	40,000

The Department has the following service contracts:

Service	Vendor/Product	Annual Cost
Maintenance and support for PBX Switch	Avaya	$24,000
Maintenance and support middleware product used to convert mainframe data to client-server application	Attachmate Smart connector	5,750
Maintenance and support for web form development application	Form Flow 2000	8,879
Maintenance and support for web form conversion to .PDF application	Reach 2.1	6,831
Maintenance and support for call routing and reporting software	Genesys maintenance & support	74,701
Maintenance and support for automated voice response	IBM Direct Talk Corepoint	20,571
Maintenance and support for servers	IBM comm servers	1,929
Maintenance and support for servers	CarePaq servers	17,250
Maintenance and support for security hardware and software	Fishnet HW & SW	6,440
Mainframe processing services	DISC	337,000

Human Rights Commission, Kansas (Agency #058)

INCLUDES:

Compliance & Education

Administrative Hearing Office

MISSION: To eliminate and prevent discrimination and assure equal opportunities in the State of Kansas in all employment relations, to eliminate and prevent discrimination, segregation or separation, and assure equal opportunities in all places of public accommodations and in housing.

SFY 2004 BUDGET: **$1,713,942**
SFY 2004 FTE: **36.0**
SFY 2003 IT EXPENDITURES: **$5,851**
WEBSITE ADDRESS: http://www.khrc.net

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.5	0	0.5	0	0.5	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0.5**	**0**	**0.5**	**0**	**0.5**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation					
Microcomputer				**40**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None reported.

STRATEGIC DIRECTION & OBJECTIVES: None Reported.

Indigents' Defense, State Board of (Agency #328)

INCLUDES:

Administrative Office	Death Penalty Defense Unit
Trial Level Office	Appellate Defender Office
Assigned Counsel	Conflicts Office

MISSION: Provide, supervise, and coordinate in the most efficient and economical manner possible, the constitutionally and statutorily required counsel and related services for each indigent person accused of a felony and for such other indigent persons as prescribed by statute.

SFY 2004 BUDGET: **$15,177,633**
SFY 2004 FTE: **165.0**
SFY 2003 IT EXPENDITURES: **$458,003**
WEBSITE ADDRESS: http://www.sbids.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.3	0	0.3	0	0.4	0
Application Maintenance and Enhancement (in-production systems)	0.2	0	0.2	0	0.2	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.15	0	0.15	0	0.45	0
Web application development and maintenance	0.35	0	0.35	0	0.45	0
Data Administration, Data Analysis/Validation and Database Administration	0.3	0	0.3	0	0.4	0
Network Engineering, Technical Management and Support	0.6	0	0.6	0	0.7	0
Security	0.35	0	0.35	0	0.45	0
Computer Operations, Management and Technical Support	0.6	0	0.6	0	0.7	0
Other IT Functions	0.15	0	.15	0	0.25	0
TOTAL FTEs	**3.0**	**0**	**3.0**	**0**	**4.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**17**	
Workstation				**180**	
Microcomputer					

SFY 2003 MAJOR APPLICATIONS:

Public Defender Systems Database	Server
Web Based Legal Brief Database	Server
Assign Counsel Systems Database	Server
Appelate Defender Database	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Great efforts have been put into upgrading this agency's infrastructure in order to more efficiently provide service to the user and to dramatically decrease down time by putting in new servers and bring all workstations to agency standards.

STRATEGIC DIRECTION & OBJECTIVES: The IT department at SBIDS will continue changing and improving through the use of new technology in both hardware and software. We are in the process of bringing all workstations, servers, peripherals, and software up to current versions. IT is also in the process of having high-speed connectivity to all SBIDS offices thereby giving our users the ability to effectively communicate via email and research their cases via the web. This connectivity will also provide the ability to administer all servers, backup and restore files remotely, and remote control outlying office users desktops. The current 56K dial up connections do not currently make this feasible.

During the course of SFY 2004 to 2006 we will be moving towards a three-year rotation for workstations in the field. The goal is to have all workstations under warranty, reducing the cost of this agency incurred by continuous trips by IT staff to repair hardware issues in the field offices and the costs associated with down time. In this time period we will also continually upgrade both operating systems and applications so that we can maintain current versions. This is important for maintenance, vendor support, cross agency file sharing, and performance.

Agency Architecture: SBIDS is currently using Windows 2000 Server as the operating system for all servers; during the course of the next year we will begin the migration to Windows 2003 Server.

COBIT: The IT department uses COBIT to focus on realizing benefits by increasing automation, decreasing cost, managing security, reliability and compliance issues thereby making the whole enterprise more efficient.

E-Government: Currently we are using a website and the brief bank as web-based applications offering information on our agency, jobs, training, case law, forms, and claim status.

Security: This agency is in the process of implementing hardware firewall solutions at all SBIDS offices. We are also using Inoculate IT with auto updating virus definitions as well as scanning on the email server level for malicious content.

Public Key Infrastructure: This agency is currently in the process of implementing SSL and Certificates on the web server to provide the highest level of integrity that can be achieved so that users of the infrastructure can rely upon the digital signatures it makes possible.

Web Accessibility: At this time, the general public can get on our website and find some history and information about SBIDS as well as regulations that govern us. Many forms are also available, but are designed for claims and inquiries by legal counsel.

Records Retention: We retain accounting, human resources, and caseload data using databases, network, and other media. Email is backed up nightly to DLT tape. This agency does not scan documents for electronic storage in lieu of retaining the physical document. We do not provide public access to records pertaining to this agency at this time.

Insurance Department, Kansas (Agency #331)

INCLUDES:

Firefighters Relief Act
Insurance Company Examination
Kansas Workers' Compensation Fund
Debt Service & Capital Improvements
Insurance Company Regulation
Group-Funded Workers Compensation Pools
Municipal Group Funded Pools

MISSION: To protect the insurance consumers of Kansas and to serve the public interest through the supervision, control, and regulation of persons and organizations transacting the business of insurance in the state. This mission will be accomplished by assuring an affordable, accessible and competitive insurance market.

SFY 2004 BUDGET: **$18,511,210**
SFY 2004 FTE: **157.0**
SFY 2003 IT EXPENDITURES: **$364,370**
WEBSITE ADDRESS: http://www.ksinsurance.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	.15	.4	.15	.4	.15	.4
Application Maintenance and Enhancement (in-production systems)	.1	.5	.1	.5	.1	.5
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	.4		.4		.4
Web application development and maintenance	0	1.25		1.25		1.25
Data Administration, Data Analysis/Validation and Database Administration	0	.9		.9		.9
Network Engineering, Technical Management and Support	0	.5		.5		.5
Security	0	.3		.3		.3
Computer Operations, Management and Technical Support	.75	.75	.75	.75	.75	.75
Other IT Functions	0					
TOTAL FTEs	**1.0**	**5.0**	**1.0**	**5.0**	**1.0**	**5.0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Novell
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server			**2**	**2**	**3**
Workstation					
Microcomputer				**160**	

SFY 2003 MAJOR APPLICATIONS:

Accounts Receivable & General Ledger Application	AS400
Accounts Payable Application	AS400
Assessments, Billings & Distributions (Four Applications)	AS400
Workers' Compensation Application	AS400
Policy Form Filings Application	AS400
Producer Licensing and Continuing Education Application	AS400
Consumer Complaints Application	AS400
Company Directory Application	AS400
Legal Application	AS400
Inventory Application	Server
Extinct Company Tracker	AS400
Consumer Complaints Document Management Organizer	Server
Agent/Agency Inquiry	AS400

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: For the Insurance Department, Fiscal Year 2003 was a year of transition, as the former Commissioner was elected and took the oath of office as Governor. A new Commissioner, Sandy Praeger, the former vice-president of the Kansas Senate, was elected and assumed leadership of the agency. As such, the planning of the former Commissioner and her staff drew to a close; the new Commissioner and her staff began to plan for a new administration.

The former administration took two significant steps in Fiscal Year 2003, furthering primary IT goals of enhancing security and reducing the amount of paper files which crowded the agency's limited space in the historic Insurance Building. The agency installed a firewall appliance to begin limiting web access to the agency network to only that traffic specifically allowed in. A comprehensive imaging, document management and workflow system was installed in the Consumer Assistance Division, which directly helps Kansas citizens and protects their interests in dealing with insurance issues. Well-designed company, producer and consumer databases, a content-rich website and updated network infrastructure were turned over to the new administration.

The new administration initiated its plans to extend agency databases to external users, companies, producers and the public. Plans continued to update databases and applications to efficiently meet the needs of staff in serving the public. And plans were put in place to update and enhance the agency's hardware, software and infrastructure. To meet the increasing security risks facing computer networks, network security and performance were made top priorities.

STRATEGIC DIRECTION & OBJECTIVES: The Kansas Insurance Department maintains extensive regulatory and administrative databases that are well defined for efficient operation and to meet the needs of regulatory and administrative staff and the stakeholders they serve. Application logic was developed and is frequently modified to meet the needs of agency users and to participate with regulators from other states in cooperative regulatory and public information efforts through the National Association of Insurance Commissioners. The agency has a web site which is rich in content, filled with documents and information of interest to the public and to the regulated industry. The agency has a relatively up-to-date IT infrastructure.

The future direction for the agency, like that of state government as a whole, is to extend systems outward through e-governance, offering more and more information and services over the Internet until virtually all services can be accessed any day of the week, any time of day, no matter where the stakeholder may be. Communication, filings and financial transactions with regulated businesses will be offered through a secure web infrastructure. Still more information will be offered to consumers through the agency web site, and further links will be built to assist consumers in using that information. As an example, the agency now provides consumers with complaint ratios and separately with representative sample rates for insurance companies that do a significant amount of business in Kansas. Consumers should be able to link between those reports and from them to

information about those companies – even to be able to find the names and phone numbers for local agents they could contact.

At the same time, the agency will continue to update its databases and application logic for efficient internal use. It will keep its infrastructure up-to-date and protected from security risks. Disaster contingency plans will be pursued. The department will continue to evaluate every IT project to enhance functionality against all known potential security risks. Unacceptable risks will not be taken. The department will continue to extend its systems to external users efficiently by making use of existing data and application logic designed for internal use. This is now being done through use of a safe and secure middleware interface between the agency's AS/400 databases and its web servers. This also allows for real-time access to data.

Agency and stakeholder business needs will continue to be the starting point and the ending point for all business application enhancements. Cooperative efforts will be pursued both through NAIC with other states' regulators and with other state agencies involved in health care, insurance and in agency administration.

Agency Architecture: The agency intends to continue use of a mix of platforms and operating systems for the foreseeable future. Currently the agency uses an AS/400 and PC-based servers operating the Novell network operating system, Windows 2000 Server and Linux. It is intended that the agency's primary database will remain the AS/400 Database/DB2 for its regulatory applications, supplemented by smaller PC-based DB2, Access and MySQL databases.

COBIT: See summary above which it is believed displays management using COBIT principles.

E-Government: This is the thrust of the summary above. Please see it.

Security: Enhancing security and protection of the data and documents the agency maintains has been a high priority in Fiscal Year 2003 and will continue to be. The agency hesitates to be specific about its security plan, which itself can jeopardize security, but plans are underway to enhance firewall protection, virus protection, intrusion detection, and acquire hotsite services. Policies have been tightened and communicated to staff and such communication will be reinforced. Logs will continue to be periodically reviewed for security risks. Infrastructure will continue to be improved to enhance security, and all decisions to expand and enhance functionality will continue to be balanced against security risk to be certain an unacceptable level of risk is not created.

Public Key Infrastructure: The agency is just beginning to examine PKI use and later this year will acquire and install its first SSL certificate on an agency web server for encryption of private data and to allow users to verify the server. Further PKI use is likely, but at this time plans have not been developed.

Web Accessibility: It is believed the agency is in compliance with ITEC policy 1210. Consideration of accessibility requirements is required for all new web site content.

Records Retention: Procedures have been established to copy to removable media and permanently store files and archived e-mail owned by departing employees. E-mail archive solutions separate from the internal GroupWise archive procedure are budgeted and are being considered for implementation in Fiscal Year 2004. Any requests for destruction of records are first reviewed in accordance with the agency record retention schedule approved by the State Records Board.

Service Contracts and Fees: With a relatively small IT staff, it is necessary to outsource a variety of repair and development services. Currently the agency purchases all desktop PCs and laptops with warranty coverage extended for what is believed to be the useful life of the computers, thus transferring resources to provide all but very basic repair to the manufacturers. Three years maintenance was included with the purchase in 2001 of the current AS/400, and because of its critical role in the agency, it is anticipated maintenance will be purchased on its expiration, unless an upgrade at or before that time extends that maintenance. For certain key AS/400 peripherals, maintenance also is purchased, because of the need for high availability and high cost of time and material maintenance on those items. For printers and other computer equipment, internal or time and material maintenance is used following the expiration of standard warranties. Other maintenance contracts purchased generally are for software licenses for critical and applications, providing help desk assistance to resolve problems and ensuring availability of software upgrades. This does not include maintenance and upgrade protection for either the Microsoft Windows operating systems used on local computers or for Microsoft Office. The agency believes it is reasonable to expect to use the operating system purchased with a desktop or laptop for the useful life of that computer. Rather than purchasing maintenance for Office, the agency believes it will be less expensive to simply repurchase the licenses when necessary.

In Fiscal Year 2004, it is anticipated that no more than $4,000 will be spent on hardware maintenance contracts. While time and material cost is highly speculative, using Fiscal Year 2003 as a basis for the estimate, and given that desktops and laptops all are anticipated to be under warranty or extended warranty, such costs may not exceed $1,000 for the year. Maintenance and upgrade protection for a variety of software applications is estimated to cost approximately $35,000 for the year.

Other fees to be paid include database access fees for legal and other technical information retrieval services estimated at approximately $10,000 in Fiscal Year 2004. Reimbursement for ISP costs for a dozen company examiners who work a significant amount of time out of the office will total approximately $3,000 in Fiscal Year 2004. Fees paid to other state agencies for computerized criminal record checks and court record searches will total some $45,000 in Fiscal Year 2004.

Finally, development of agency applications, including maintenance and continued upgrades to its extensive databases, enhancement of its imaging and document management system, and development of web applications necessary to extend services directly to consumers, agents and companies, can only be accomplished through use of outside service providers. The agency does not have the staff or the expertise for such wide-ranging and extensive development and it is not believed it would be cost effective to do so. It is expected that services to assist the agency with AS/400 programming, including adoption of a National Producer Number as a fundamental element of the Producer Database; web integration, including establishment of a secure log-in system for companies; increasing efficiency of financial examinations; and expansion of document management capabilities will cost approximately $210,000 in Fiscal Year 2004 .

Investigation, Kansas Bureau (Agency #083)

INCLUDES:

Investigations
Forensic Laboratory
Administrative/Support Services

MISSION: Dedicated to providing professional investigative and laboratory services to Kansas criminal justice agencies, and the collection and dissemination of criminal justice information, for the purpose of promoting public safety and the prevention of crime in Kansas.

SFY 2004 BUDGET: **$19,354,386**
SFY 2004 FTE: **200.0**
SFY 2003 IT EXPENDITURES: **$2,753,143**
WEBSITE ADDRESS: http://www.accesskansas.org/kbi

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1.0	0	1.0	0	1.0
Application Maintenance and Enhancement (in-production systems)	1.0	0	1.0	0	2.0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	1.0	0	1.0	0	1.0	0
Web application development and maintenance	1.0	0	1.0	0	2.0	0
Data Administration, Data Analysis/Validation and Database Administration	1.0	0	1.0	0	1.0	0
Network Engineering, Technical Management and Support	2.0	0	2.0	0	2.0	0
Network Security	0	1.0	0	1.0	1.0	1.0
Computer Operations, Management and Technical Support	0	0	0	0	0	0
Communication & Help Desk	10.0		10.0		10.0	
TOTAL FTEs	**16.0**	**2.0**	**16.0**	**2.0**	**19.0**	**2.0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Novell
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server				**76**	
Workstation					
Microcomputer				**294**	

SFY 2003 MAJOR APPLICATIONS:

Accounting system	AS/400
Agents Time Management System	Server
Automated Fingerprint Identification System	Server

Computerized Criminal History System	Server
Kansas Incident Based Reporting System	PC/LAN
Laboratory Case Management System	AS/400
Missing Persons System	PC
Report Processing System	Server
Telephone Toll System	AS/400
A/R invoicing	AS/400
Violent Offender Registration	PC
DNA Databank	Server
Agent Case Management System	Server
Private Investigation System	PC
Agent Locator Card System	PC
Laboratory Meth Tracking System	PC
Laboratory Training Manual System	PC
Laboratory Statement of Qualifications System	PC
Criminal Justice Web Portal	PC
Master Name Index	PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The KCJIS project began in 1998 with the new criminal history project outsourced to a third party vendor. That vendor went out of business and the remaining portion of the project was then outsourced to three vendors. During fiscal year 2002 one of the three vendors was released from their contract and the KBI programming staff took over completion of their part of the project. Another vendor's performance was less than desirable, and the KBI programming staff took over completion of their part of the project as well. The criminal history project went live in October 2002. During this fiscal year, the KBI staff completed and perfected the criminal history rap sheet. Using the master name search engine, local criminal justice agencies can perform a name search and locate individuals that exist in several on-line databases (Adult and Juvenile Criminal History, Registered Offenders, Kansas Misdemeanor hot file, Be-On-The-Lookout hot file, and the Kansas Department of Correction's KASPER database). Criminal justice users across the state of Kansas are now able to locate individuals and view or print data from any or all of these databases in seconds as well as view drivers license photos on line. Electronic transfer of fingerprints from the KBI to the FBI was accomplished in this fiscal year and the bureau became an Interstate Identification Index (III) participant. The entire loop of a local agency submitting fingerprints to the bureau, the bureau forwarding them to the FBI and receiving back identification within a 24 hour period is now in operation. Electronic data collection continues to grow as more local agencies submit fingerprints, prosecution reports, and incident based reports.

STRATEGIC DIRECTION & OBJECTIVES: Understanding who KBI customers are, and their unique expectations, allows the KBI to focus and prioritize efforts to obtain the greatest benefits for those dependent on KBI's services. The KBI business programs, to be successful, require the timely implementation of technology. Therefore, the KBI information technology team focuses on implementing and enhancing a number of existing and emerging technologies, such as the Internet and web dissemination, email, document imaging, digital photos, mug shots, desktop video conferencing, bar coding, remote access and network faxing. These technologies benefit KBI agents and agency staff as well as agency customers such as local law enforcement agencies, courts and prosecutors. Emphasis will always be placed on collecting accurate data, and collecting that data electronically to improve its timeliness and accuracy. Authorized data will be disseminated over the Internet and via the dedicated law enforcement network (NLETS). Both data collected and disseminated can occur twenty-four hours per day, and will be encrypted when transported over public carriers. Information that can be shared, both internally and between agencies, will be shared rather than collecting and storing duplicated data that would eventually lead to data inaccuracy. Access to existing criminal data is vital to KBI agents and supporting staff. Therefore, KBI agents have been provided with laptop computers and given remote access capability to input timely and critical criminal justice information into their database case management system and the KsLEIN system, and to receive sensitive information in a timely, secure manner.

COBIT: The KBI participated in recent efforts by the State of Kansas to adopt COBIT standards. All position descriptions for each of the Bureau's IT positions have been completed in the new format and reported. All IT positions have been recorded on a spreadsheet to ensure that all COBIT categories and tasks have been assigned to one or more Bureau employees. Priority Outcomes for each employee are created based on the COBIT tasks identified for that position and that employee.

Agency Architecture: The KBI, implementing the KCJIS project, began moving in 1998 from the IBM AS400 to a PC based operating system and network. The purpose for the move was to utilize open architecture and to take full advantage of the Internet and web browsers. The move has allowed the bureau to cost avoid $2.5 million per year in telecommunications costs. In addition, by using the Internet and local Internet service providers, we have allowed the smallest Kansas criminal justice agencies to participate at almost no cost. Our current projects and future plans are to continue to take advantage of the Internet to collect and disseminate data electronically, and to maintain or improve upon our FBI approved (the only agency approved for the last five years) information security system. The Bureau recognizes and follows the Kansas Information Technology Architecture program.

E-Government: The Bureau completed the conversion of our Adult and Juvenile Criminal History database from the AS400 to our new web accessible databases. The new database is web accessible through a secured network to all criminal justice agencies with over 7,000 users. Printed criminal history rap sheets that use to take up to six weeks are now available in seconds. Certain non-criminal justice agencies such as school districts can obtain conviction only identifications through the same web application. The Clandestine Meth Laboratory Tracking System became operational early in calendar year 2002 for the prosecutors and local law enforcement agencies to check the status of their laboratory Meth submissions. Databases such as Registered Offender, Be-On-The-Lookout (BOLO), and Kansas Misdemeanor Warrants were made web accessible in SFY 2002 to all criminal justice agencies. All public web sites have been written to meet the ADA requirements. All new KBI application development will be web-based, if appropriate. KBI management is reviewing which services could become services for fee.

Public Key Infrastructure: KCJIS has been our own Certificate Authority since October 1998. KCJIS uses Entrust PKI CA. Certificates are distributed to KCJIS users and used to authenticate devices to the KCJIS VPN. These certificates are distributed at no cost to the local criminal justice and law enforcement agencies. KCJIS administrators maintain and administer the CA and certificates. Certificates are not used for signing official documents or conducting financial transactions. All data between the local law enforcement agencies and the bureau has and is being encrypted at the most current specifications. The KBI is the only agency in the country that has been approved by the FBI to submit federal criminal history data over the Internet. Our approval was received in 1998.

Web Accessibility: The Bureau has made significant strides in creating web-based applications for access by KBI staff and also for the criminal justice users across the state of Kansas. An application programmer position was filled with a web developer capable of developing both web and non-web applications. Since SFY 2002, all new development has been based on web browser access. The Bureau currently has over three hundred web pages in active use and that number will continue to grow every year. The Bureau develops all web pages within ADA guidelines.

Records Retention: The Bureau has purchased sufficient electronic data storage capability that we are able to store all computerized criminal history records and supporting data online, real-time, on hard disk drives. It is our practice to continually store legacy data in active data files rather than purging older data. Our email system storage capability is large enough that users are not required to remove messages to prevent reaching file capacity. In addition, all data is backed up on tapes, which are stored off site.

Judicial Branch (Agency #677)

INCLUDES:

Supreme Court
Court of Appeals
Judicial Administration

MISSION: Kansas' courts constitutional and statutory duty is to administer justice in the most equitable fashion possible, while maintaining a high level of effectiveness. Justice is effective when it is administered fairly without delay. Competent judges are required and they must operate in a modern court system under simple and efficient rules of procedure.

SFY 2004 BUDGET: **$95,328,917**
SFY 2004 FTE: **1816.3**
SFY 2003 IT EXPENDITURES: **$3,150,477**
WEBSITE ADDRESS: http://www.kscourts.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	3.0	0	3.0	0	0	3.0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	1.0	0	1.0	0	0	1.0
Data Administration, Data Analysis/Validation and Database Administration	1.0	0	1.0	0	0	1.0
Network Engineering, Technical Management and Support	2.0	0	2.0	0	0	2.0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	5.0	0	5.0	0		6.0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**12.00**	**0**	**12.00**	**0**	**0**	**13.00**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Novell
Mainframe					
Supercomputer					
Midrange					
LAN Server		**2**	**1**	**4**	**2**
Workstation					
Microcomputer				**200**	

SFY 2003 MAJOR APPLICATIONS:

Appellate Case Tracking System (ACTS)	Server
Attorney Registration System	PC
Case Management & Support System	PC
Case Management & Reporting System	Server
FullCourt Case Management	PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Judicial Branch began providing courts statistics online in March 2003 and the firewall was upgraded. Statewide implementation of the FullCourt case management system reached the halfway point in August 2003.

STRATEGIC DIRECTION & OBJECTIVES: On a statewide basis, one Judicial Branch strategic technology goal is furnishing a comprehensive accounting and case management system to the district courts. The major SFY2003 steps to accomplish this goal are: to take final acceptance of the software in July; proceed with the statewide install of the software completing approximately 50 plus counties in budget year 2003 with the remaining counties receiving the software in budget year 2004. Develop a statewide web-based statistical reporting system that will allow the district courts to view their court statistics on the web. A time and leave web system will be added to our existing database allowing all staff to enter time sheets to be entered online in a paperless environment. Users will also be able to review previous time entered and supervisors will have the ability to review all of their staff's time and leave entered for the pay period as well as previous pay periods. Ad hoc querying and reporting will enhance accounting's ability to manage and reduce errors reported to DofA. This system will include an automated upload feature to SHaRP, thereby reducing staff data entry time.

At the Judicial Center, a dynamic database web interface will be constructed for Court of Appeals allowing staff to do word and phrase searches on pre-hearing and unpublished opinions. This application will be completely maintainable by the end users of the system and will have many more features than the previous version including speed, reliability, results highlighting, and expandability. The Judicial Branch is committed to protecting its IT assets by upgrading the firewall, installing a virus and filter scanner at the email gateway, and developing and implementing usage, retention and password policies.

Judicial Council (Agency #349)

MISSION: To improve the administration of justice in Kansas by continuously studying the judicial system and related areas of law, by recommending changes when they are deemed appropriate and by preparing publications consistent with the agency mission.

SFY 2003 BUDGET: **$312,232**
SFY 2003 FTE: **4.0**
SFY 2002 IT EXPENDITURES: **$3,469**
WEBSITE ADDRESS: http://www.kscourts.org/council

IT Profile: The Council utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**5**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None Provided.

STRATEGIC DIRECTION & OBJECTIVES: The agency plans to maintain existing systems and upgrade them when needed.

E-Government: Not applicable.

Security: The Judicial Council utilizes anti-virus software and WAN security provided by router Firewall.

Public Key Infrastructure: Not applicable.

Web Accessibility: The Judicial Council uses an outside consultant to develop its web page. According to the consultant, it is believed that the web page is 90% compliant with the Kansas Web Accessibility Guidelines.

Records Retention: The Judicial Council retains all records made or received by the agency in the Judicial Council office, located in the Judicial Center in Topeka. The format by which they are retained is “hard copy” or paper format.

Juvenile Justice Authority (Agency #350)

INCLUDES:

Administration
Prevention & Community Programs
Operations
Includes Atchison, Beloit, Larned and Topeka Juvenile Correctional Facilities

MISSION: The mission of the Juvenile Justice Authority is to promote public safety, hold juvenile offenders accountable for their behavior, and improve the ability of juveniles to live more productively and responsibly in the community.

SFY 2004 BUDGET: **$89,738,408**
SFY 2004 FTE: **803.0**
SFY 2003 IT EXPENDITURES: **$1,601,768**
WEBSITE ADDRESS: http://jja.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.6	1.0	0.5	0.7	0.5	0.7
Application Maintenance and Enhancement (in-production systems)	0.4	0	1.2	0	1.2	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.3	0	.06	0	0.6	0
Web application development and maintenance	0.6	0	1.5	0	1.5	0
Data Administration, Data Analysis/Validation and Database Administration	0.7	0.3	0.7	0.2	0.7	0.2
Network Engineering, Technical Management and Support	1.2	0	0.8	0.1	0.8	0.1
Security	0.9	0	0.9	0.1	0.9	0.1
Computer Operations, Management and Technical Support	4.0	0.1	3.8	0.4	3.8	0.4
Database Application Support Other IT Functions	0.9 0.4	0.6 0	1.2 0.8	0.5 0	1.2 0.8	0.5 0
TOTAL FTEs	**10.0**	**2.0**	**12.0**	**2.0**	**12.0**	**2.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Netware
Mainframe					
Supercomputer					
Midrange					
LAN Server				**20**	**12**
Workstation					
Microcomputer				**492**	

SFY 2003 MAJOR APPLICATIONS:

POSSUM (Purchase of service, accounting)	Server/PC
JCF 1600 (Facility pre-admission process)	Web
Interstate Compact for Juveniles (ICJ)	Web
Juvenile Justice Intake and Assessment Mgmt. System (JJIAMS)	Server/PC
Juvenile Correctional Facility Software (JCFS)	Server/PC
Community Agency Supervision Information Mgmt (CASIMS)	Server/PC
Accounting	Server/PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY 2003, JJA IT had significant accomplishments in many areas, the more notable of which are as follows:

Juvenile Justice Information System (JJIS) - The foremost highlight of the past year was the completion of JJIS. The CASIMS database application, for use at local agencies (mainly, community corrections), was designed, coded, and implemented. Furthermore, the JJIAMS database application, for use at local juvenile intake and assessment centers, was upgraded, and the remaining several modules of the JCFS database application, for use at JJA's correctional facilities, were designed, coded, and implemented. Finally, the JIF, a secure, web application, hosted at JJA Central Office, for querying youth-centric summary data from JJA's centrally located JJIAMS, CASIMS, and JCFS databases was designed, coded, and implemented.

Replication of the JCFS database from all four correctional facilities to JJA's centrally located, consolidated, master JCFS database was established. During the business day, changes to each facility's data are replicated hourly to JJA Central Office.

Web-Enabled Applications - In addition to the JIF, mentioned above, a secure web application for publishing Title IV-E benefits eligibility data, obtained monthly from SRS, was developed and implemented, to improve the delivery of information to community case workers.

Infrastructure – A wiring project for JJA's new Larned Juvenile Correctional Facility (LJCF) was completed, a telephone system for the new LJCF was installed, and the network switch hardware at JJA's Topeka Juvenile Correctional Facility was upgraded, producing large cost savings and higher network speeds.

Data Backup - Standardized schemes for backing up SQL Server databases and transaction logs and for doing daily, automated, test restores of database backups, to confirm that backups are recoverable, were implemented. An MSDE backup utility was created and distributed to local agencies to enable community-based users to back up their JJIAMS and CASIMS databases. This utility is especially beneficial for those small and medium size agencies that lack IT support or data-backup sophistication.

Security - Legislative Post Audit audited JJA IT. Firewall hardware and software were upgraded. Internet e-mail virus software was upgraded. Encrypted, VPN connections from JJA Central Office and from each correctional facility to KBI's KCJIS web site were established, to allow for NCIC searches. The latest security patches for SQL Server were installed at JJA Central Office, on all servers, and at all four correctional facilities.

Service Delivery - WebEx (secure, remote access, web-based utility) was implemented to improve delivery of JJIS application support and JJIS security-token training to remote, JJIS end users. By using WebEx-mediated delivery, classroom training, previously held only monthly at JJA Central Office because of resource constraints, was replaced with instruction that was more immediate to the user's needs. WebEx-based training has also greatly improved efficiencies and reduced costs, as remote users are spared the time of commuting, and JJA IT staff are relieved of the need for setting up and breaking down a training lab. Similar conveniences and immediacy of assistance have been realized when delivering technical assistance to a remote user's desktop, obviating the need for dispatching a KDOC field service technician. The use of KDOC technicians is the result of a collaborative, field-service sharing agreement between JJA and KDOC.

STRATEGIC DIRECTION & OBJECTIVES: With the addition of two programmers in the second quarter of SFY04 the agency will start the transition of knowledge required to do all the continuing JJIS maintenance and enhancements. On the average, five contractors have been assisting the agency during the development and implementation of JJIS. The plan is that the internal programmers should eventually be able to assist with other application development and maintenance in addition to JJIS. The agency is looking towards enhancing the current installed directory service and integrating all server operating systems under one management directory. This will provide the agency with a single management directory across diverse operating system platforms. The agency will continue to improve on disaster recovery planning as it updates policies in conjunction with the implementation of the JJIS backup site and improvements in electronic archiving.

Agency Architecture: The agency implements Win-Intel platforms and builds its business applications on standard MS compliant development languages.

COBIT: The agency has rewritten every IT position profile that includes some of the COBIT skills references. The agency plans on working towards integrating more COBIT standards into its operations.

E-Government: Many of the initiatives outlined in E-Government are being embraced by JJA. We are utilizing our web presence to deliver more and more material to the citizens of Kansas and working partners of the agency. The Juvenile Justice Information System (JJIS) was developed with major portions being interconnected through a secure web portal.

Security: The agency has an extensive security system and policies in place for the protection of the agency. A recent LPA audit of the IT unit found that we have done a good job with security overall but it did point out some areas of improvement. We are currently addressing these improvements and then will do a reassessment.

Public Key Infrastructure: JJA does not currently employ PKI. JJA does, however, utilize both two-factor authentication and SSL encryption to major systems.

Web Accessibility: The Juvenile Justice Authority's websites have been compliant with ITEC Policy 1210 and all future web site development will continue to comply.

Records Retention: The Juvenile Justice Authority follows the state records retention and disposition schedule as set in accordance with K.S.A. 45-403, Public Records, Documents and Information. JJA further adheres to K.S.A. 45-215 through 45-223, Open Records Act with the exemptions set forth in federal law (78-1607 through 78-1611).

Service Contracts and Fees:

Webex Communications	Remote Collaboration	$9,000
Spencer Reed Group	Programming Svcs JJIS	$380,000

Kansas Inc. (Agency #360)

INCLUDES:

Evaluation of Kansas Economic Development
Private Sector Partnership & Communication
Special Studies as mandated by the Legislature
Strategic Planning
Research & Analysis

MISSION: To ensure the highest possible quality of life and standard of living by: fostering innovation and cooperation; creating a healthy economic environment; investing strategically in our people, communities, and business; educating people for high skills jobs and; competing successfully in the global economy.

SFY 2004 BUDGET: **$453,688**
SFY 2004FTE: **4.0**
SFY 2003 IT EXPENDITURES: **$2,162**
WEBSITE ADDRESS: http://www.kansasinc.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.10	0	0.10	0	0.10
Application Maintenance and Enhancement (in-production systems)	0	0.05	0	0.05	0	0.05
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0.03	0	0.03		0.03
Other IT Functions	0	0.02	0	0.02	0	0.02
TOTAL FTEs	**0**	**0.20**	**0**	**0.20**	**0**	**0.20**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**5**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None provided.

STRATEGIC DIRECTION & OBJECTIVES: None provided.

Legislative Research Department (Agency #425)

MISSION: To perform nonpartisan and objective research and fiscal analysis for the Legislature, its committees, and individual legislators. Neutral professionalism is the goal of the research and fiscal staff.

SFY 2004 BUDGET: **$2,631,720**
SFY 2004 FTE: **37.0**
SFY 2003 IT EXPENDITURES: **$1,087**
WEBSITE ADDRESS: http://www.kslegislature.org/klrd

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.3	0	0.3	0	0.3
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0.2	0	0.2	0	0.2
Data Administration, Data Analysis/Validation and Database Administration	0	0.7	0	0.7	0	0.7
Network Engineering, Technical Management and Support	0	0.2	0	0.2	0	0.2
Security	0	0.1	0	0.1	0	0.1
Computer Operations, Management and Technical Support	0	0.2	0	0.2		0.2
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**1.7**	**0**	**1.7**	**0**	**1.7**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**2**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Redistricting services and products were acquired in SFY2000 and SFY2001. The Redistricting process was completed in SFY2002. This program and products will be maintained over the next 10 years until the next Reapportionment cycle is completed in SFY2012. All production equipment, desktops, servers and printers, were replaced with equipment under the Legislature's strategic information technology plan lease. Most software purchase and maintenance expenditures were made through that plan in SFY2002.

STRATEGIC DIRECTION & OBJECTIVES: KLRD's strategic direction is to provide staff with tools they need to effectively serve the Legislature, legislative committees, and legislators. Evolution and changes in KLRD's information technology resources and applications will be implemented as part of the Legislature's strategic information technology plan over the course of the next five years. As described in that plan, the major change will be completion of and implementation of the legislative document management system that will involve changes in many aspects of information management and dissemination for the Department. KLRD specifically anticipates increased electronic publication of information both for the Legislature and for the public. As the Statehouse itself is renovated and committee rooms become adapted to the use of technology, the Department is poised to introduce greater technological sophistication into committee presentations as appropriate to the committee and the issues at hand. The anticipated result of these changes is greater productivity and efficiency as the entire Legislative Branch moves toward integration of information management tools in its day-to-day work.

Agency Architecture: Kansas Legislative Research Department is running a Novell 6.x network running TCP/IP as a part of the Legislature's LAN. All servers and desktop systems (including laptop computers) and their software are procured and maintained through the Legislative Strategic Information Technology Plan and, as such, will be maintained and updated/changed in accordance with and in conjunction with that Plan. Please see the Legislative Strategic Information Technology Plan for additional information on any initiatives in this regard.

COBIT: Control Objectives for Information Technology (COBIT) is being implemented as a part of the Legislative Strategic Information Technology Plan. For more details, see that plan.

E-Government: KLRD, in its movement to provide accessible information to legislators, citizens, businesses, and other government entities, will continue to publish as much public departmental information electronically through the Legislative document management system, the Department's website, and via CD-ROM. As the Legislative Strategic Information Technology Plan continues to develop, KLRD's information will be included in those applications and distribution methods in order to assist with developing a single source for all Legislative information. In addition, KLRD will be creating and distributing departmental publications in an electronic format on CD as directed by the Legislative Coordinating Council.

Security: KLRD's IT Security Policy will be defined within the Kansas Legislature's Security Policy.

Public Key Infrastructure: KLRD will implement PKI in conformance with the Legislature's Strategic IT Plan.

Web Accessibility: KLRD, in association with other agencies within the Legislative Branch, is working diligently to make our website accessible utilizing the tools currently available including, but not limited to, Dreamweaver 5 with accessibility extensions, Adobe Acrobat 5.0.5, Bobby, etc.

Records Retention: KLRD will implement the records retention plan adopted by the LCC.

Legislature, Kansas (Agency #428)

INCLUDES:

Senate
House
Joint Operations
Legislative Coordinating Council
Legislative Administrative Services

MISSION: To exercise its legislative powers within the frameworks of the Kansas and U.S. constitutions for the benefit of the people of Kansas by enacting only that legislation and conducting only the degree of oversight of executive and judicial agencies necessary to carry out that objective.

	Legislature	LCC
SFY 2004 BUDGET:	**$12,147,230**	**$763,598**
SFY 2004 FTE:	**33.0**	**13.0**
SFY 2003 IT EXPENDITURES:	**$720,845**	**$136**
WEBSITE ADDRESS:	http://www.kslegislature.org	

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1.0	0	1.0	0	1.0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	1.0	0	1.0	0	1.0
Web application development and maintenance	0	0	0	1.0	0	1.0
Data Administration, Data Analysis/Validation and Database Administration	0	1.0	0	1.0	0	1.0
Network Engineering, Technical Management and Support	0	1.0	0	1.0	0	1.0
Security	0	1.0	0	1.0	0	1.0
Computer Operations, Management and Technical Support	0	2.5	0	2.5		2.5
Other IT Functions	0	0.5	0	1.5	0	1.5
TOTAL FTEs	**0**	**8.0**	**0**	**10.0**	**0**	**10.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**20**	
Workstation				**7**	
Microcomputer				**336**	

SFY 2003 MAJOR APPLICATIONS:

Document Database Management System (LibertyNet & LibertyWeb) Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The major activity was oversight of the Legislative Strategic Computing Plan. Actual work on the strategic plan was accomplished by the Information Systems Team (IS) and Information Review Team (Review) of the Legislature. The Legislature provided supervision of the strategic plan through the Steering Committee. The IS Team developed and submitted to the Review Team a comprehensive revision of the IT policies and procedures. The document has been forwarded to the Revisor's Office for legal review. The IS Team also developed a comprehensive Security, Disaster Recovery and Business Continuity Plan. This project is under review by the legislative post auditor who is certified in computer security auditing. With the approval of the Review Team the IS Team researched, acquired and implemented an anti-spam system. This system has dramatically reduced the email spam received by the legislative end users. The legislative network was converted from 24 port switches to 48 port switches. This upgrade encountered an array of baffling errors and network degradations until the IS Team was able to document that the new switches had a fundamental component flaw. The IS Team then supervised the replacement of the defective switches.

STRATEGIC DIRECTION & OBJECTIVES: The strategy of the Legislature is to install an electronic document creation and management solution using a DDMS to provide timely, efficient, highly cross referenced, and accurate information to legislators, staff, and the public. The Legislature will continue to publish information through the Information Network of Kansas (now called accessKansas) and the State Printer but with enhanced capability to control the publication and quality of legislative documents. The strategic plan adopts a one-tool approach to information access. All electronic, legislative information shall be accessible and modifiable (with appropriate security) through a web browser-style interface.

Agency Architecture: The Legislature and its agencies have standardized on the MS Windows platform. All the workstation units are leased from Dell. The network OS is Novell 6. The architecture works well and there are no plans to deviate from this standard.

COBIT: The management of the legislative IT function is highly structured. The three-team approach has worked very effectively as an operational tool and framework for managing IT and achieves the same results as COBIT.

E-Government: The organization and publication of legislative material through accessKansas is consistent with and supports the State's E-Government objectives.

Security: The Legislature has a comprehensive, unified security policy and plan for all the legislative agencies. The policy and plan are compliant with ITEC policy 4230.

Public Key Infrastructure: The DDMS is compatible with digital identity technology. The Legislature is prepared to use the technology when and where appropriate.

Web Accessibility: The Legislature's web site is largely ADA compliant. The developers at accessKansas that support the legislative web site are cognizant of the accessibility requirements and strive to adhere to them. The IS Team reviews this work and will instruct accessKansas if changes need to be made.

Records Retention: Electronic records are kept to a large degree in the DDMS. Rules governing the retention of these records can be implemented in the DDMS.

Strategic plan initiatives will occupy a majority of the IS and Review Team activities going forward. The replacement of the current Bill Status System and Bill Drafting Systems with state of the art systems based on open standards and integrating technologies is high on the Legislature's needs list. Funds for these initiatives will include consulting time for thorough analysis and project management.

The Legislative Coordinating Council (LCC) has not specified any priority ranking for the strategic plan initiatives. However the LCC has accepted a grant from the Information Network of Kansas to fund an experiment which is aligned with the strategic plan. The experiment is to develop the procedures for conducting a paperless legislative committee. The House Health and Human Services Committee and the Senate Utilities Committee have been selected to conduct this experiment. The costs for this project are funded by the Information Network of Kansas and total $200,000.

Service Contracts and Fees:

SLA with DISC	Network Maint & Suppt	$125,000
Liberty IMS	DMS Maint & Suppt	$ 75,000
Microsoft	Software Assurance	$ 50,000

Library, Kansas State (Agency #434)

INCLUDES:

Administrative Services
Library Information Technology
Research & Information Services
Local Library Development
Library Network Services
Talking Book Service

MISSION: To provide information services for state and local governments, for local libraries and their users, and for people who communicate with the library in the Capitol Building and elsewhere in the state.

SFY 2004 BUDGET: **$6,524,586**
SFY 2004 FTE: **27.0**
SFY 2003 IT EXPENDITURES: **$429,172**
WEBSITE ADDRESS: http://skyways.lib.ks.us/KSL

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	.625	.075	.625	.075	.625	.075
Application Maintenance and Enhancement (in-production systems)	.325	.025	.325	.025	.325	.025
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	.55	.05	.55	.05	.55	.05
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	.575	.025	.575	.025	.575	.025
Network Engineering, Technical Management and Support	.1	.1	.1	.1	.1	.1
Security	.05	.05	.05	.05	.05	.05
Computer Operations, Management and Technical Support	.075	.175	.075	.175	.075	.175
Other IT Functions	.7	0	.7	0	.7	0
TOTAL FTEs	3.0	0.5	3.0	0.5	3.0	0.5

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**4**	
Workstation					
Microcomputer				**31**	**8**

SFY 2003 MAJOR APPLICATIONS:

Kansas Library Catalog (KLC) / Kansas List of Serials (KLS) / KICNET	Developer
KanFind	Developer
Blue Skyways	Developer
Reader Enrollment & Delivery Service (READS II)	PC
State Library Online Public Access Catalog	Developer

SFY 2002 AND RECENT IT ACCOMPLISHMENTS: COMMUNITY ACCESS NETWORK (**CAN**) INC. -- The agency continues to assist the Board of the Community Access Network (**CAN**) Inc., a non-profit corporation, in its efforts to develop and provide a statewide community service information resource integrating: Informative web pages focusing attention on community service issues and solutions in Kansas. An extensive database of community services available across Kansas, with emphasis on local level information and targeted search capabilities. Responding to issues raised by the Governor's Advisory Committee on Children and Families, a statistical analysis component available to state agencies for research purposes. In SFY 2003, CAN Inc. negotiated a second contract with the Southeast Kansas Education Service Center (Greenbush) to continue database and web development services, and to develop and conduct training programs for data collection/entry facilitators. Through an agreement with the Kansas Department of Corrections, a data entry site will be established at Ellsworth Correctional Facility. BILL & MELINDA GATES FOUNDATION'S US LIBRARY PROGRAM -- granted 499 Gates Library Computers for public use and 90 content servers in support of public access computing to Kansas libraries. Using their own funds, Kansas libraries purchased an additional 36 public use computers, 2 content servers and 3 public service desk computers. In all, the current program provided 630 new computers to public libraries in our state. Included in this total are six computer training labs, each consisting of 12 computers, one for the instructor and 11 for trainees. Training labs were installed in the public libraries of Dodge City, Finney County, Great Bend, Hutchinson, Kansas City (main branch), and Pittsburg. Of the 232 library buildings awarded networking grants, the percentage using dial-up connections dropped from 55% prior to the implementation, to 33% at the conclusion of the program. 154 buildings, or 66% of networking grant recipients, now have dedicated internet connections. Of these, 113 or 49% have symmetrical connections with a speed of at least 200 Kbps, defined by the Foundation as "broadband." In addition to computers, libraries received printers, network connection kits, a wiring allowance, training, printed resource materials, and donated software. AGENCY WEBSITE -- The Research and Information Services Division completed a redesign of the division website <http://skyways.lib.ks.us/KSL/ref/>. Plans to expand the redesign to the remainder of the /KSL/ site are on hold due to fiscal concerns, but will be revisited at the earliest practical opportunity.

STRATEGIC DIRECTION & OBJECTIVES: The State Library's role in information technology services to libraries in Kansas remains focused on web-based services provided through contracts with other agencies, partnerships, and/or private vendors. Most State Library IT services are offered via the web and national or regional providers. Our continuing commitment to access to online services that goes beyond library buildings to the homes and offices of Kansans, has been crucial to our work with the KAN-ED planners and developers. We believe that a truly library-supportive KAN-ED will reflect, practically and philosophically, elements of the information resource sharing model exemplified by the State Library. Internally, our IT initiatives will continue to be severely limited by financial considerations. We are fortunate to be sharing with Legislative Administrative Services a Network Specialist who maximizes the benefit of any upgrades of IT infrastructure through redistribution of existing resources in productive and creative ways.

COBIT: While KSL has downloaded documentation for the Control Objectives for Information Technology (COBIT), we have taken no steps as yet to incorporate it into our operations.

E-government: By far the greatest portion of energy and resources devoted to information technology activities over the past 25 years has been intended to "provide citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information." Services such as the Kansas Library Catalog, KICNET Interlibrary Loan System and READS program for the Talking Books Service all predate the Internet, and have successfully

adapted to newer technologies. One goal for the future is to devote more resources to creating access to documents and information presently limited in availability to increasingly rare print versions. (For an example, see the growing collection of Kansas Governor's Messages at http://skyways.lib.ks.us/KSL/Ref/message/index.html. To the degree that human and other resources can be made available, the growth of E-government services available from the State Library will be a continuation of a long tradition, and a core expression of the fulfillment of the agency's mission.

Security: KSL has made considerable progress in improving security in the past 12 months with an established password procedure for network access, improved anti-virus protection for file and mail servers, and ongoing work with Legislative Administrative Services on firewall issues. We expect to continue to improve our protection internally, and to work with other providers (Auto-Graphics, Inc., and the University of Kansas Medical Center) to assure security of the library catalog database and the Blue Skyways website.

Public Key Infrastructure: As of this writing, the agency has no plans to actively pursue electronic transactions. A goal for the period of this plan is the better understanding of the implications and procedures necessary should it become desirable to do so.

Web Accessibility: The agency continues, and will continue, to incorporate the State of Kansas Web Accessibility Guidelines into electronic document design, of existing and newly created documents. Work has been completed on the top-level pages of the Blue Skyways website, and a redesign of the Research and Information Services portion of the State Library website (http://www.skyways.org/KSL/Ref/ksl_ref.html) is presently underway, to be used as a pilot project/training example for continued redesign efforts.

Records Retention: The vast majority of items retained by the agency are stored in paper format onsite rather than with the archives. During the life of this plan, KSL will be reviewing procedures for assuring that digitally created documents subject to retention are retained and secured.

Service Contracts and Fees: None reported.

Lottery, Kansas (Agency #450)

INCLUDES:

Executive	Sales & Marketing
Information Resource Management	Security
Finance	Cost of Sales

MISSION: To produce the maximum amount of revenue possible for the State of Kansas while insuring the integrity of all games.

SFY 2004 BUDGET: **$60,019,522**
SFY 2004 FTE: **87.0**
SFY 2003 IT EXPENDITURES: **$3,091,083**
WEBSITE ADDRESS: http://www.kslottery.com

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1.0	0	1.0	0	1.0
Application Maintenance and Enhancement (in-production systems)	3.0	0	3.0	0	3.0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	1.0	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration						
Network Engineering, Technical Management and Support	3.0	0	3.0	0	3.0	0
Security	1.0	1.0	1.0	1.0	1.0	1.0
Computer Operations, Management and Technical Support	1.0	0	1.0	0	1.0	0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**9.0**	**2.0**	**9.0**	**2.0**	**9.0**	**2.0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**3**			
LAN Server				**21**	
Workstation					
Microcomputer				**124**	**2**

SFY 2003 MAJOR APPLICATIONS:

Internal Control System (ICS)	AS/400
Andersen Consulting Comprehensive Lottery Accounting and Information Management System (ACCLAIMS)	AS/400
MACPAC	AS/400

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The major accomplishments during SFY 2003 included support for changes to the Powerball game, improving communications between the Lottery and the playing public, and improving communications to the lottery terminals at the retailer locations.

STRATEGIC DIRECTION & OBJECTIVES: The Lottery's Information Technology strategy seeks to address the business needs of Lottery players, retailers who stock and sell Lottery products, and Lottery associates, both in headquarters as well as those associated with the Regional Sales Offices. The needs of the players will primarily be met through ongoing support to the Marketing department as they develop and deploy new games and make enhancements to existing games. Additionally, the Internet site enhances communication to the players across the state. The retailers will see periodic enhancements to the GTECH environment. The recent upgrade to the communications contract has resulted in more reliable communications to the various Lottery terminals in the retailer locations at a significant cost savings. Within the Lottery itself, one of the primary goals is to make the Lottery a connected organization from headquarters all the way out to the District Managers who wholesale our products to the retail locations across the state. Currently, the Regional Sales Offices are on the Lottery LAN and use MS Exchange and other products in the office suite to communicate electronically with the headquarters personnel and each other. The District Mangers have no communications or support beyond cell phones. For the District Managers, their access will be accomplished via a local Internet Service Provider (ISP) to an Exchange server located outside of a firewall. During 2001, the Lottery published the Information Technology Security Policy, which was modeled after the Department of Administration Security Policy, and it was distributed to IT and Security Department associates, and members of senior staff. In addition, an abbreviated version entitled An Employee Guide to Using Technology at Work was distributed to all Lottery staff. The Lottery Internet and Intranet sites are continually being revamped to make them easier to use for both the playing public and Lottery associates.

Service Contracts and Fees: Communications with the retailer community is presently provided via a contract with GTECH. The Retailer Communications RFP project resulted in the retailer communications being done via radio and satellite. In SFY 2004 we estimate that the Lottery will pay around $1,800,000 for this service since the new network will be in place for the entire fiscal year. Processing of Lottery online games is provided by another contract with GTECH. GTECH is a worldwide company specializing in lottery processing headquartered in Rhode Island. The amount charged by GTECH is approximately 5.12% of online game sales. It is estimated that the amount for this contract will be $6.2 million for SFY 2004, although this will of course vary depending upon the exact amount of online sales for the fiscal year.

Mortuary Arts, State Board of (Agency #204)

INCLUDES:

Administration
Regulation

MISSION: To ensure that licensees perform their professional services in a manner providing maximum protection of the health, safety and welfare for the people of Kansas. In addition, our mission is to inform the public of the laws and options available to them when dealing with the funeral profession.

SFY 2004 BUDGET: **$215,248**
SFY 2004 FTE: **3.0**
SFY 2003 IT EXPENDITURES: **$4,935**
WEBSITE ADDRESS: http://www.accesskansas.org/ksbma

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**4**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency was able to purchase a used NCS Opscan 4 scanner to be used in conjunction with the grading and statistical date of the funeral director examination administered by the board. An Optiplex Dell computer with a Pentium 4 processor was also purchased.

STRATEGIC DIRECTION & OBJECTIVES: The agency continues to work with the DISC Small Agency Support Group to maintain and update all computer technology involving the three desktop and one laptop computer. A Laser printer was originally budgeted for SFY 2004 and a replacement computer is budgeted for SFY 2005.

Agency Architecture: The three desktop computers are connected to a TCP/IP (Ethernet–small local network).

E-Government: The agency's web site continues to provide regularly updated information to both consumers and licensees.

Security: The eTrust Antivirus program (version 7.0.139) as well as separate firewalls continue to be maintained and updated on a regular basis working with the with the DISC Small Agency Support Group.

Public Key Infrastructure: We will work with the DISC Small Agency Support Group and the Information Network of Kansas with implementation of PKI.

Web Accessibility: The agency's web site was checked and evaluated for accessibility compliance in conformance with the Web Content Accessibility Guidelines for the State of Kansas and was in 100% compliance. We will continue to work with the Information Network of Kansas with web accessibility issues.

Records Retention: The agency maintains records based on the schedule approved by the Kansas State Records Board. The agency maintains a brochure outlining the agency's Open Records Policy.

Service Contracts and Fees: None reported.

Nursing, Board of (Agency #482)

INCLUDES: Licensing

MISSION: Protect the Public Health, Safety and Welfare of the Citizens of Kansas through the Licensure and Regulation Process.

SFY 2004 BUDGET: **$1,338,001**
SFY 2004 FTE: **22.0**
SFY 2003 IT EXPENDITURES: **$139,102**
WEBSITE ADDRESS: http://www.ksbn.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**9**	
Workstation					
Microcomputer			**1**	**39**	

SFY 2003 MAJOR APPLICATIONS:

Online License Renewal System	Server
Online Address Change System	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Migrated from an outdated PDC server to a newer more robust server to allow for future growth. Upgraded to a larger backup storage solution and installed gateway monitoring devices. Redesigned the KSBN.org web site to allow for better navigation and to incorporate the ADA guidelines. Deployed an agency Intranet. Relocated office and network environment.

STRATEGIC DIRECTION & OBJECTIVES: Develop a paperless solution for KSBN Board Meetings. There are also plans to look into the feasibility of an Imaging System that will enable KSBN to have access to archived data quickly and efficiently. Allow for continuous updates and upgrades to the Kansas State Board of Nursing (KBON) software. Install a failover solution for the KSBN firewall. Develop an online solution for the KSBN Education Divisions Annual Report Statistics.

Service Contracts and Fees: None reported.

Optometry, Board of Examiners In (Agency #488)

MISSION: To administer and enforce the provisions of Kansas Optometry Law so that the highest quality of eye care is provided to the citizens of Kansas.

SFY 2004 BUDGET: **$104,970**
SFY 2004 FTE: **0.8**
SFY 2003 IT EXPENDITURES: **$1,795**
WEBSITE ADDRESS: http://www.terraworld.net/kssbeo

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0.1**	**0**	**0.1**	**0**	**0.1**	**0**

All functions: 0.1 FTE Public Service Administrator I

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**2**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency made the website ADA accessible; made 8 additional forms available on the website; replaced US mail meeting notification with website notification; initiated backup of hard drive to CD; initiated electronic transfer of database updates to KDHE; adopted internet SHARP time and leave entry and payroll report generation; began STARS batch/voucher entry online.

STRATEGIC DIRECTION & OBJECTIVES:

Agency Architecture: The current office operates with two personal computers connected to the world wide web on a local dial-up network., which includes the agency website. When the office is established in Topeka, the agency plans to become a part of the State INK Network (accessKansas).

COBIT: KSSBEO will let DISC take the lead in this area.

E-Government: Forms frequently requested by liecensees and consumers will continue to be made available on the website. Callers requesting and written requests for license verification are made aware of the option to verify licenses on the website. The next issue of the newsletter will be emailed to those Optometrists with an email address listed, instead of being sent a hard copy. When the Board joins the State INK network, forms that are currently available on the website will be made interactive.

Security: Security is provided by Terraworld, the Internet provider; Symantec virus protection, and weekly backup of the primary database on CD. Security for the SHARP and STARS systems are provided by DISC.

Public Key Infrastructure: No Plan.

Web Accessibility: The KSSBEO website was made accessible in 2003.

Records Retention: Currently, records are stored as hard copy in the Board office and at the KS State Historical Society. KSSBEO will be researching electronic storage of records. It is not likely to begin total electronic storage in the next three years.

Parole Board (Agency #523)

INCLUDES: Administrative oversight of Department of Corrections

MISSION: The Kansas Parole Board, as part of the criminal justice system, strives to provide public safety by determining the conditions under which offenders may be released from prison in order to maximize their potential to become law-abiding citizens.

SFY 2004 BUDGET: **$426,839**
SFY 2004 FTE: **3.0**
SFY 2003 IT EXPENDITURES: **$4,014**
WEBSITE ADDRESS: None

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**3**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Kansas Parole Board requested the assistance of the Department of Corrections to include basic information regarding the Board on the Department of Corrections website. This information is now available via link from the Department of Corrections website.

STRATEGIC DIRECTION & OBJECTIVES: The Kansas Parole Board expects to collaborate with the Department of Corrections to include notice of monthly public comment sessions and minutes of parole and violator hearings on the website.

Agency Architecture: The Kansas Parole Board has no plans to move towards a different platform.

COBIT: The Kansas Parole Board will work with the Department of Corrections to ensure that IT projects for the Board are prioritized and that effective teamwork and communication is used.

E-Government: Within the next fiscal year, the Kansas Parole Board expects to create a Board website accessible to the public to include notification of monthly public comment sessions as well as publish minutes of parole and violator hearings.

Security: The Kansas Parole Board will work with the Department of Corrections to ensure security of the system pursuant to ITEC policy 4230.

Public Key Infrastructure: The Kansas Parole Board will work with the Department of Corrections to ensure PKI is implemented.

Web Accessibility: The Kansas Parole Board expects to create a website during the next fiscal year that is accessible on an Inter/Intranet site. Support services for this function will come from the Department of Corrections.

Records Retention: Kansas Parole Board records of hearings and correspondence with inmates or parolees are kept in the Department of Corrections' file. When those inmates have discharged, files are forwarded to a repository for the Department of Corrections. Public access to non-confidential records is available upon request.

Pharmacy, Board of (Agency #531)

MISSION: To ensure that all persons and entities conducting business relating to the practice of pharmacy in this state are properly licensed and registered so as to protect the public's health, safety and welfare and to promote the education and understanding of pharmacy related practices.

SFY 2004 BUDGET: **$586,872**
SFY 2003 FTE: **7.0**
SFY 2002 IT EXPENDITURES: **$27,014**
WEBSITE ADDRESS: http://www.accesskansas.org/pharmacy

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**10**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Continuous upgrades and modifications are made to the licensure database to enhance usability for the agency and Inspectors.

STRATEGIC DIRECTION & OBJECTIVES: The agency plans to maintain existing systems and upgrade them when needed. In SFY 2005 the agency plans to upgrader the server and software.

E-Government*:* Not applicable.

Security: The Kansas Board of Pharmacy utilizes LAN security provided by a software firewall (WinProxy).

Public Key Infrastructure: Not applicable.

Web Accessibility: The Kansas Board of Pharmacy strives to develop its web page in accordance with Kansas Web Accessibility Guidelines. According to accessKansas, it is believed that the web page is compliant with the Kansas Web Accessibility Guidelines.

Records Retention: The Kansas Board of Pharmacy retains all records made or received by the agency in the Kansas Board of Pharmacy office, located in the Landon State Office Building. The format by which they are retained is “hard copy” or paper format.

Pooled Money Investment Board (Agency #671)

INCLUDES: Investments Management

MISSION: We will effectively invest the funds of the State General Fund, the State's agencies, and state and local governmental entities through the use of investments which provide an optimal balance of safety, liquidity and yield in accordance with K.S.A. 75-4201 et seq, adopted investment policies, and K.S.A. 12-1675 et seq. Further, we will maximize the interest earnings of the State General Fund, State agencies, and state and local governmental entities though the effective use of cash flow forecasting and management techniques.

SFY 2004 BUDGET: **$715,590**
SFY 2004 FTE: **7.0**
SFY 2003 IT EXPENDITURES: **$67,879**
WEBSITE ADDRESS: http://www.pooledmoneyinvestmentboard.com

IT Profile: The agency contracts IT Services through the State Treasurer's Office

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**1**	
Workstation					
Microcomputer				**8**	

SFY 2003 MAJOR APPLICATIONS: Converted from old DOS-based software to state of the art windows-based application. This software is used in the administration of the Kansas Municipal Investment Pool. We were utilized as the beta site for developing this software. This new system significantly improves data integrity and reduces errors as data is only entered once. This software has internet access capability.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During the latter half of SFY 03, Bloomberg Professional Service (BPS), which is an interactive, financial information network that we subscribe to, decided to significantly upgrade its service. Due to the increased data flow, enhanced graphics, and the ability to access Bloomberg Television (a financial news network) directly from the desktop system, Bloomberg asked users to upgrade their existing 56K line to a T1. PMIB upgraded its service delivery method by installing the required T1 line (as the primary) and leaving the existing ISDN line in place to serve as a back up. During the upgrade process, the PMIB investment staff conducted a thorough evaluation of the delivery enhancement for the BPS. Since the BPS was also available to users directly over the Internet, the PMIB explored the possibility of having at least one of its BPS systems access the service in this manner. (This would also yield a cost savings; the PMIB would be able to eliminate one of the "leased" desktop systems.) Working closely with the IT group from the State Treasurer's Office (STO), the PMIB was able to determine that the connection speed (over the Internet) would actually be a better delivery method. The IT group of the STO actually had upgraded their internet connections to T3 lines, a significant improvement over the T1 requirement.

There were two other issues that needed to be considered. The first issue to be addressed was that of "security" within the STO LAN. The STO IT group reviewed our request and felt confident the LAN security would not be compromised. The second issue had to do with "back-up" capabilities for accessing the BPS in the event the STO Internet connection went down. If the PMIB was to convert both systems to "internet only" access, Bloomberg would not allow the PMIB to keep the router; which had the ISDN back-up line. The PMIB decided to convert the SIO/PM BPS system to "internet only" and leave the "common" BPS system as a "stand alone" unit. The "stand alone" unit still utilizes the router to PC method; keeping the T1 connection (as Primary) and the ISDN (as back-up). By incorporating the "internet only" delivery method into the mix, the PMIB has actually given itself an additional "back-up"; and was able to reduce the overall cost of the service.

STRATEGIC DIRECTION & OBJECTIVES: We will offer internet access on our new MIP software, which will allow participants to perform account maintenance locally, generate their own account statements on demand and print locally, and have on-line access to account balances, consolidated account statements and transaction detail.

Post Audit, Legislative Division of (Agency #540)

MISSION: To conduct audits that provide information for the Legislature and other government officials who make and carry out policies and procedures. This information helps the Legislature ensure that Kansans receive economical, efficient, and effective services that are in compliance with applicable requirements. It also helps the Legislature ensure that integrity of the State's financial management control systems.

SFY 2004 BUDGET: **$1,803,092**
SFY 2004 FTE: **21.0**
SFY 2003 IT EXPENDITURES: **$1,687**
WEBSITE ADDRESS: http://kslegislature.org/postaudit

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.25	0	0.25	0	0.25
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0.5	0	0.5	0	0.5
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0.25	0	0.25		0.25
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**1.0**	**0**	**1.0**	**0**	**1.0**

Physical Assets:

	OS/390	Unix	Novell	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**1**	**1**	
Workstation				**4**	
Microcomputer				**37**	**1**

SFY 2003 MAJOR APPLICATIONS: None provided.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency continued to expand and refine its intranet knowledgebase of audit practice aids, document templates, and training and guidance materials to help make the audit process more efficient. This knowledgebase, accessed via a web browser, contains more than 500 documents. Post Audit continues to participate in the Legislature's Strategic Computing Plan.

STRATEGIC DIRECTION & OBJECTIVES: Legislative Post Audit will continue to participate in the Legislature's Strategic Computing Plan, and continue to expand the use of computers in its audit work.

Agency Architecture: The agency uses a Novell network with Windows 2000 workstations and microcomputers.

COBIT: IT controls and controls policy are set by Legislative Computer Services. The Division's Information Systems Auditor uses COBIT extensively in his audits of agencies' information systems**.**

E-Government: The Division makes its completed audit reports available online in PDF format for use by agency officials and the public. In SFY 2004, accessKansas will be upgrading and improving the functionality of the LPA website with search and other new capabilities to make the site more accessible and user-friendly.

Security: The Division, as a legislative agency, is covered by the Legislative Computer Services security policy, and its network is behind the legislative firewall. In addition, the Division's two IT staff members have attended Windows 2000 security training, The Division's Certified Information Systems Auditor conducts IT security audits of State agencies.

Public Key Infrastructure: The Division has not implemented, and has no application for, PKI.

Web Accessibility: The Division's webmaster has received State training on website accessibility, and has completed remediation of the Division's website. The planned accessKansas upgrade of the LPA website will improve the site's accessibility.

Records Retention: The Division has a data administration policy, pursuant to ITEC policy 8000, that specifies retention periods for each type of data maintained. Electronic data (limited to PDF and HTML versions of audit report and report summaries) is maintained on the accessKansas website, which is mirrored on the Division's server. All electronic documents have a hardcopy counterpart that are on permanent file.

Racing & Gaming Commission (Agency #553)

INCLUDES:

Gaming Operations
Licensing Operations
Administration Operations
Security Operations
Animal Health Operations
Judges & Stewards Support
Parimutuel Operations
Legal Support

MISSION: The multimillion-dollar racing and gaming industries provide far reaching economic benefits for Kansans. The Kansas Racing and Gaming Commission is dedicated to protecting the integrity of the industries through the enforcement of Kansas laws and is committed to preserving and instilling trust and confidence.

SFY 2004 BUDGET: **$6,391,926**
SFY 2004 FTE: **67.0**
SFY 2003 IT EXPENDITURES: **$225,105**
WEBSITE ADDRESS: http://www.ink.org/public/krc

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.2	0	0.2	0	0.2	0
Application Maintenance and Enhancement (in-production systems)	0.6	0	0.9	0	0.9	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.5	0	0.8	0	0.8	0
Web application development and maintenance	0.3	0	0.5	0	0.5	0
Data Administration, Data Analysis/Validation and Database Administration	0.2	0	0.3	0	0.3	0
Network Engineering, Technical Management and Support	0.3	0	0.3	0	0.3	0
Security	0.15	0	0.2	0	0.2	0
Computer Operations, Management and Technical Support	0.1	0	0.1	0	.1	0
Other IT Functions	0.15	0	0.2	0	0.2	0
TOTAL FTEs	**2.5**	**0**	**3.5**	**0**	**3.5**	**0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server				**1**	
Workstation				**62**	
Microcomputer					

SFY 2003 MAJOR APPLICATIONS:

Licensing Applications	AS/400
Legal Case Tracking	AS/400
Security Programs	AS/400
Veterinarian Programs	AS/400
Animal Safety	PC

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Kansas Racing and Gaming Commission continues with improvements to the telecommunications infrastructure by moving away from a multi-port lease line to utilizing dial-up connections and the Kansas Frame Relay Network. Working with assistance from the Department of Corrections and the Department of Administration's Customer Service group, the Commission is connecting to the State's KANWIN network at its central office.

The Small Agency Support staff has provided expertise to the Kansas State Gaming Agency for the installation of a new LAN. Upgrades to personal computers, new wiring, firewall, and installation of server now aid in report preparations, database creation, agent tracking, and disaster recovery.

STRATEGIC DIRECTIONS & OBJECTIVES: The Kansas Racing and Gaming Commission's direction will continue to focus on implementation of a document imaging system to reduce paper utilization, free up storage and office space, and improve document retrieval for staff at remote sites. Currently, the agency has various types of web pages available on the Internet and plans to integrate its licensing, legal, veterinarian, and security systems utilizing web-based applications. Efforts are being made to evaluate legacy systems and replace or modify when economically feasible. These changes are designed to improve the way the agency provides customer service and reduce processing time for license transactions.

Real Estate Appraisal Board (Agency #543)

MISSION: To license and certify real estate appraisers and ensure that licensed and certified appraisers comply with the Kansas State Certified and Licensed Real Estate Property Appraisers Act and the Kansas Real Estate Appraisal Board rules and regulations.

SFY 2004 BUDGET: **$222,979**
SFY 2004 FTE: **2.0**
SFY 2003 IT EXPENDITURES: **$775**
WEBSITE ADDRESS: http://www.ink.org/public/kreab

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**2**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: None provided.

STRATEGIC DIRECTION & OBJECTIVES: It is a goal of the Board to present all current agency information (applications, licensure information, newsletter, current appraiser's listing) on the Board's website and to work toward renewal of license online.

Real Estate Commission (Agency #549)

MISSION: To protect the public interest and to promote the understanding of real estate related practices of salespersons and brokers by licensing only individuals who qualify for licensure by examination, experience and maintenance of continuing education requirements, and by providing continuous oversight and regulation of licensed activities conducted by real estate salespersons and brokers.

SFY 2004 BUDGET: **$717,134**
SFY 2004 FTE: **13.0**
SFY 2003 IT EXPENDITURES: **$30,639**
WEBSITE ADDRESS: http://www.accesskansas/krec

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation				**10**	
Microcomputer				**4**	

SFY 2003 MAJOR APPLICATIONS: None reported.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: KREC continued to make improvements to its web site by adding the ability for real estate licensees to access their continuing education information. A new feature was added to the web site to allow members of the public and licensees to verify the licensure status of any current licensee, including name, type of license, license status, company name and address, and whether disciplinary action had been taken against the licensee. KREC is continuing in its efforts to provide as much information as possible on-line. The web site provides easy access to information about KREC, commonly used licensee and company forms,

statutes and regulations, guidelines, articles and checklists, complaint procedures, and information regarding the Real Estate Revolving Recovery Fund. These additions were a joint effort between Information Network of Kansas (INK), DISC Small Agency Support, and CTA. The Commission is beginning plans to add a feature for on-line renewals and a search feature for available continuing education courses. KREC staff also worked with DISC Small Agency Support staff to develop a program that pulls disciplinary action information from the licensing database and formats the data into the agency's newly designed newsletter that will be available on-line in early September 2003.

STRATEGIC DIRECTION & OBJECTIVES: KREC anticipates that its current licensing database will support the agency's needs for several years. The SQL Server database has growth potential and the software can be modified as the agency's needs change. Computer Technology Associates, Inc. and/or DISC Small Agency Support design any enhancements to the software, as needed. Hardware and software will continue to be updated on a three-year cycle. The agency will continue to consult with DISC Small Agency Support, CTA and INK to offer on-line license renewals, a continuing education course availability feature, and future improvements to KREC's web site. KREC is working with Division of Purchasing to acquire an electronic storage system to store licensee and company records. Currently, storage of licensure records is maintained on microfilm. KREC was informed last year that the thermal paper used for the microfilm reader is no longer available. Placing records in electronic format will also enable KREC to back up records and store them off-site in case disaster recovery is ever required.

Agency Architecture: KREC utilizes SQL Server to maintain its licensing data. KREC does not envision changing to a different type of database at this time. The capacity of SQL Server will meet the Commission's needs for several years to come, and modifications to the software are made, as needed.

COBIT: KREC will continue to rely on support from DISC Small Agency Support to incorporate Control Objectives for Information Technology as a daily operational tool that assists with standardized controls for IT.

E-Government: KREC has attempted to design its new website to provide information to members of the public and licensees in a user-friendly format. KREC will monitor comments received from the public and licensees and modify the presentation of the information contained on the web site as needed.

Security: KREC purchased a firewall in SFY 2003. KREC utilizes DISC Small Agency Support staff to comply with ITEC policy 4230.

Public Key Infrastructure: KREC will work with DISC Small Agency Support to implement PKI at the time that online license renewal capability will be offered.

Web Accessibility: Information Network of Kansas (INK) designed KREC's web site to comply with accessibility guidelines. KREC purchased Dreamweaver software to maintain the database. KREC continues to work with DISC Small Agency Support to make any necessary revisions to improve accessibility and to ensure that forms and any other documents that are available for download are offered in both PDF and Word format.

Records Retention: KREC currently utilizes microfilm to store licensure records. The agency's microfilm equipment is obsolete. KREC has consulted with the Department of Purchasing to develop bid specifications for an electronic storage database system to replace the microfilm. Due to the cost of conversion of all the agency's licensure records, KREC will initially convert only current licensee's records from microfilm to electronic format. Expired and other licensee records will be converted on an as-needed basis. KREC will purchase a microfilm scanner/printer to replace the obsolete microfilm reader to enable staff to access microfilmed data that has not been converted to electronic format. KREC maintains docket and complaint files in paper files. KREC provides the public access to public records in accordance with KREC's Open Records policy. KREC's long-term plan is to store docket files in electronic format.

Regents, Board of (Agency #561)

INCLUDES:

Administration
Student Financial Assistance
KAN-ED
Postsecondary Education
Capital Improvements

MISSION: The Kansas Board of Regents, through its diverse postsecondary education system, seeks to provide educational opportunities for all of Kansas' citizens to achieve their greatest potential.

SFY 2004 BUDGET: **$198,648,936**
SFY 2004 FTE: **54.0**
SFY 2003 IT EXPENDITURES: **$612,764**
WEBSITE ADDRESS: http://www.kansasregents.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	.5	0	.5	0	.5
Application Maintenance and Enhancement (in-production systems)	1.0	0	1.0	0	1.0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	1	0	1	0	1
Web application development and maintenance	0	2	0	2.5	0	2.5
Data Administration, Data Analysis/Validation and Database Administration	0	1	0	1	0	1
Network Engineering, Technical Management and Support	0	1	0	2	0	2
Security	0	0	0	.5	0	1
Computer Operations, Management and Technical Support	0	.5	0	1.5		1
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**1.0**	**6.0**	**1.0**	**9.0**	**1.0**	**9.0**

**FTE changes projected for SFY2004 are due to implementation of the KAN-ED statewide networking project.*

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Netware
Mainframe					
Supercomputer					
Midrange					
LAN Server			**1**	**4**	**1**
Workstation					
Microcomputer				**60**	

SFY 2003 MAJOR APPLICATIONS:

Kansas Student AssistanceProgram (KSAP) — Mainframe (KU)
GED Database Program — Server
KSPSD — Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: We have enhanced our ability to support the office in its business and academic functions by developing and refining a help desk policy for telephone and IT support that reflects support for office operating hours, and procedures for staff that need assistance after hours. These procedures balance the need for support with the limited IT resources that the office has. Servers have been moved to a "rack" system to maximize physical space and resources. Memory and hard drive space have been added to the KBOR server to keep pace with the needs of the office. Our office backup processes are now managed by a TIVOLI system by DISC. This allows us to have our backups managed by a dedicated staff person at DISC, gives us off-site storage for disaster recovery, and did not require purchasing additional hardware or software. The office has also installed a firewall, and ITU staff has received training on security and firewall applications. The office and PSD servers now sit behind the protection of this firewall, while our web servers sit in a "DMZ" to protect the integrity of the office servers. We have also standardized the office PC operating systems to Windows 2000/XP Professional. This causes staff less "reboots" due to errors, and generally relieves frustrations associated with Windows 98. The ITU has created a "how-to" manual for the audio-video equipment in the Boardroom, which will go through a new revision with the newly implemented videoconference equipment. The ITU has assisted units in the office by upgrading their PC's, purchasing LCD projectors, setting up dial-up connections for laptops so staff can stay in touch with the office, and helped staff with desktop video-conferencing and other applications. The office has also installed video-conferencing equipment in the Boardroom and one conference room, which is very important, given the state budget crisis and the reduction of staff travel. Video-conferencing technology will allow staff to meet with constituents across the state without leaving their office. Staff have also utilized video-conferencing for keynote speakers which saved the unit reimbursement money for travel, lodging and meals. This technology will become dramatically more important over the coming years. The ITU has consulted with the Student Financial Aid section as they move the KSAP processing from KU to the office. A NetStorage server has been setup to meet the needs of the PSD project to securely upload and download files. ITU staff has worked with HR and state agency e-mail administrators to ensure we are prepared for the SHARP upgrade, which requires Internet access and an increased role for e-mail. 15 staff computers will be upgraded as of late April, to improve staff efficiency and allow staff to take advantage of newer technologies. Security of our LAN network, state network and KAN-ED network will continue to be a concern that we must address. Because of the restrictions on traveling and expenditures on training, the ITU staff could not attend many training sessions, seminars or conferences this year. The ISA attended an "Implementing Windows 2000 Professional and Server" class, a half-day Microsoft Security Clinic, and has worked closely with CYTEK on the installation, programming and operational characteristics of our new video-conferencing equipment. The ISA also attends a monthly info-security users group meeting to gain more knowledge and listen to IT security professionals.

STRATEGIC DIRECTION & OBJECTIVES: As we continue to utilize docking stations vs. desktops in our PC replacement cycle, wireless becomes more important to allow staff to become mobile across the office. Due to restrictions in both in-state and out-of-state travel, staff has expressed an interest in increased audio and video conferencing. We have installed video conferencing (H.323) and plan to utilize it heavily. Cost analysis will have to be done to make sure these are fiscally prudent solutions to a reduced travel budget. The development and production of our Postsecondary Database will continue to be a priority, as well as the continued development of KAN-ED. We also plan on assisting our coordinated institutions with the ability to have a common online application for admissions, like our universities utilize. We will also look to DISC to provide us with our telephone infrastructure and firewall support.

Agency Architecture: We are currently using Windows NT, Novell NetWare and Linux. We will continue to support these three platforms.

COBIT: With limited IT staff and resources, we will continue to attempt to integrate COBIT within our IT infrastructure to ensure that we are maintaining and coordinating our IT infrastructure appropriately. We will look to the KITO for leadership in this area.

E-Government: Our legacy operations have been migrated to e-government friendly solutions, but we will continue to evaluate our databases and web presence to ensure we are providing the public with friendly, fast, accurate access to KBOR content and services.

Security: We have an employee technology security policy and a KBOR security policy on file with the KITO office. Additionally, we have contracted with DISC to provide firewall security for our internal network. KAN-ED has hired a network security staff member to support security across the KAN-ED network.

Public Key Infrastructure: At this time we have no plans to implement PKI, due to the limited amount of applications we utilize. PKI may become more of an issue when we begin enhancing our E-Government programs and services.

Web Accessibility: Our web page is outsourced to K-State, who assures our compliance with accessibility guidelines. We currently also provide a text-only version of our web page. KBOR staff has also received training on web accessibility guidelines.

Records Retention: We have retention and disposition schedules developed in conjunction with the state archivist pursuant to KSA 45-406(c) and we follow the Open Records Act.

Service Contracts and Fees: None reported.

Regents, Emporia State University (Agency #379)

MISSION: Emporia State University is a comprehensive Regents university primarily serving residents of Kansas by providing leadership in quality instruction, related scholarship and service. A student-centered institution, its central mission is to develop lifelong teaming skills, impart society's cultural heritage, and educate and prepare for both the professions and advanced study. Faculty, staff and students interact in a collegial atmosphere that fosters freedom of inquiry and expression.

SFY 2004 BUDGET: **$57,270,653**
SFY 2004 FTE: **742.3**
SFY 2003 IT EXPENDITURES: **$3,069,757**
WEBSITE ADDRESS: http://www.emporia.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	2.0	2.0	2.0	3.0	2.0	3.0
Application Maintenance and Enhancement (in-production systems)	2.0	1.0	2.0	1.0	2.0	1.0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	5.0	0	5.0	0	5.0	0
Web application development and maintenance	0	1.0	0	1.0	0	1.0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	7.0	2.0	7.0	2.0	8.0	2.0
Security	0	0	0	0	0	1.0
Computer Operations, Management and Technical Support	3.0	1.0	3.0	1.0	3.0	1.0
Other IT Functions	4.0	1.0	4.0	1.0	5.0	1.0
TOTAL FTEs	**23.0**	**8.0**	**23.0**	**9.0**	**25.0**	**10.0**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe	**1**					
Supercomputer						
Midrange		**4**				
LAN Server			**1**	**14**	**13**	
Workstation						
Microcomputer					**2400**	**250**

SFY 2003 MAJOR APPLICATIONS:

Student Information System (SIS)	Mainframe
Human Resource and Payroll	Mainframe
Students Billing /Receivable	Mainframe
Library System	RS/6000

Admissions (EMAS)	LAN
Financial Aid (PowerFaids)	LAN
Student Access to Web	Mainframe/LAN
Student Exchange Visa Info	LAN
General Ledger Accounting	Mainframe
Budget	LAN
Housing	Mainframe
Teachers Accountability/Tracking	LAN
Kansas Post Secondary Database	Mainframe
Telephone Billing	Mainframe/LAN
Blackboard/WebCT	LAN
E-Mail Groupwise	LAN

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Information Technology underwent many changes in the past year in an effort to increase efficiency and service. By merging CeTech and CATs into one department, there were some gains in communication, budgeting, and performance. In the SIS area, a major project was incorporating our system with FSA Atlas software for reporting into the SEVIS system. The process has been successfully completed. Additional significant work included developing processes for the Kansas Post Secondary Database; making changing on the web access side for the student system; new GPA calculations; and allowing selected faculty to enter grades online on pilot basis. In regards to administrative computing, major efforts involved working the with the new Sharp payroll system; changing tuition/fee charges; and upgrading the mainframe which significantly enhanced processing speed; and upgrading the UPS for additional protection. Each of the activities has improved performance on the campus. Networking has seen significant changes in the past year. We have worked with Wichita State University in upgrading to Internet 2. IP video connections have been established and working in an effort to save money for our ITV Courses as well as take video directly out of our classrooms. We have installed a packet-shaping device and new core router switch to increase bandwidth performance. Additional work is being done to increase wireless access around campus. We are in the process of completing a Storage Area Network in order to increase performance on the network. Support services have seen a dramatic shift as well. Help Desk hours have increased to 80 hours per week including weekends and evenings. Substantial efforts have been made to reduce turn-around time in work order processing. Information Technology is prominently featured in the University's strategic plan and ESU participates in the Regents Computer Advisor Committee (RCAC) where IT information is shared. Wichita State University is our sponsor for Internet 2 connectivity and they are looking at new administrative software and has included the regional universities in their process. Also, ESU hosted the Conference on Higher Education Computing in Kansas (CHECK) this last May where colleagues from Kansas colleges and universities meet to share experiences and ideas. ESU staff chair the Kansas Advisory Board for Digital Learning. ESU staff have received awards from this group for outstanding technical support and leadership in digital learning.

STRATEGIC DIRECTION & OBJECTIVES: Information will again be at the forefront of integration at Emporia State University. It is anticipated that Emporia State University will move forward in its approach to providing more emphasis on developing access to while maintaining appropriate safeguards. At this time, we are meeting with Wichita State University in consultation regarding joint ventures on replacement for our legacy systems. We see some potential savings in terms of training and service costs as well as increased productivity through data management and access. In terms of security, we are stepping up our efforts in order to meet the challenges of becoming more web accessible. This will include additional staff and implementation of our intrusion detection system. Our networking activity will also need to be increased as we become more involved with the Western Kansas Initiative and other distance education activities including KAN-ED.

Agency Architecture: ESU uses OS/390 for its Enterprise Server (Mainframe) system and COBOL language for application programs. The backbone is fiber and Ethernet is the standard. The servers are Novell NetWare or MS Windows and the midrange systems are UNIX.

COBIT: ESU recognizes the importance of information and resources and makes every effort to use a structured approach to projects. TCS prioritizes projects (in consultation with appropriate offices) to establish budgets and reasonable time frames.

E-Government: A wide variety of information is available via the ESU web for both prospective and current students, faculty, staff and alumni. With our Student Information and Grades (STING) web access for students, and variety of information is available to each student. Graduate Studies and Lifelong Learning acquired an enrollment communications and management system (called E-Coms) for graduate admissions functions. ESU currently offers more 200 web-based and web-supported courses per semester.

Security: Security policies are in place and measures to ensure a secure computing environment are: Firewalls, login security (passwords), SSL, Software security alerts and networking monitoring.

Public Key Infrastructure: PKI is not being currently used, however, secure (SSL) logins to web services are used.

Web Accessibility: ESU has made a considerable effort to bring all of the official web pages compliant with ITEC policy 1210.

Records Retention: Technology and Computing Services maintains retention and disposition schedules in compliance with guidelines and requirements developed in conjunction with the state archivist and following the Open Records Act.

Service Contracts and Fees: None reported.

Regents, Fort Hays State University (Agency #246)

MISSION: Fort Hays State University, a regional university principally serving western Kansas, is dedicated to providing instruction within a computerized environment in the arts and sciences, business, education, the health and life sciences, and agriculture. The university's primary emphasis is undergraduate liberal education, which includes the humanities, the fine arts, the social/behavioral sciences, and the natural/physical sciences. These disciplines serve as the foundation of all programs. Graduates are provided a foundation for entry into graduate school, for employment requiring well developed analytical and communication skills, and for coping with global complexities of the 21st century.

SFY 2004 BUDGET: **$59,727,582**
SFY 2004 FTE: **705.6**
SFY 2003 IT EXPENDITURES: **$1,836,402**
WEBSITE ADDRESS: http://www.fhsu.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	1.0	0	1.0	0	1.0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	5.0	0	5.0	0	6.0	0
Web application development and maintenance	1.0	0	1.0	0	1.0	0
Data Administration, Data Analysis/Validation and Database Administration	0.5	0	0.5	0	1.0	0
Network Engineering, Technical Management and Support	5.5	0	5.5	0	5.5	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	5.0	0	5.0	0	5.0	0
Other IT Functions	7.0	0	7.0	0	7.0	0
TOTAL FTEs	**25.0**	**0**	**25.0**	**0**	**26.5**	**0**

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe	**1**						
Supercomputer							
Midrange		**1**	**3**	**5**	**2**		
LAN Server						**22**	
Workstation							
Microcomputer						**1610**	**71**

SFY 2003 MAJOR APPLICATIONS:

Student Information System	Mainframe	Course Equivalency System	Mainframe
Budgetary Accounting System	Mainframe	Financial Aid System	Mainframe
Receivables	Mainframe	Scholarship System	Mainframe
Personnel Information System	Mainframe	Housing System	Mainframe
Admissions	Mainframe	Work History	Mainframe
Degree Audit	Mainframe	Endowment Accounting	Mainframe
Facilities System	Mainframe	PowerFaids	Server
Career Planning	Mainframe	Voyager	Server
Time and Leave	Mainframe	Alumni/Endowment System	Server
Payroll/Personnel System	Mainframe	FHSU Data Warehouse	Server
Course System	Mainframe	Lotus Notes Applications	Server
Telecommunications Billing System	Server	Greentree	Server
Transcript System	Mainframe	Schedule/25, Resource/25	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Microcomputer staff members completed installation of approximately 70 new PCs on faculty and staff desktops. Systems administration staff set up email blacklists for spam filtering on the student email server. They also replaced Visual Mail (for student e-mail) with WebMail. They replaced the hardware running WebMail, Student Web Services (the web server providing student access to administrative databases), and student ID network authentication. Systems staff installed MS Active Directory and Workflow functionality in Lotus Notes was improved. The Micro staff converted the Psychology Lab and Modern Languages Lab to Windows 2000, and they use the scatcat login system. Mediated classroom support staff completed two new mediated rooms complete with PC, Mac, document camera, VCR, amplified sound, controlled lighting, and mounted LCD projector. They installed new touch panels in five classrooms. These touch panels are being installed for user-control over the switching functions in the Mediated Classrooms. The Data Warehouse administrator loads the following additional data on the data warehouse: Accounts Receivable, Student Hold Dates, Raisers Edge (using Cognos eliminates the need for Crystal Reports), and Student Time Sheets. The Alleycat server was migrated to new hardware. This server provides dialup authentication and secondary DNS functions. The Helpdesk function was moved to Telecommunications. There is now some cross training of Switchboard and Helpdesk staff. The Switchboard staff have taken over support for Virtual College calls (this service was outsourced before). This new service is called Tiger Info. The Helpdesk staff provide direct support to students for their Lab logins (on Scatcat). They continue to help students with the University e-mail accounts (now on WebMail). As part of the McCartney Hall upgrade, Telecommunications staff installed Cat 5 wiring in the first floor. The primary DNS was moved from bigcat to a new server (paws) for performance and security reasons. The Micro staff converted the Health and Human Performance Lab to Windows 2000 and to the scatcat login. Telecommunications staff installed a new UPS in the switchroom. The Micro staff upgraded all Financial Aid PCs to Windows XP. Workflow on Lotus Notes was improved by adding additional functionality: Graduate Office Workflow functions, Inter Library Loan Requests, Advising Requests, Library Book Requests, Motor Pool Work Approvals, Navy Contacts, Physical Plant Work Requests, Problem Reporting and Tracking, Refund Authorization and Refunds, Faculty Reports of Course Incompletes, Time and Leave Reporting, Warehouse Ordering, Web Registration, Virtual College Course Approvals and Contracts, and Business Office Workflow. FHSU received a donation of 90 PCs from a telemarketing company in Plainville, Kansas. These machines are being used to replace older PCs on campus. The Data Warehouse now has two new web reports: Accounts Receivable and Financial Aid. Because accurate reporting for Virtual College and On-campus course hours has become more and more important for managers, the Data Warehouse now has separated those course hours in several tables. Purchased and began programming a new mark sense scanner. The Helpdesk now sells MS Office to faculty, staff, and students.

STRATEGIC DIRECTION & OBJECTIVES: As noted last year, we are in the process of moving to a new administrative system from Sungard Bi-Tech. We plan to implement Sungard Bi-Tech Financials and HR. The Financials should go into production in July, 2004. The HR module should go into production in January, 2005. For these systems we are shifting the culture from that of an IBM mainframe environment to a UNIX/Oracle/IIS environment. The Sungard ERP runs on Sun Solaris, Oracle, and Microsoft's IIS web server. These systems are fully compliant with the Kansas Statewide Technical Architecture. We currently have a development platform, a Sun Enterprise 3500 with SCSI-connected disk drives and Compaq web servers. The Sungard application and Oracle database currently reside on the same Enterprise 3500. We will purchase a new Sun server for the production environment. We have decided to abandon the Sungard Bi-Tech student system. We had significant problems with the current system's performance, data loads, and timeline for web-enabled screens. We did not want to delay implementing the system any longer, and we have decided to purchase a new IBM mainframe and begin converting programs accessing DL/1 and VSAM files to a DB2 file structure. We will target several areas for enhancement as we do the conversion. The current student system will interface with the new Sungard Bi-Tech Financials and HR modules. The Portal functionality that was being developed for the new Sungard system will now serve as the portal for the combined Sungard Bi-Tech and FSHU-developed Student system. We will investigate using a College Board product for providing functionality for the Recruitment and Admissions process.

E-Government: As mentioned a third-party product may provide the interface between our Student System and prospective students. We anticipate that the students will log in and enter information about themselves using a web form, and the system will respond with information specific to their interests. The system will facilitate messages via e-mail to appropriate faculty and departments based on their interests, and it will support chat areas. Students will be able to track their progress to admission over the web. Behind the scenes, database-driven letters (regular mail and e-mail) will inform them of documents needed, events in their area, and other items of interest. We will design modules which promote self-service over the web. Over time we will put degree audit functionality on the web (or we will purchase the Sungard Bi-Tech product). We will add the ability to do what-if scenarios that will identify which courses apply to new majors and which courses are still needed. FHSU has faculty advisors assist students in registering for courses over the web. Virtual College students are able to enroll over the web. Students are able to review their financial transactions over the web. The system will "level the playing field" to some extent between on-campus students and virtual college students because both types of students can view their information electronically using web browsers. Students take courses over the web using our Blackboard server. This system is very heavily used. Currently we have 7 T1s to seven community colleges connected to FHSU for interactive video course delivery. In the future if Kan-Ed provides connectivity to those community colleges with bandwidth acceptable for video connections, those point to point T1s may be discontinued.

COBIT: Fort Hays State University recognizes the central importance of information and IT resources and the value of a structured approach to IT governance such as that offered by COBIT. Over the next year, key personnel will become more versed in COBIT, its four domains and 34 processes, and make substantial progress on a COBIT compliant IT governance document.

Security: To comply with ITEC security policy 4230, several years ago the CTC formed a security committee, formulated policies, and filed those policies with the Board of Regents office. In general we have attempted to architect our systems for security by acquiring secure versions of operating systems, by using firewalls, by using private IP numbers, IDS systems, and other measures. Because wireless LANs have major security issues, we have worked hard to implement a secure wireless LAN. The Networking staff have succeeded in making the 802.1x security protocols work (PEAP, WEP), and students are using this level of security when accessing the campus LAN. Our Intrusion Detection System, Packateer, and the Enterasys

network monitoring tools provide some functionality for monitoring network traffic, maintaining security logs, and managing port access. The new IDS has helped us identify a variety of external attacks on our network and to detect systems that have been compromised. For the new Sungard system, there are a number of future options for backup and recovery. We have upgraded our tape auto loader with new AIT-3 drives to improve efficiency and speed. When we acquire a new mainframe, we will continue to take the backup tapes off-site.

Public Key Infrastructure: In order to do business with the federal government (federal grants, for example), we will work with the state to establish a number of institutional PKI accounts.

Web Accessibility: FHSU web pages are 75% ADA accessible as measured by the State of Kansas accessibility testing. FHSU has adopted a standard web development application software package that produces accessible web pages, so we believe the percentage of accessible pages will continue to improve. The campus web pages have undergone a complete revision by CJ Online, and those main web pages are completely web accessible.

Record Retention: The Buckley Amendment and FERPA regulations govern the use of much of our student data. In addition the Gramm-Leach-Bliley Act regulates our use of student financial aid data. The student Health information comes under the HIPAA security requirements. Since the University's main clients are students, student data is some of the most important of the data collected by the University. Students have only read-only, password protected data for the most part (we do permit them to update their addresses on line). The data resides on servers with private IP numbers. Systems administrators keep the security patches current on the servers and maintain firewalls where necessary. Private IP addresses protect systems from off-campus attacks and probes. Intrusion detection systems create logs used to maintain security. Using PEAP and WEP maintain wireless security. Current students have access to their data over the web protected by SSL encryption. FHSU stores historical data on the data warehouse. Data that is not governed by FERPA but subject to open meeting legislation is available upon request. Much of the University's financial information is public and available in the University Library. FHSU participates with other Regents' institutions in the Kansas Digital Library Project. In addition, the state has identified standards for exchanging GIS data, and FHSU works actively with the state in refining those standards. FHSU, the City of Hays, and Ellis County have established a formal relationship to share data. FHSU houses the GIS server for the city and the county. Through active participation in ITAB and CODDL, the University attempts to stay current with the **Kansas Statewide Technical Architecture** for data exchange, networking protocols, and standardized computer systems as well as archival standards. The Data Warehouse gives FHSU new ways to provide meaningful data to administrators and to the public through its archiving and role in decision support.

Service Contracts and Fees: None reported.

Regents, Kansas State University (Agency #367)

INCLUDES:

Computing and Network Services (CNS)
Information Systems Office (ISO)
Telecommunications
Data and Administration
Information Technology Assistance Center (iTAC)

MISSION: Kansas State University is a comprehensive, research, land-grant institution first serving students and the people of Kansas, and also the nation and the world. The mission of the University is to enrich the lives of the citizens of Kansas by extending to them opportunities to engage in life-long learning and to benefit from the results of research.

SFY 2004 BUDGET: **$484,357,076**
SFY 2004 FTE: **4,830.5**
SFY 2003 IT EXPENDITURES: **$15,879,818**
WEBSITE ADDRESS: http://www.k-state.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	0	13	0	14	0	14
Application Maintenance and Enhancement (in-production systems)	5	14	7.6	14	7.6	14
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	12	4.1	12	5.1	12	5.1
Web application development and maintenance	1	5	1	5	1	5
Data Administration, Data Analysis/Validation and Database Administration	6	5.1	6	7.6	6	7.6
Network Engineering, Technical Management and Support	8	7	8	7	8	7
Security	0	1	0	1	0	1
Computer Operations, Management and Technical Support	2	1	2	1.5	2	1.5
Other IT Functions	0	2	0	2	0	2
TOTAL FTEs	**34.0**	**52.2**	**36.6**	**57.2**	**36.6**	**57.2**

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe	**1**						
Supercomputer							
Midrange			**25**				
LAN Server			**70**	**40**		**70**	
Workstation						**393**	
Microcomputer						**8797**	**1025**

SFY 2003 MAJOR APPLICATIONS:

Human Resources Information System (HRIS)	Server
Billing Receivables (BRS)	Midrange
Financial Aid Management System (FAMS)	Midrange
Facilities Management System (FMS)	Server
Student Information Systems (SIS)	Midrange
Financial Records System (FRS)	Midrange
Inventory System (INV)	Midrange
K-State Access Technology System (KATS)	Server
Degree Audit Reporting System (DARS)	Server
Library Management	
Alumni Association Management	
Housing and Dining Services–Foods Menu System	
Classroom Scheduling (Schedule/25)	Server
Event Room Scheduling (Resource/25)	Server
University Budget System (UBS)	Server
Parking Services System	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The mission of Computing and Network Services (CNS) is to provide the enterprise server and network infrastructure for the K-State campus. A number of projects were accomplished in SFY 2003 to maintain and enhance that infrastructure so K-State faculty, staff, and students can effectively fulfill their responsibilities.

CNS has been proactive in 2003 in applying project management methodology to large scale IT projects such as the K-State Enterprise Authentication System (KEAS) and the Storage Area Network (SAN). This not only complied with state regulations, but the projects have benefited from a controlled development process that included extensive participation by stakeholders from the university community. This participation raised the awareness of the IT initiatives and resulted in significant anticipation and buy-in from the university community. Without the focus and control of project management methodologies on large scale, multi-departmental projects, it is doubtful that the projects would have the support and success we enjoyed.

The K-State Enterprise Authentication System (KEAS) project focused on the development of a common electronic identity for faculty, staff, and students at Kansas State University and a central LDAP-based authentication service. The eID as a standard form of electronic identification serves as a foundation for development of the Integrated Information Initiative (III), a web portal, and future IT projects at Kansas State University. Stakeholders throughout the university participated in the definition of requirements, review of the design, marketing, and facilitated the implementation and transition from the legacy K-State Computing ID to the new eID. Through the participation of stakeholders, eIDs are now required at the time of hire and enrollment at Kansas State University, representing a significant change in business procedures.

The KEAS project included moving the legacy account management systems from the IBM mainframe to an open system environment (UNIX). Phase 1 of the KEAS project was completed resulting in the following applications and environments becoming directory-enabled (i.e., centrally authenticated): the central UNIX systems, central K-State web server, central e-mail service, SAMBA services, remote access to Library digital resources, KATS, and the University Computing Labs (UCLs).

The Storage Area Network (SAN) project was a year-long project that resulted in a purchase of an 8 TB SAN consisting of a Sun StorEdge 9980 disk storage system, a Sun StorEdge L700 tape library, and a McData 6064 fiber switch along with support software. The disk storage system plays a dual role. It participates as a component of the SAN while being directly attached to the IBM mainframe. The disk system has provided up to a 75% increase is disk performance in the IBM administrative systems. The system is currently hosting data for K-State Online, Tegrity, the ImageNow document

imaging system, and central e-mail systems. The SAN is another project that lays a foundation upon which other IT projects can build. As a scalable solution the SAN will meet fault tolerant storage needs for the foreseeable future, minimizing the system administration functions required for storage and backup for a multitude of server platforms.

CNS Enterprise Server Technologies staff installed new servers in support of the KEAS project (3 servers, 2 local directors, and an application server), the SAN project (a monitoring/backup server, reconfigured systems to connect to the SAN), PeopleSoft, K-State Online, and the LASER project. Additionally, EST staff updated 10 existing UNIX servers, decommissioned 2 additional servers, and handled a 35% increase in departmental requests for UNIX administrators at a time when they were short-staffed. Three additional UNIX staff have been added to the EST team filling vacancies along with one staff promotion to the UNIX manager position that had been vacant the majority of the year.

The CNS LAN Technologies unit assumed responsibility for the SEVIS server that stores sensitive data on international students that is reported to the federal Immigration and Naturalization. Other responsibilities acquired by the LAN team this year include managing the DCE, ISO, Human Resources, Facilities, and Counseling Services servers, as well as providing desktop support for many of these departments. A central staff server cluster was developed to provide a fault tolerant environment supporting centrally managed administrative units. As units migrate to the cluster, legacy systems will be decommissioned, thereby reducing the complexity of the computing environment and support issues.

The LAN team also continues to manage and refine the offerings in the University Computing Labs, Athletic Learning Centers, Housing and Dining Services labs, the Union Cyber Café, and InfoCommons to provide the students at Kansas State University with a common offering on over 400 workstations. This year authentication was added to this environment by requiring an eID to access the workstations, thus reserving their use for faculty, staff, and students. This managed desktop environment was extended to the K-State Gardens to provide electronic assistance to individuals on garden tours. ADA-compliant PC's in Hale Library were updated by this team to support the latest text-to-speech recognition software.

The network environment benefited from upgrades and enhancements as well. The Network Technologies team installed dual border routers to provide redundancy and load balancing at the edge of the network. Internally, the network team installed dual switches in the IT Data Center to provide fault-tolerance for core enterprise servers. Supporting the educational mission of the university, they configured the network to support multicast peering with the Great Plains Network and implemented Quality of Service to give priority to video conferencing on lower capacity links.

The design and implementation of peer-to-peer filtering to minimize impact of peer-to-peer file-sharing applications on Internet and Internet2 bandwidth resulted in a dramatic saving of bandwidth for academic pursuits. This peer-to-peer filtering was developed internally at a significant cost savings compared to commercial solutions.

The network team also installed the infrastructure in the new Alumni Center (including a wireless network), upgraded networks in Umberger Hall, and Bramlage Coliseum, and expanded wireless network coverage in several areas – Veterinary Medicine complex, Fiedler Hall, Durland Hall, East Stadium, the Student Union, Foundation Center, Seaton Hall, Umberger Hall, and Waters Hall.

Three new Technology Classrooms were installed this year in Thomson 101, Eisenhower 21 and Eisenhower 226. The classrooms were all a collaborative effort of CNS, iTAC, Facilities, Telecommunications, ECC and VPAST. Eisenhower 226 utilizes the latest classroom technologies with dual 61" plasma displays, a whiteboard capture system, and a new one-touch video control module.

The CNS Technology Service Center supported existing technology classrooms throughout the year by replacing or upgrading projectors, visual presenters, video switching equipment and VCR's as

needed. The older VCR's are being replaced with combination DVD/VCR players to accommodate the growing demand for DVD technology. A new mechanism for reporting problems in the technology classrooms via telephone or web page was implemented to make it easier for instructors to report a problem and to reduce the time it takes to resolve a problem. CNS Web Technologies participated in the four-week portal prototype team, developing the portal framework and interface in Oracle Portal to prepare for the comprehensive enterprise web portal. The team facilitated moving the K-State course schedule to online-only format in conjunction with the Office of the Registrar. This included updating the online course schedule format and parts of the http://courses.k-state.edu website for accessibility, clarity and ease of use. They also produced the online version of the 2002-2004 course catalogs, in conjunction with University Publications.

As part of maintaining the central K-State web site, the Web Technologies team deployed a new interactive campus map on K-State's central website (see http://www.k-state.edu/map). Features include building-to-location and location-to-building lookup with immediate visual feedback, building histories and photographs, and building directory listings. The Web team provided web expertise and hosting for K-State unit web sites, developing new sites, and consulting on best practices and usability for web-based interfaces.

Last year was the first year the campus had a full-time security officer. The CNS IT Security Coordinator resolved multiple security incidents over the year coordinating problem resolution with various system administrators on campus, including early detection and reporting of Denial of Service attacks. As part of a SWAT team on security, a draft of a security roadmap was developed and presented to IT leadership at Kansas State University. The security officer participated in identifying security vulnerabilities in servers on campus and helped guide administrators in correcting these issues resulting in a vast improvement in security on core servers at the university. The IT Security coordinator worked with several network and system administrators to successfully mitigate the prolific and debilitating SQL/Slammer worm attack, minimizing the impact on campus. The coordinator, network administrators, and systems administrators worked through the night to isolate infected systems, prevent future attacks, and restore Internet service by 6:00 A.M. Saturday morning so that few K-Staters even noticed the effect of the worm on K-State's campus.

The CNS publications staff successfully established and published with InfoTech Tuesday electronic newsletter in conjunction with iTAC. InfoTech Tuesday is an electronic new letter that has been well received by the university community, sharing information about technical events, offering tips and tricks on various IT subjects, and highlighted individuals from IT groups raising the community's awareness of services being provided and support groups behind the scenes.

The Information Systems Office (ISO) participates in the implementation, operation, and administration of computerized databases and applications software within the context of mission critical applications systems serving students, faculty, staff and administrators. These systems support the business process and information management requirements of the instructional, research, and administrative operations of Kansas State University.

Since SFY 2001, Information Systems Office's database administration support services (including related technical support infrastructure) have included all centrally administered mission critical databases, which includes databases for the Information Systems Office, University Libraries, Division of Continuing Education (DCE), Information Technology Assistance Center (iTAC), and Computing and Network Services (CNS). These responsibilities are effectively carried out by the Database Management Services staff in the Information Systems Office (ISO).

Over the next three to four years, Kansas State University (facilitated by the Information Systems Office and Computing and Network Services) plans to introduce major new application systems to replace its aging legacy financial and student systems and eliminate its dependence upon the Systems/390 platform. Oracle Financials will be implemented to replace the SCT/IA-CA/IDMS Financial Records System. The Oracle Student System and Advanced Recruiting (Customer Relationship Management) Modules will be implemented to replace and enhance the K-State

Student Information System, a home grown CA-IDMS based application, the SCT/IA-CA/IDMS Financial Aid Management System, and the SCT/IA-CA/IDMS Billing Receivables System (BRS). The current plan targets the implementation with initial production for all critical modules in SFY 2006 and all remaining modules in SFY 2007.

During SFY 2003, Local Area Network Administration, Desktop Support Services and Helpdesk Support Services were moved out of the Office of Information Systems to consolidate and expand like services within Computing and Network Services (CNS) and the Information Technology Assistance Center (iTAC), respectively. These changes allow the Office of Information Systems to concentrate its technical efforts in providing Application Development Services and Database Management Systems.

Expansion of the major database and application servers utilized by Office of Information Systems to support the growth in applications continues to be essential. Routine storage capacity expansion is necessary to accommodate rapid growth of the distributed applications environment and ensure optimal performance to keep pace with the growing use of mission critical applications to enhance customer service to the students, faculty, and staff and to improve the operational efficiency of the University.

STRATEGIC DIRECTION & OBJECTIVES: Information is a basic asset of the University. IT technology at K-State is a mainstay of supporting and leveraging that asset. This is increasingly true in the learning environment at K-State, after first becoming a major tool to meet our research and administrative missions. Use of IT, in significant ways, has increased to include most of the faculty, staff and student body. To serve these people and to leverage the information assets, our strategy is to move to a networked system with capability to support the clients as the user access device; to create a system of information assets that are well organized on centrally managed relational databases; to create tools and sources of information to allow users to do most of their computing without assistance; to make information available widely on the campus; and finally to be very aggressive in providing remote monitoring and maintenance of IT systems. The university is evolving to one of active learning for the on-campus student from which courses for the distant credit student can be leveraged. The university's role for continuing professional education can and will be expanded, and those efforts will use the Internet as a major delivery tool. Commerce within a service educational institution is a result.

The network strategy, network centric, now is focused on client/server with peer-to-peer being investigated. Protocols are still in flux nationally so a strategy for high bandwidth backbone is under investigation with an experimental ATM the current project. The application strategy focuses on the information environment. Currently Oracle is the database of choice, and products are generally selected which can maintain this central strategy. Tools to allow the faculty to create more active learning environments and asynchronous information sources, e.g., electronic journals, web compendiums, or consulting databases, are a major need. The strategy is to purchase commercial products when they exist and to create tools to bridge the time until commercial products are available. Two major continuing efforts are Y2K and BCP/DR. Kansas State University's Information Technology Business Contingency Plan was first created in June 1999. Due to an ever increasing reliance upon information technology in university offices, classrooms, research labs, and dorm rooms, IT services outages can be extremely disruptive to the operations of the university and the activities of the university community. It is the intention of the plan to identify the most critical university facilities and their IT resources to facilitate recovery and increase awareness of the business risks of IT service outages.

John Streeter, Director of the Office of Information Systems, serves to coordinate the University's efforts to develop and improve its IT disaster recover and business contingency planning process; Jay Alloway, Assistant Director of Computing and Network Services serves as coordinator for the IT team responsible for recognizing IT service outages, providing first response to IT service outages, and coordinating recovery efforts.

Two policies adopted by the Kansas Information Technology Executive Council (ITEC) govern this process: Policy #3200 which states that all agencies will develop business contingency plans, and Policy #3210 which outlines the business contingency planning process.

2001-2002 Progress: K-State's first Business Contingency/Disaster Recovery Plan was submitted to the Kansas Chief Information Technology Architect June 30, 2000. Although the report is intended to be updated annually, only limited effort to maintain the document has been possible since that date. The resulting working document provides a reasonable description of the University's plans to prevent avoidable IT service outages and to recover from actual information technology service outages; but the details of current assets and risks tend to change considerably over time. The target date for completion of the next formal K-State's IT BCP/DR annual review and update is June 30, 2003.

As part of K-State's ongoing strategic efforts to maintain and advance its information technology infrastructure, significant improvements in the reliability and recoverability of the technical resources deployed in the infrastructure continue to be made. Computing and Network Services, the Information Systems Office, and Telecommunications have all been systematically improving components of the IT infrastructure relating to network reliability, redundancy, and recoverability, as budgets permit. This is the principal outcome of the planning process, which generally results in the identification of those areas that need to be improved.

As K-State strives to achieve its mission and develop its future through the strategic deployment of information technology, continued awareness of the essential nature of information technology in enabling, maintaining, advancing, and ensuring the University's success must be maintained. IT BCP/DR planning is coordinated with the University's overall BCP/DR planning efforts, which are coordinated by the Director of Environmental Health and Safety.

Enhance assistance and support: effective use of the increasingly complex information technology environment will depend in large part on the quality of assistance that can be provided to the users. The goal is to organize our resources in such a way as to effectively provide the services needed. To accomplish this goal, standards for a supported system must evolve to a configuration that allows remote assistance from a command center and help desk. Greater access to education and information will be established.

Empower the user and expand user base with an increasing variety of computing and telecommunication tools, capability, and interfaces: instructional use of e-mail and the WWW has been a major factor in the increase in user accounts and the need for additional access, bandwidth and computing capability. Introduction of computing technology into classrooms has increased the need for instructional support, instructional design and curriculum support services, and facilities for most all faculty, students and staff. Encourage mediated instruction, distance learning, e-tech transfer, digital library functions and e-lifelong learning.

Develop and implement policy: information is a critical asset of the university in research, instruction, learning and administration. Administration policy needs to be reviewed and established to guide the access, use, organization, confidentiality and integrity of this information. Data is the encompassing element for which information technology exists, and policy must address the personnel, procedural, hardware and software realms to be effective.

Develop and maintain integrated information structure and access: provision for a homogeneous interface to information at the university and to make available in digital form all appropriate official university information. The establishment of something commonly referred to as an information “warehouse” for administrative and essential operational data. This concept of data and the processing programs to easily access it will need to be extended to instructional material, learning material for students and faculty, and to the university’s presence in electronic media. Introduce initial database and web data mining.

Seek additional funding sources: state funding is inadequate to meet the needs in this rapidly changing university evolution to technologically-assisted outreach, research, and instruction. A team of people has been designated to write and to assist faculty to write competitive grant proposals seeking external funds. Develop partnership especially with business and industry.

Increase and enhance Network infrastructure: movement to a higher bandwidth network using a more stable topology is essential. Major pathways are currently close to capacity. Partially implement 100 Mbit switched Ethernet as an interim solution to meet this challenge. ATM (Asynchronous Transfer Mode) is under works, together with an experimental project. Increase the capability for, and use of video and audio streaming on campus.

Encourage a teamwork approach and enhance staff education: the size of the problems to be solved gives an opportunity to build teams of individuals from various units. Such teams this year have been very productive and effective. Retraining of staff to meet the new challenges has to continue with cross training an objective.

Continue interactions with the building contacts, departmental resource representatives (DRRs) within the distributed environment. Establish data stewards (DSs) as part of the responsive team in the distributed environment. Develop a robust NOC to help support DRRs.

Create or acquire ongoing educational modules and experience to develop a set of certifications for DRPs, LAN administrators, and information security (IS) officers.

COBIT: Presently there are no plans to implement this.

E-Government: K-State makes a wide variety of information about the University programs, people, and facilities for public access via its home page: www.k-state.edu, which is best understood by viewing the page. In October 1998, K-State began enrolling students via the K-State Access Technology System (KATS) which now allows individuals secure to access their own student records including such things as admissions status, financial aid status, get their grades, and view a degree audit report and allows them to order parking stickers, yearbooks, and athletic tickets via KATS Market. Ongoing development and support of the KATS System is continually adding to and improving the features and services offered to students and faculty. KATS is both a Web and Interactive Voice Response front-end to K-State's aging legacy student systems. The services provided by the KATS system will be greatly enhanced and by the replacement of its legacy system with the Oracle Student System, which is currently being planned for implementation in July 2005. K-State offers a wide variety of online educational services to teaching faculty and enrolled students via K-State Online, a course development, presentation, and learning environment via the Web. K-State Online provides services for both on campus and off campus students interested in both credit and non-credit programs offered via K-State's Division of Continuing Education.

Security: In SFY 2003, a campus-wide committee was formed to recommend a cooperative approach to securing Kansas State University's information and technology resources. One of the recommendations in their March 2003 report was to establish a Security Incident Response Team (SIRT) with representative from each academic college and major administrative units to work with the IT Security Coordinator to provide services and support dedicated to preventing and responding to information/network security incidents. The SIRT was formed in May 2003 and was instrumental in rapid, effective, campus-wide responses to a number of security incidents since then. A network-based intrusion detection system and additional firewalls were implemented in SFY 2003. A virtual private network (VPN) server was purchased and installed to provide secure, authenticated remote access; it will be moved into production in SFY 2004 after testing and training. Vulnerability scans were run to identify vulnerable systems and services so they could be isolated and repaired. Phase 1 of the K-State's Enterprise Authentication System (KEAS, pronounced "keys") project was completed to provide a central LDAP-based authentication system to more securely manage authentication data for K-State faculty, staff, and students.

Public Key Infrastructure: Kansas State University plans to implement a public key infrastructure (PKI) in phase 3 of the KEAS project (see the ***Security*** section above) within the next four years. Centralized authentication services were provided in phase 1 by eIDs and passwords stored in a central LDAP server. Phase 2 extends the service to many additional applications and synchronizes IDs and passwords with Novell e-Directory and Microsoft Active Directory systems. Phase 3 of KEAS implements PKI to provide stronger authentication for supporting digital signatures and secure electronic transactions.

Web Accessibility: Kansas State University continued efforts started in SFY 2002 to educate the campus community on web accessibility and to make its official web sites accessible per ITEC policy 1210 and the State of Kansas Web Content Accessibility Guidelines. A web site accessibility committee oversaw the process and provided training, an information web site, and an accessibility toolkit for campus web authors. All new official web sites developed at K-State are required to be accessible.

Records Retention: K-State's current policies regulating record access and retention apply to web-based records. In addition, a new policy on Research Data Access and Retention has been published to regulate documents that have been created by faculty, staff, and students relative to sponsored projects.

Service Contracts and Fees: None reported**.**

Regents, Pittsburg State University (Agency #385)

MISSION: The overall mission of Pittsburg State University is to provide undergraduate and graduate programs and services primarily to the citizens of Kansas, but also to others who seek the benefits offered. The University is equally committed to fulfilling its statewide mission in technology and economic development by facilitating partnerships with secondary and post-secondary educational institutions, businesses and industries.

SFY 2004 BUDGET: **$66,750,731**
SFY 2004 FTE: **789.7**
SFY 2003 IT EXPENDITURES: **$2,324,872**
WEBSITE ADDRESS: http://www.pittstate.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	2.0	6.0	2.0	6.0	2.0	6.0
Application Maintenance and Enhancement (in-production systems)	2.0	2.0	2.0	2.0	2.0	2.0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2.0	4.0	2.0	4.0	2.0	4.0
Web application development and maintenance	0	1.0	0	1.0	0	1.0
Data Administration, Data Analysis/Validation and Database Administration	0	3.0	0	3.0	0	3.0
Network Engineering, Technical Management and Support	3.0	1.0	3.0	1.0	3.0	1.0
Security	0	1.0	0	1.0	0	1.0
Computer Operations, Management and Technical Support	3.0	9.0	3.0	9.0	3.0	9.0
Other IT Functions	1.0	1.0	1.0	1.0	1.0	1.0
TOTAL FTEs	**13.0**	**28.0**	**13.0**	**28.0**	**13.0**	**28.0**

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe							
Supercomputer							
Midrange			**4**	**1**		**4**	
LAN Server			**1**	**11**		**2**	
Workstation			**21**	**1**		**1**	**1**
Microcomputer						**1691**	**348**

SFY 2003 MAJOR APPLICATIONS:

Human Resource Information Systems	Server
Academic Information Systems	Server
Student Information Systems	Server
Business and Financial Information Systems	Server
Millennium System	Server
Library Automation System	Server
University Police and Parking System	Server
Blackboard Course Management	Server
Document Imaging System	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: SFY 2003 accomplishments focused on two major areas, infrastructure upgrade and enhanced web-based application development. These accomplishments include the installation of a gigabit campus backbone and 71 gigabit switches across campus. The establishment of three wireless data test sites. The selection and installation of a new library system computing platform. Improved access to the campus network, campus resources and off-campus information/data, technologies and services were provided through a variety of new and enhanced applications. Special development activities centered on meeting the requirements of SEVIS and Board of Regents database requirements. The use of document imaging continues to increase on campus along with new on-line systems for scholarship applications, parking permits and campus surveys. Detailed costing models were developed for both telecommunications and data services and on-campus charge back rates adjusted to fit these models. A new internal billing and management system was implemented for telecommunications services. Service Level Agreements were negotiated and written with key campus offices. The Kansas State Project Management Methodology was adopted for large-scale projects and utilized in the Infrastructure Upgrade Project and in the On-line Financial Assistance Project.

STRATEGIC DIRECTION & OBJECTIVES: The development of the IT strategic plan at Pittsburg State University is part of the University's overall integrated planning process. IT projects and activities are coordinated by the Office of Information Services and overseen by the Director of Information Services. The Director of Information Services receives direct supervision from the Vice President of Administration and Finance. The IT governance process also includes several university committees. These include the Faculty IS Committee, the Dean's IS Committee, and the Information Technology Council (ITC). The ITC is a standing committee of the President's Strategic Planning Council that is responsible for the University's overall Strategic Plan. The above governance structure provides an opportunity to implement COBIT principles within the University's IT projects. Projects are prioritized by OIS (at the direction of the committees when appropriate) and budgets are established based on these priorities. The Office of Information Services also utilizes the principles of the State of Kansas Project Management Methodology to ensure that projects comply with COBIT criteria. The Office of Information Services also develops and enforces the security policies and practices. Pittsburg State University employs measures to secure its computer systems and networks.

COBIT: This governance structure provides an opportunity to implement COBIT principles within the University's IT projects. Projects are prioritized by OIS (at the direction of the committees when appropriate) and budgets are established based on these priorities. The Office of Information Systems also utilizes the principles of the State of Kansas Project Management Methodology to ensure that projects comply with COBIT criteria.

Security: The Office of Information Systems also develops and enforces the security policies and practices. Pittsburg State University employs several measures to secure its computer systems and networks such as: Login security dealing with passwords and encryption; SSL; firewall; network monitoring; software security alerts; and log analysis.

Public Key Infrastructure: PSU does not currently employ PKI. PSU does, however, make extensive use of secure (SSL) logins to web services, and encrypted (SSH) logins to major systems.

Web Accessibility: The University has established a process for website compliance to ADA and ITEC Policy 1210 requirements. Currently there is an ongoing effort to educate the many web administrators across the campus through a Webmaster's user group. This group will be provided information and resources to help them meet the established guidelines. The resources include a tool set of validation sites that will identify accessibility problems and invalid code structure that may render a site inaccessible. These validation tools include Bobby Worldwide. Individuals with disabilities created Bobby to help web page authors identify and repair barriers to access. Entering the URL of the page to be tested can run a Bobby scan. W3C HTML Validation Service, a free service that checks documents like HTML and XHTML for conformance to W3C recommendations and other standards. W3C CSS Validation Service, which checks cascading style sheets for proper coding.

Records Retention: The Office of Information Services maintains records in compliance with all state and federal guidelines and requirements. OIS policies require that records be maintained until the client office has requested removal and are certified to be in compliance.

Service Contracts and Fees: None reported.

The ITC Strategic Plan has identified 6 major goals for IT at Pittsburg State University. These include: Global Access to improve access to the campus network, campus resources and off-campus information/data, technologies and services; Instructional Technology to improve the instructional support services for faculty who are or want to use technology in instruction and develop the related support services for students in classes utilizing instructional technologies; Research and Scholarly Support to improve the support for faculty who are or want to utilize information technologies in their research, scholarly or other creative endeavors; Infrastructure Support to maintain a state-of-the-art and reliable information technology and communications infrastructure; Administrative Applications to develop, maintain and improve information technology and communication applications that meet the administrative needs of the campus; and Evaluate Emerging Technologies to develop and support a campus-wide process to promote the identification, testing and possible implementation of emerging technologies.

Regents, University of Kansas (Agency #682)

INCLUDES:

Institutional Support	Public Service
Instruction	Scholarships & Fellowships
Academic Support	Auxiliary Enterprises
Student Services	Physical Plant Operations
Research	

MISSION: The University of Kansas is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. The University of Kansas is the only Kansas Regents university to hold membership in the prestigious Association of American Universities (AAU), a select group of 63 public and private research universities that represent excellence in graduate and professional education and the highest achievements in research internationally.

SFY 2004 BUDGET: **$436,827,092**
SFY 2004 FTE: **4180.3**
SFY 2003 IT EXPENDITURES: **$15,334,324**
WEBSITE ADDRESS: http://www.ku.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	0	13.5	0	13.0	0	13.0
Application Maintenance and Enhancement (in-production systems)	2.4	20.5	0.9	19.75	0.9	19.75
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	1.0	20.4	1.0	25.25	1.0	25.25
Web application development and maintenance	0	4.5	0.5	5.3	0.5	6.3
Data Administration, Data Analysis/Validation and Database Administration	1.0	4.9	1.0	5.9	1.0	5.9
Network Engineering, Technical Management and Support	4.3	6.7	4.0	7.7	4.0	7.7
Security	0	2.0	0	2.0	0	3.0
Computer Operations, Management and Technical Support	24.4	21.05	24.4	22.7	24.4	23.7
Other IT Functions	18.9	19.0	25.2	16.0	25.2	17.0
TOTAL FTEs	**52.0**	**112.55**	**57.0**	**117.6**	**57.0**	**121.6**

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe	**1**						
Supercomputer			**3**				
Midrange			**9**				
LAN Server		**2(VMS)**	**66**	**10**	**12**	**60**	
Workstation							
Microcomputer						**NR**	**NR**

NR = Not Reported

SFY 2003 MAJOR APPLICATIONS:

Financial Aid Management System (FAMS)	Midrange/Mainframe
Student Administration System (SAKU)	Midrange
Human Resources/Payroll System (HRMS)	Midrange
Asset Management	Server
Financial Information System (FIS)	Midrange
Budget Information System (BIS)	Midrange
Library Systems	Midrange

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The major initiatives for KU IT units are included in the strategic planning document that is available as an Appendix to this document. However, included below is a brief summary of specific projects that relate to the categories requested in the call for this document.

The PeopleSoft student administration system consists of five modules: campus community, student records, admissions/recruiting, financial aid, and financial billing. It is a comprehensive system that includes Web access to data most commonly needed by students. Student records, student financials and admissions are implemented. Current focus is on the Fall 2003 implementation of the grades function and beginning the implementation of the financial aid module.

During SFY03, the DLI made significant progress on several key objectives. In November 2002, the ability to simultaneously search across 40+ databases (federated searching) was introduced to the campus using the ENCompass system from Endeavor Information Systems. Testing of the citation linking capabilities of the system (LFP) and planning for implementation of local resource repositories began in late spring 2003. SFY04 will concentrate on new release implementation, addition of additional databases for federated searching, implementation of citation linking (LFP), addition of local content resources / repositories of various types, grant proposal development, and continued service development.

A multi-year portal project began in October 2002 to explore portal technology and plan implementation of a campus portal. In November 2002, a proof of concept portal was launched to facilitate discussion on campus and to provide a single point of authentication to many online KU services. The proof of concept portal was met with resounding approval from the student community and helped define the scope and strategy for developing a more robust production service. Following a thorough exploration of portal products and development strategies, uPortal was selected as the framework to build a production campus portal. The Kyou portal, scheduled for production in September 2003, will serve faculty, staff, and students with services ranging from campus announcements to library services, and financial and academic information. Phase 2 portal development, slated for fall 2003, includes plans for increased functionality and involvement of campus content and services providers. Plans are also evolving to build research specific services for faculty in cooperation with the KU Center for Research as well as campus life information with the office of Student Success.

During the past year information services implemented major updates to campus authentication systems and plans to continue development in this area. A major step taken in SFY2003 was the installation of an enterprise-level LDAP infrastructure using multiple SunONE servers. Data for the servers is provided through an Oracle database that serves as the primary university identity management repository. Improvements were also made to the campus web initial sign-on system, extending it for use with a prototype student portal and additional departmental systems. As the use of email, online workflow management, and self-service online systems increase, secure management of identity information is increasingly important, both on campus and for communicating with other campuses and external agencies. For some services both individual and role-based access must be provided.

KU continues to work with staff from the Kansas Historical Society to write a new records retention and access plan. This work, based on the recommended state retention schedule, is being

accomplished by four task forces of departmental administrators from across campus. It is coordinated by Jenny Mehmedovic, Coordinator of IT Policy and Planning. We estimate the effort is three-quarters done. After its completion, this document will assist the Security Officer and system administrators in defining access protocols and assist us in the development of the university data warehouse system.

STRATEGIC DIRECTION & OBJECTIVES: The major initiatives for KU IT units are included in the university's strategic planning document. However, included below is a brief summary of specific projects that relate to the categories requested in the call for this document.

E-Government: Over the next year, Information Services (IT and Libraries) will be investigating how to best align our technology services to make maximum use of all information resources. The initial research will be primarily focused on three improvement projects: Collaborative Learning Spaces, Digital Preservation, and New Customer Service Models. A fourth research area on change and collaboration management will be done simultaneously with the three focus areas. Collectively, this effort is known as HVC2 – High Velocity Change through High Volume Collaboration. Although most of these services are provided in some format now, the goal of this effort is to provide faculty, staff and students with a truly integrated information environment, recognizing that the information itself is the resource, and technology and other resources are simply used to manage how the information is leveraged.

Security: KU hired a full-time Security Officer in the fall of 2002. The KU Security Policy was approved in May 2003. The combination of these two accomplishments allows us to enhance incident response times through the creation of a cyber incident response team that works closely with local technical liaisons designated for specific devices connected to the network. This fall, we will launch a security awareness program to educate the general user community about the importance of computer security. A technical training program and tools are under development for departmental technical liaisons. A security website has been created and is dedicated to providing the tools and resources needed by all members of the university community to secure information resources at the University of Kansas-Lawrence campus. Major improvements have been made to the networking infrastructure. A review of critical systems is underway. Security requirements for HIPAA have been reviewed and corresponding awareness training has been implemented.

PKI: Plans for the current year include extending single-sign-on access, moving passwords for KU OnlineID authentication from Microsoft Active Directory to the SunONE LDAP servers, exploring role-based authentication and at least initial steps in implementing PKI (public key infrastructure) for the campus. PKI development will include establishing a secure (off network) certificate authority system for certificate creation and signing and working with the EDUCAUSE PKI initiative to obtain a campus signing certificate under their certificate authority so that locally signed certificates can be recognized under the Higher Education Bridge Certificate Authority (HEBCA) for cross-realm use.

Web Accessibility: KU is proud that it has served as a resource in this area for the state, delivering the training for many agencies IT staff. In anticipation of the Kansas Information Technology Executive Council's (ITEC) release of "Web Content Accessibility Guidelines for the State of Kansas," ACS offered several free classes during the fall semester on improving Web accessibility. During the year, ACS trained 75 department web developers to evaluate and revise their websites to comply with the World Wide Web Consortium's Web Content Accessibility Guidelines and the Web Content Accessibility Guidelines for the State of Kansas Guidelines by Priority - Version 2.0. All major websites have been reviewed for compliance and local staff has assisted in making the changes necessary.

Records Retention: KU is working with staff from the Kansas Historical Society to write a new records retention and access plan. This work, based on the recommended state retention

schedule, is being accomplished by four task forces of departmental administrators from across campus. We estimate the effort is one-half done. After its completion, this document will assist the Security Officer and system administrators in defining access protocols and assist us in the development of the university data warehouse system.

Service Contracts and Fees: None reported.

Regents, University of Kansas Medical Center

(Agency #683)

INCLUDES:

Instruction Research Service

MISSION: The University of Kansas Medical Center is a major research institution primarily serving the State of Kansas as well as the nation, and the world, and assumes leadership in the discovery of new knowledge and the development of programs in research, education, and patient care.

SFY 2004 BUDGET: **$208,740,982**
SFY 2004 FTE: **2,283.8**
SFY 2003 IT EXPENDITURES: **$6,626,145**
WEBSITE ADDRESS: http://www.kumc.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class	Uncl	Class	Uncl	Class	Uncl
General Management & Administration (includes training and cross-agency coordination)	11.0	6.0	11.0	6.0	11.0	6.0
Application Maintenance and Enhancement (in-production systems)	0	2.0	0	2.0	0	2.0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	17.0	0	17.0	0	17.0
Web application development and maintenance	0	21.0	0	22.0	0	22.0
Data Administration, Data Analysis/Validation and Database Administration	0	7.0	0	5.0	0	5.0
Network Engineering, Technical Management and Support	0	19.0	0	20.0	0	20.0
Security	0	2.0	0	3.0	0	3.0
Computer Operations, Management and Technical Support	4.0	2.0	2.0	2.0	2.0	2.0
Other IT Functions	18.55	14.0	18.0	15.5	18.0	15.5
TOTAL FTEs	**33.55**	**90.0**	**31.0**	**92.5**	**31.0**	**92.5**

Physical Assets:

	OS/390	AS/400	Unix	Linux	Novell	MS Win	Apple
Mainframe							
Supercomputer							
Midrange			**10**				
LAN Server				**6**	**45**	**47**	
Workstation							
Microcomputer						**3000**	**200**

SFY 2003 MAJOR APPLICATIONS:

HR/PAY System	Server
Financial System	Server
Student Administration	Server
Telephone Billing System	Server
World Wide Web Service	Server
Library Systems, Voyager Online Catalog	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: In SFY2004, Information Resources made great progress in a number of areas associated with authentication and authorization. We hosted a workshop on identity management and, based on the workshop, developed an identity management plan. We brought up our "identity vault" enabling LDAP authentication for web applications and began using it for our student portal, Blackboard, employee training, and other uses. We also made progress in 2 critical compliance areas. The Final Security Rule of HIPAA was published (May 2005 is the required compliance date); we reviewed it and agreed that we have already made good progress towards compliance. We achieved compliance under the Gramm-Leach-Bliley Act (see "Security" below) by the May 23rd deadline.

Our **Net.Learning** group brought up 4 new systems: Blackboard (with KU Lawrence) for developing and delivering teaching and learning programs over the web; Perception for computer-based testing; ParSystem for bubble-sheet test administration, scoring, and grading; and Chalk, a locally-developed framework for delivering student and employee training. Net.Learning also entered into a relationship with Xan-Edu for electronic course packs and copyright clearance.

The **Dykes Library** implemented the Web of Science and the Encompass digital library system jointly with KU Lawrence; redesigned the mechanisms by which electronic journals are made accessible to users; and put the infrastructure in place for completely electronic handling of interlibrary loans including ordering, receiving, delivering, paying, and reporting.

Our **Administrative systems** group, which manages our PeopleSoft ERP systems, implemented a number of new modules including Faculty Affairs (migration from the former Access database), Garnishment Reporting, Automated Budget Adjustment, payroll expense reporting, and the Acorde Line of Business link with PeopleSoft. They also participated in bringing up the Records & Financial module of the PeopleSoft Student Administrations System (working with project management at the Lawrence campus).

The **Telecommunications** and **Network Services** groups completed a wholesale upgrade of our network infrastructure resulting in a gigabit network core and gigabit connections to buildings, a private side behind a firewall, a DMZ for publicly-accessible resources, some redundancy at key potential points of failure, and increased intrusion detection capability. They also acquired, and began the implementation of, a number of servers; the implementation will continue into SFY2004. They brought up a new building—the Hoglund Brain Imaging Center—and completed installation of infrastructure for the new floors on the research support building. They substantially revised the organization of, and workflow within, the Customer Support (Help Desk) unit and implemented work orders for moves, adds, and changes in MySoft.net.

Internet Development brought up our Student Portal in January and developed our employee portal for rollout in early SFY2004. They implemented a complete redesign of the KUMC web site and began work on the MEDS (Medical Education Data System) system that provides student information complementary to the PeopleSoft Student Admin system. Working with Data Integration, the brought up a pilot version of the summary data portion of our web-based financial reporting system as a channel in our employee portal.

Security implemented the central server database and made substantial progress in a number of areas related to security in general and HIPAA compliance in particular, including server and desktop certification, intrusion detection, threat response, and virus management. Security also worked with our Student Services and Controller's offices to achieve compliance with the Gramm-Leach-Bliley act related to student personal information. Our Safety Office took responsibility for secure destruction and disposal of hard disks from outmoded PCs.

Data Integration implemented a data mart to allow principal investigators on research grants to view their grant account expenditures and balances. They also imported a copy of the PeopleSoft

Student RDS (Reporting Data System) into our data warehouse and tested various approaches to reporting from it.

STRATEGIC DIRECTION & OBJECTIVES: Current "Strategic Initiatives" and "Tactics" of the University of Kansas Medical Center Department of Information Resources are on the Web at http://www2.kumc.edu/ir/plan/irstrategicplan/index.asp . The strategic initiatives are very high-level and change infrequently. The "Tactics" describe all key projects currently underway in the Department and are updated four times per year. Substantial detail about the "Tactics" is available. Generally our concerns over the next 3 years include:

Teaching and learning support: We have one of the premiere application development programs for teaching and learning in the U.S. among academic health centers. We anticipate greatly increased demand for this support as our School of Medicine moves towards a more digitally-based curriculum.

Research support, bioinformatics: We will need to meet the increasing demands of researchers for processor cycles, high-bandwidth connectivity, and assistance with the administration of complex systems.

Digital Library: We will continue evolving to a network delivery model of library service. We will work closely with KU Lawrence in implementing management and access systems for locally-developed research, teaching, and clinical information.

Information Security: Secure systems and networks are essential to academic health centers. We have made substantial investments in people, training, hardware, software tools, and the development of orderly IS processes. We will refine those processes continually. We will be fully IS-compliant for HIPAA well before May 2005.

Customized information delivery: Our portals, our data warehouse, and various Executive Information Systems projects are core to our ability to deliver individual and group views of information from diverse KUMC information systems. We work closely with our Office of Planning and Analysis on EIS development.

System reliability: We will incorporate redundancy and other failsafe strategies into our networks and systems to the maximum extent we can afford.

Convergence: We are laying the groundwork for the gradual transition of voice and video from circuit-switching to packet-switching.

Wireless: We will implement wireless network access situationally until we have compelling reasons to develop a saturation strategy.

Data storage pooling: We will move from Directly Attached Storage to SAN, NAS, and other emerging approaches to "pool" storage resources.

Handheld devices: We work with our teaching, research, clinical, and administrative programs to support the use and connectivity of handheld devices by those programs.

Agency Architecture: Network: Switched Ethernet, Gigabit core and distribution, mix of switched 10 and switched 100 to the desktop. Security: Cisco Pix, IDS, VPN. Directory: NDS. Server: Netware 5.1, 6.0; NT 4.0 (phasing out); Windows 2000; Solaris 2.x; limited Linux. Desktop: Windows 95 and 98 (phasing out both), 2000, XP; Macintosh. New architectural directions: Gradual adoption of Windows 2003; selective integration of Linux.

COBIT: All managers and some project leaders in the Department of Information Resources have received CObIT training from the Information Systems Audit and Control Association. Each manager has evaluated his or her unit against the related Maturity Model. CObIT used as framework for evaluating unit effectiveness in Security Administration, Administrative Systems, and Customer Support.

E-Government: The web plays a fundamental role for KU Medical Center in a number of contexts including information delivery and integration (as a user interface); education (as our primary delivery modality for distance education including continuing education); and the delivery of interactive services (student services, employee services, library services, business to business services). We have rolled out our student portal and will role out our employee portal in the fall 2003. The portal will drive our next generation of web services, particularly the interactive services. We provide a number of Internet-based services to various constituencies. In addition to web-based (taught predominantly over the Internet) and web-enhanced (supplemented with materials on the web) curriculum courses (http://www.kumc.edu/vc/), we provide a variety of library and information services over the Internet. We are implementing the PeopleSoft Student Administration system jointly with the Lawrence campus. PeopleSoft SA enables student registration and enrollment; portal access to grading information; online student advising and scenario-development; and other electronic services.

Security: We have a Security Administration group with 2.8 FTE plus 1 FTE in another unit focused primarily on security. Firewall, VPN for off-site access; SSL for secure web transactions. Intrusion detection on Internet router, core switches, and UNIX hosts. Anti-virus on email gateway, all servers and desktops; daily signature updates (as provided). Formal certification process for all desktop devices that access Protected Health Information (under HIPAA) or student financial information and for all remotely-controlled devices; formal certification for all servers. MAC-address authentication and PEAP for wireless security.

Public Key Infrastructure: We are evaluating PKI as well as other options for secure authentication and authorization, particularly in the context of our clinical, research, and business information systems.

Web Accessibility: Our centrally managed information resources on the web, including virtually all resources used by the public, are 100% accessible to people with disabilities.

Records Retention: We fulfill our obligations per KSA 45-408. Our records retention schedule is posted at http://www2.kumc.edu/finance/recordretention/ ; our designated coordinator for records retention and access under the Open Records Act is Ms. Sandra Colyer (scolyer@kumc.edu).

Kan-Ed: We are a member of Kan-Ed and are paying close attention to its development. We will fully cooperate with Kan-Ed *vis a vis* Quality of Service, H.323 video, and other standards-based technologies that become integral to Kan-Ed. We are particularly interested in the extension of Kan-Ed capabilities into Kansas hospitals and other clinical care facilities (one of its target constituencies).

Service Contracts and Fees:

Kans-a-n Long Distance/Circuit Charges	$215,000
DISC Video Conferencing	Based on DISC long distance rates and $28/hr per port for use of the Multi-point Control Unit.

Regents, Wichita State (Agency #715)

MISSION: To provide comprehensive educational opportunities in an urban setting. Through teaching, research, scholarship, and public service, the University seeks to equip both students and the large community with the educational and cultural tools they need to thrive in a complex world and to achieve both individual responsibility in their own lives and effective citizenship in the local, national and global community.

SFY 2004 BUDGET: **$150,653,629**
SFY 2004 FTE: **1,667.6**
SFY 2003 IT EXPENDITURES: **$5,123,684**
WEBSITE ADDRESS: http://www.wichita.edu

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	5.0	5.0	5.0	5.0	5.0	5.0
Application Maintenance and Enhancement (in-production systems)	0	6.0	0	6.0	0	6.0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	4.0	0	4.0	0	4.0
Web application development and maintenance	0	3.0	0	3.0	0	4.0
Data Administration, Data Analysis/Validation and Database Administration	0	1.0	0	1.0	0	2.0
Network Engineering, Technical Management and Support	0	4.0	0	4.0	0	5.0
Security	0	0	0	0	0	2.0
Computer Operations, Management and Technical Support	6.0	8.0	6.0	8.0	6.0	9.0
Other IT Functions	12.0	0	12.0	0	12.0	2.0
TOTAL FTEs	**23.0**	**31.0**	**23.0**	**31.0**	**23.0**	**37.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe	**1**				
Supercomputer					
Midrange		**9**			
LAN Server				**36**	
Workstation				**1**	
Microcomputer				**5500**	**1000**

SFY 2003 MAJOR APPLICATIONS:

Admissions System
Student Records System
Touch-tone Access
Student Financial Assistance
Data Warehouse Query System
Library Management System
General Ledger Accounting
Budget Systems
Human Resources and Payroll
Telephone Billing System
Residence Hall System
Management Imaging
Network Management System
Purchasing System
Administration Time and Effort Reporting
Affirmative Action
Alumni/Foundation Records
Student Union
Bookstore
Athletics
Shocker ID Card System
Network Access System SOS
Document Management Imaging

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Major improvements were achieved in the self-service web applications within the Shocker One Stop (SOS) umbrella to improve campus access to information and services. Legacy telephone registration system was discontinued as students now enroll for classes exclusively on the web. New student self-service applications includes printing of full academic transcript, access to financial aid status and reporting, student advising system, reservations for commencement and wireless network authentication. Faculty benefited from SOS in that course history, class rosters with student records and pictures of enrolled students are all available. The decision to assign an official email address to all enrolled students has provided an important new communications channel to improve communications between faculty, students and staff. WSU's data warehouse now stores data for more than 100 tables of legacy data. Data available in the warehouse includes ten years of financial information and thirty years of student records. The latest version of Lotus Notes Office Management Suite was installed and deployed to the campus. The university projects that Lotus Notes will become the e-mail standard for the campus. Interfaces for international student admissions and tracking system "SEVIS" were custom developed.

The decision to acquire an ERP solution has greatly impacted University Computing & Telecommunication Services (UCATS) as we develop and execute our tactical plan for information technology support and services for the institution. All units within UCATS used fiscal year 2003 as a preparation year for our commitment to ERP. Development of legacy applications was curtailed with the exception of mandatory changes dictated by external organizations. Training in the use of contemporary technology tools have become a priority. The entire programming staff participated in project management training, in relational database development and in learning web development tools. WSU is anxious and ready to begin the journey to replacing our legacy applications.

STRATEGIC DIRECTION & OBJECTIVES: WSU's approach to information technology will be driven by the institution's view of the digital domain WSU needs to meet our mission. The institution is committed to creating a digital domain that is Internet based and provides easy self-service applications for all our constituents. The domain must be totally integrated, seamless, non-proprietary and secure. WSU intends to acquire an Enterprise Resource Planning (ERP) software suite to replace our core legacy systems. The ERP will provide the information technology foundation for changing the business processes of the institution to improve campus productivity, the quality of services, and to contain costs.

Intrusion detection/protection, bandwidth monitoring, and network security, especially between the campus and the Internet will grow in scope and utilization of resources. Support for wireless networks has continued to expand and provides access to the campus network through a secure, authentication-based system. Telecommunications will continue to upgrade the fiber network infrastructure to accommodate gigabit Ethernet connectivity between buildings and switched 100/1000 Mb within the buildings. The Blackboard Learning System (LS) will be upgraded to the enterprise solution architecture to provide a robust integrated system for the future. Blackboard's *LS Enterprise* is designed to run on multiple servers (typically one server for the database and a second for the application); supports server "clustering" to scale the application as the user base grows;

supports integration with WSU's Student Information System and other campus system architectures, including the ERP; supports redundant servers to reduce or avoid catastrophic failure; supports the inclusion of third party tools and features.

COBIT: Presently there are no plans to implement COBIT at WSU.

E-Government: Numerous new self-service web applications have been developed to provide anytime, anywhere access to information. Students, employees and visitors can visit WSU's website and quickly find information and services available. The website provides an easy to use interface for conducting personal university business in a secure manner. The web environment is paramount to the daily operation of the institution.

Security: WSU has formed an IT security committee to begin reviewing IT security policies – particularly in relation to departmentally owned and administered machines. A review of other aspects of security policy is underway, including incident response, past and future DMCA violations, education of students, faculty, and staff, and more. Wireless is currently secured via WEP key and MAC address registration. A feasibility study of the need for a firewall, intrusion detection/protection software, and a central LDAP-based authentication system is underway. Details of an external audit of the security of critical IT systems and network penetration tests are being identified.

Public Key Infrastructure: WSU does not currently use PKI but continues to be involved in the State project. Secure authentication and authorization options will be implemented as we identify the business need and when federal/state requirements require.

Web Accessibility: Campus committee comprised of the university-wide web developers currently coordinate web accessibility efforts. New central home page provides a campus portal environment for WSU family and for visitors. WSU official websites are accessible per ITEC Policy 1210 and the State of Kansas Web Content Accessibility Guidelines.

Records Retention: University Computing maintains records in compliance with all state and federal guidelines and requirements. Historical data is stored in the data warehouse platform for secure archiving and reporting needs.

Service Contracts and Fees: None reported.

Retirement System, Kansas Public Employees (Agency #365)

INCLUDES:

Operations Program
Public Employees Retirement Benefits Program
Investment-Related Costs Program

MISSION: The Kansas Public Employees Retirement System is a plan of retirement, disability and survivor benefits provided by law for Kansas's public servants and their beneficiaries. The Board of Trustees and the Staff of the Retirement System strive at all times to safeguard the System's assets by adhering to the highest standards of fiduciary and professional care, to comply strictly with the law, and to conduct business in a courteous, timely, and effective manner.

SFY 2004 BUDGET: **$24,768,539**
SFY 2004 FTE: **85.0**
SFY 2003 IT EXPENDITURES: **$1,427,818**
WEBSITE ADDRESS: http://www.kpers.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	2.90	0	2.90	0	2.90	0
Application Maintenance and Enhancement (in-production systems)	2.65	0	2.65	0	2.65	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2.75	0	2.75	0	2.75	0
Web application development and maintenance	0.20	0	0.20	0	0.20	0
Data Administration, Data Analysis/Validation and Database Administration	1.00	0	1.00	0	1.00	0
Network Engineering, Technical Management and Support	1.90	0	1.90	0	1.90	0
Security	0.20	0	0.20	0	0.20	0
Computer Operations, Management and Technical Support	0.80	0	0.80	0	0.80	0
Other IT Functions	2.10	0	2.10	0	2.10	0
TOTAL FTEs	**14.5**	**0**	**14.5**	**0**	**14.5**	**0**

Physical Assets:

	OS/390	AS/400	Unix	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server			**1**	**3**	
Workstation					**1**
Microcomputer				**117**	

SFY 2003 MAJOR APPLICATIONS:

Annual Statement System	AS/400
Contribution Reporting System	AS/400
Employer System	AS/400
Membership System	AS/400
Optional Group Life Insurance (OGLI) System	AS/400
Payroll and Accounting Interface	AS/400
Retirement Application System	AS/400
Retirement Benefit Payment System	Mainframe
Service Purchase System	AS/400
Withdrawal System	AS/400
Document Imaging System	AS/400/Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Kansas Public Employees Retirement System (KPERS) administers three statewide pension groups: the Kansas Public Employees Retirement System, the Kansas Police and Firemen's Retirement System, and the Kansas Retirement System for Judges. The Information Resources Division provides and supports the automated business systems required to meet the needs of these pension groups. KPERS continued the improvement of its information technology for fiscal year 2003 by: achieving milestones in the backfile conversion project and completing approximately 57% of the backfile conversion, completing the needs validation to address fundamental deficiencies in KPERS technology environment, completing pilot project to assess requirements for documenting KPERS processes and the data conversion effort and continuing to enhance PC and network technology and providing and supporting production business systems.

STRATEGIC DIRECTION & OBJECTIVES: KPERS' general strategy is to continue to work toward attaining fully automated and integrated business systems, incorporating digital document imaging and managed workflow technologies. The current IT effort is focused on continuing to meet goals set out in the backfile conversion project. Future project plans include pursuing web-based e-transactions for conducting business with employers and members and developing an integrated retirement benefit payment system. Information Resources will continue to monitor and evaluate AS/400 system utilization, review and improve the disaster recovery plan, evaluate data retention and archive requirements, and provide professional development opportunities. These objectives support the Retirement System's goal to continually enhance customer services.

COBIT: KPERS has adopted COBIT standards and utilizes them to support critical business processes. KPERS sets objectives to ensure that the information and related technology support its business objectives, its resources are used responsibly, and its risks are managed appropriately.

E-Government: E-government initiatives will be implemented in SFY 2003. Initially, plans will begin with implementing a program with employers to use the Internet to access specific account information. Future plans will be aimed at facilitating the flow of information between KPERS and the public.

Security: KPERS has adopted and implemented the State of Kansas Information Technology Security Policies and Guidelines. This policy is being updated on an ongoing basis to specifically address KPERS' systems.

Public Key Infrastructure: KPERS is currently evaluating the feasibility of implementing PKI. As applications are found where PKI is effective, KPERS will conform to requirements as set out in ITEC IT Policy 5200.

Web Accessibility: KPERS is in the final stages of redesigning its web site with a completion date of September 1, 2003. The agency has incorporated the State of Kansas Web Accessibility Guidelines to ensure compliance with ITEC policy 1210.

Revenue, Department of (Agency #565)

INCLUDES:

Administrative Services
Alcoholic Beverage Control
Tax Operations
Property Valuation
Motor Vehicles

MISSION: The Kansas Department of Revenue collects taxes and fees, administers Kansas tax laws, issues a variety of licenses and provides assistance to Kansas citizens and units of government.

SFY 2004 BUDGET: **$82,050,380**
SFY 2004 FTE: **1,196.0**
SFY 2003 IT EXPENDITURES: **$12,396,018**
WEBSITE ADDRESS: http://www.ksrevenue.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	5.0	2.0	5.0	2.0	5.0	2.0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	56.0	0	56.0	0	56.0	0
Web application development and maintenance	3.0	0	3.0	0	3.0	0
Data Administration, Data Analysis/Validation and Database Administration	7.0	0	7.0	0	7.0	0
Network Engineering, Technical Management and Support	20.0	0	20.0	0	20.0	0
Security	2.0	0	2.0	0	2.0	0
Computer Operations, Management and Technical Support	19.0	0	19.0	0	19.0	0
Other IT Functions	5.0	0	5.0	0	5.0	0
TOTAL FTEs	**117.0**	**2.0**	**117.0**	**2.0**	**117.0**	**2.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**9**			
LAN Server			**2**	**160**	**1**
Workstation					
Microcomputer			**2**	**2153**	**5**

SFY 2003 MAJOR APPLICATIONS:

Strata – ADA (Decision Analytics)	Mainframe
Policy and Information Repository	Server/PC
Alcoholic Beverage Control	AS/400/PC
Computer Assisted Mass Appraisal	AS/400/Mainframe/PC
Property Valuation Parcel Abstracts	AS/400/PC

Property Valuation Sales Ratio	AS/400/PC
Commercial Imaging System	PC
Accounts Receivable Management System	Server/Mainframe
Income Tax	Server/Mainframe
Telefile/PC File	Server/PC
MOSAIX	Server/PC
Taxpayer Registration System (Legacy Registration System)	Mainframe
Corporation Tax	Server/Mainframe
Sales Tax	Server/Mainframe
Excise Tax	Mainframe
Withholding Tax	Server/Mainframe
Motor Fuel Tracking System	Mainframe
International Fuel Tax Agreement	Mainframe
Minerals Tax	Mainframe
Inheritance Tax	Mainframe
ASTRA Case Sub-System	Server/PC
Deposit Control Processor	Mainframe
Channel Management System	Server/PC
ACM	Server/PC
Audit Work Papers – ACM Subsystem	Server/PC
Dealer License	Server/Mainframe
Kansas Apportioned International Registration	Mainframe
Kansas Drivers License System	Server/Mainframe
Vehicle Information Processing System	AS/400/Mainframe
Motor Carrier Central Permit	Mainframe
Kansas Vehicles Inventory System	Mainframe

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Kansas Department of Revenue (KDOR) continues in compliance with the Division of Administration's guidelines and the IRS policies regarding the safeguarding of Federal tax information. Security Policies address the protection of KDOR computing environments to ensure the availability, integrity and confidentiality of KDOR and IRS data. Security Procedures, used in conjunction with the Security Policies, provide the detailed security and control procedures to be followed. The KDOR and Business Continuity Plan and Business Contingency Plans were updated to reflect necessary changes in procedures, personnel and telephone numbers. These plans serve as a resource in the event some or all of KDOR's critical applications experience failure or unreliability due to a business contingency. KDOR successfully tested the recovery of the ATP system during the annual Disaster Recovery Hotsite Exercise in conjunction with the Department of Administration. KDOR received the IRS Safeguard Review Final Report. Conducted every three years by the IRS, it is a review of the controls over Federal Tax Information that KDOR receives. KDOR is evaluated according to the C2 Criteria as evaluated by National Security Agency or National Institute of Standards and Technology. KDOR received absolutely no recommendations for improving Computer Security over IRS data. The KDOR Security Officer was active during the year in the Kansas State Security Users Group, the ITEC Security Council and the Multistate Tax Commission Committee for the Streamlined Sales Tax project to develop Certification Standards for vendors of tax calculation software for Internet sales. The new automated purchasing request (BP-1) system has automated a previously manual, paper process. The system provides for electronic creation, routing, review, approval, tracking and storage of all Kansas Department of Revenue (KDOR) purchase requests and Information Technology Requests (ITR). The cost of paper has been eliminated; the physical delivery time among requesters, typists, reviewers and approvers has been dramatically reduced; the time to create requests has been reduced through the use of pre-filled fields and the rate of errors has been reduced through the use of drop-down menus. The system was created using internal KDOR resources and built on the Lotus Notes Platform. The benefits of utilizing the automated purchasing database are many. Speeds the process by reducing turnaround time. Reduces cost though reduction of paper. Allows automated review of requests still in process through the use of the Activity Log and provides an activity log customers can use to track the progress of a purchase request. Both qualitative savings and

quantitative savings are occurring as a result of the automated purchasing request (BP-1) system. Quicker receipt of IT orders due to the electronic routing and delivery of the ITR. The status of an ITR or BP-1 can be determined electronically. Previously the status had to be determined by starting with the originator and asking every person who handled the ITR or BP-1 if they had processed it. An audit trail now exists which covers the entire process. This record is kept electronically as part of the BP-1. Quantitative savings occur from the use of drop-down menus and pre-filled fields will reduce errors. The use of drop-down menus will speed data entry during the creation of ITR and BP-1's. The ITR automatically generates the BP-1 or if a requestor creates the BP-1 and discovers they need an ITR they can generate an ITR from the BP-1. Electronic retention of records eliminates the need to print and copy the ITR and BP-1.

KDOR Technology refreshment continued with the installation of 6 Dell GX 150 Pentium 1.2 GHz desktop PC's to replace existing equipment for the Alcholic Beverage Control Division. Additionally, KDOR implemented 50 Dell GX 240 1.6 GHz desktops in all KDOR Divisions. KDOR deployed 9 Laptops with Dell Latitude laptops abd 33 Gateway Laptops to replace aging laptop equipment. KDOR continued to replace its mission critical NT Server farm with the installation of 27 Dell rack-mounted Power Edge servers. The rack-mounted units allow KDOR to reduce the server footprint in the raised floor computer room creating the necessary room for additional server equipment and improved monitoring of servers through remote monitors located together. KDOR implemented 37 21" monitors in various Divisions to support multiple window desktop activity and improve the productivity of KDOR associates. To maintain desktop printing capability and to eliminate VTAM printing devices, KDOR implemented 27 desktop and LAN printers. To improve security on the KDOR LAN and provide easier rule-based management for Web applications and their database support environment, KDOR implemented a streamlined DMZ architecture. The new DMZ design utilizes a single firewall supporting multiple DMZ LANs. This design allows KDOR to separate the Web DMZ from the Database DMZ and impose different general policy rules for each segment.

In SFY 2003, INK partnered with KDOR, once again, for two applications that allow motor carriers to renew and file supplements to International Registration Plan (IRP) accounts. The IRP supplement application, launched in August 2002, enjoys a 29% adoption rate. The renewal application, launched in December 2002, has also experienced a successful first year. At the completion of the 2003 renewal period, 36% of IRP accounts were renewed on-line. Another important accomplishment now provides Kansas vehicle owners with the ability to renew their vehicle registration on-line. To comply with the proof of insurance requirement, Insurance information on Kansas' vehicles is now being submitted electronically on a monthly basis. Vehicle owners whose insurance company partners with KDOR to provide data can now complete their vehicle registration renewal completely on-line. Additionally, Kansas has a paperless title and e-lien web application to streamline title issuance. This Web application utilizes digital certificates issued through INK from Verisign to insure the identity of lending institutions and automobile dealers performing lien activity. In addition, enhancements have been made to the Kansas Vehicle Inventory system which provide accurate inventory counts and monitor inventory levels. Data warehouse screens were developed to provide electronic services previously requiring manual development. KDOR improved the way it accepts payments from county offices to ensure faster deposits and elimination of paper checks. Finally, the top five county offices received new AS/400's while consolidating multiple AS/400's into a single AS/400.

The Division of Tax Operations continues to be a significant area of technical development for KDOR. With the Implementation of the Captiva Imaging system in Channel Management, KDOR set new performance benchmarks in Income Tax processing. The improved form recognition and Intelligent Character Recognition (ICR) capabilities of the Captiva software enabled 35% of the imaged Kansas Individual Income Tax Forms to pass through the system without any manual activity. During the past year KDOR has worked with the Federal Treasury Department to implement the offset of Federal Income Tax refunds for all types of KDOR debt. Additionally, KDOR has successfully partnered with the Department of Administration to offset State of Kansas payments to entities with tax debts to the state. KDOR significantly reduced the cost of sales tax form printing through the Sales Tax Return

Print project. This project took forms that Moore Business Forms had been printing for KDOR and developed a contract with the Department of Administration, Division of Printer for the printing. These pre-printed individualized forms are printed using customer data from KDOR and then printed by the State Printer. The forms are then processed at KDOR using advanced mail handling equipment. Additional savings to the State of Kansas have been incurred by eliminating out-sourced printing of tax correspondence and moving this activity to the Department of Administration print facility in DISC.

STRATEGIC DIRECTION & OBJECTIVES: The strategic direction, proposed business systems, and system budget proposals contained in the next several sections reflect the business plan for the Kansas Department of Revenue as of the filing date of the Information Technology Management and Budget Plan (ITMBP) for State Fiscal Year 2004 through State Fiscal Year 2006. KDOR Property Valuation Division is implementing a new statewide property appraisal system. This system will replace the current CAMA Computer Aided Mass Appraisal system. The work in SFY2004 will begin the build components and move into testing and pilot roll out into specific counties to begin this multi-year application replacement across the 105 counties in Kansas. KDOR is monitoring this application as it relates to other planned activities that effect the County Computing infrastructures. These other planned activities include the redesign and eventual replacement of the KDOR Motor Vehicle VIPS (Vehicle Information Processing System) and the HAVA system (Help America Vote Act) from the Kansas Secretary of State. This coordination is taking place with the help of the Director of DISC Office. KDOR is fundamentally focused on inter and intra state jurisdictional taxation issues with the new Streamlined Sales Tax Project. This project is meant to bring states closer together in common practices to allow for the collection of tax across state borders and with the collection of Internet based sales tax on on-line purchasing. In order to comply with the national agreements between the states, Kansas has implemented sales tax calculation at the site of delivered or serviced goods in the state of Kansas. This new piece of Kansas Legislation, HB2005 requires the KDOR to provide electronic services to businesses so that they can accurate calculate the correct tax rate at any one of the 752 taxing jurisdictions in the State of Kansas. In the future these same services will provide the State of Kansas official address and tax calculation file for the national SSTP file and the National Mobile Telecommunications Sourcing Act (MTSA) file. This file will act as a repository of street address information for the entire state of Kansas and the correct tax rate to be used to calculate the tax due on Internet based sale tax.

KDOR will begin redesigning the Motor Vehicle VIPS application. The potential replacement costs will be determined in the out years. During SFY2004, the Vehicle Information Processing System will be analyzed to ensure the state has a system that will allow for growth and enhancement when processing motor vehicle transactions in a new electronic era. The Vehicle Information Processing System provides vital information to law enforcement and other motor vehicle agencies within the United States. KDOR anticipates preliminary project planning and funding approval activities to occur after the completion of the new CAMA System in SFY2006 and SFY2007. KDOR has been changing the computing architectures of the State of Kansas taxation systems from mainframe centric to client server based applications. KDOR has changed operating systems that support these applications from MVS to UNIX Solaris and NT operating systems. The KDOR network infrastructure is now TCP/IP with Virtual Private Networks to the KDOR Regional Offices located in Kansas City and Wichita. KDOR has also introduced strategic computing architectures to support the management of the voice or telecommunications infrastructure. KDOR relies on Interactive Voice Response Units to deliver 7X24 hour service for applications like Electronic Payments for Taxes, TeleFile for Business and Income Tax Filing and self help functionality such as TeleAssist or the TeleRefund Status Line. The Automated Call Distribution (ACD) software introduced in SFY 2000 has allowed KDOR real time voice management capabilities that allow KDOR managers the ability to understand all metrics needed to handle incoming voice volumes. Some of the metrics needed include average call wait time, average call duration, number of calls offered, number of calls answered, number of calls selecting self-help options. This technology now is used in the Division of Taxation, Motor Vehicles, and the Secretariat Division.

The KDOR Web Page and Internet delivery vehicle also contains 7X24 hour service applications that span Division boundaries within KDOR. The KDOR home page has many features that allow for self help options. Some of these options are all KDOR Tax Forms, all KDOR Tax Policies, Income Tax Filing, Business Sales Tax Filing, Drivers License Change of Address, and a set of frequently asked questions across the entire agency which match the frequently asked questions available on the KDOR ACD system. The Division of Motor Vehicles offers Motor Vehicle Registration Renewal through both Internet and Voice Channels. The Division of Motor Vehicles offers electronic management of Vehicle Titles in the new web based KDOR E-LIEN Application. By continuing to provide services to citizens through the KDOR 1-800 numbers, KDOR Web Site, and other voice technologies such as IVR applications, Kansas Citizens can select the services they need from either option and receive self help functionality regardless of time or location the service is needed.

COBIT: KDOR has used the COBIT IT domains, processes, and tasks in the formulation of the new IT position descriptions and the new ESO and ESA class descriptions. Internal Audit uses COBIT control objectives and audit objectives in the audit of IT functions and applications.

E-Government: The Kansas Department of Revenue has lead the way in establishing electronic government security architectures, services, applications, and best practices for the State of Kansas. Revenues from on-line payment options for Kansas during fiscal year 2003 exceeded $3 Billion. The Kansas Department of Revenue accepts all major credit card and other electronic payments through multiple on-line applications. Credit card payments for individual income and business taxes are accepted through a third party payment center, Official Payments Corporation. KDOR offers warehousing EFT payments for EBT (Debit and Credit) transactions. This provides Income Tax Payers the capability to file their taxes with an amount due in January and warehouse the payment until the nightly run on the 16th of April. Conversely, a small business can file their sales tax return on line with a balance due on the 1st of the month and have the payment withdrawn from their checking or savings account on the 26th of the month or the actual due date of the payment. During Income tax processing of 2002 Income Tax returns in the first six months of 2003, KDOR direct deposited over 196,000 Income tax refunds and made over 6,000 direct debits for Income Tax payments owed to KDOR. These same EFT and warehousing payment processes are available to KDOR Business tax customers as well. Kansas State government provides a high speed IP based wide area data network to all county offices and state buildings located in the counties of Kansas. The Kansas Court Systems and the Law Enforcement communities also use this wide area network. KDOR provides email services to all Kansas County Governments. This wide area network called KANWIN (Kansas's Wide area Information Network) also provides each county office (Treasurer, Appraiser, Clerk of the Court, and Register of Deeds office) with both email and Internet connectivity. KDOR supports over 1000 county email platform users across Kansas County Government.

Security: KDOR will continue to update its security policies and procedures regularly. These policies and procedures will be in compliance with State of Kansas standards and C2 Standards for the IRS. KDOR's IS Security Office will continue to be responsible for this activity. KDOR is a member of the recently formed Kansas Information Technology Security Council.

PKI: The Kansas Department of Revenue has been working closely with the Secretary of State's Office and many other Kansas State Agencies to craft and award a statewide PKI Certificate Policy and Services Contract. KDOR currently uses PKI services with its vendor community to secure outgoing communications and with the Multi State Tax Commission for the secure and authenticated exchange of confidential tax payer information for multi-state tax audit purposes. As the State of Kansas adopted the statewide contract for PKI certificates KDOR implemented the new KDOR E-Lien application for Notice of Secure Interest and Motor Vehicle Lien management functions. To date there are approximately two hundred and fifty users of the PKI certificates for this application. KDOR is fully implementing this application with all available business partners in the third and fourth quarters of calendar year 2003. KDOR expects to have implemented over one thousand PKI certificates on private business desktops by the end of SFY204. KDOR is focused

on implementing this technology primarily in Government to Government applications (such as the secure county web portal for moving EFT payments) and Government to Business (such as the Paperless Titles Application) initially. As these processes mature KDOR will look at additional opportunities to use PKI as a technology to support Government to Citizen applications in the future. KDOR is providing Local Registration Authority services under the auspices of the State of Kansas Registration Authority and the Secretary of States Office.

Web Accessibility: KDOR is committed to providing equal access to web-based information in accordance with ITEC policy 1210 and section 508 of the U.S. Rehabilitation Act. This ensures that KDOR web pages will be understandable by users with or without disabilities equally well. Prior to publishing, KDOR tests web pages utilizing inside sources such as multiple browsers and settings, software such as LIFT, screen-reading software and also through outside sources such as approved compliance testing web sites such as is committed to providing equal access to web-based information in accordance with ITEC policy 1210 and section 508 of the U.S. Rehabilitation Act. This ensures that KDOR web pages will be understandable by users with or without disabilities equally well. Prior to publishing, KDOR tests web pages utilizing inside sources such as multiple browsers and settings, software such as LIFT, screen-reading software and also through outside sources such as approved compliance testing web sites such as www.cast.org/bobby.

Records Retention: KDOR routinely generates back ups for all electronic records generated or captured in the normal course of business. All electronic records are being captured in a format that is compatible with the software and hardware that is currently being used by the department. The vast majority of KDOR's electronic records are maintained in a live and/or active system and are needed for daily business activities. KDOR is actively involved in enhancing and developing methods for handling the limited number of electronic records that may have historical value. During SFY2003 KDOR developed the an application in the Lotus Notes Email environment that allows for automated archiving of critical email and attachments as defined in the specifications outlined in the managing electronic mail guidelines, which was approved by ITEC on May 2, 2002. This document CERA computerized electronic records archiving falls under the auspices of the Kansas Open records Act (KORA).

Service Contracts and Fees: KDOR has an extensive list of service contracts that can be made available through the Kansas Information Technology Office or by contacting KDOR directly.

Revisor of Statutes (Agency #579)

INCLUDES:
Bill Drafting/Publication
Data Processing

MISSION: The Revisor or Statutes provides bill drafting and legal research services for all legislators, committees, and the Legislative Coordinating Council.

SFY 2004 BUDGET: **$2,460,265**
SFY 2004 FTE: **26.0**
SFY 2003 IT EXPENDITURES: **$85,345**
WEBSITE ADDRESS: None

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	.25	0	.25	0	.25
Application Maintenance and Enhancement (in-production systems)	0	.40	0	.40	0	.40
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	.25	0	.25	0	.25
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	.15	0	.15	0	.15
Network Engineering, Technical Management and Support	0	.40	0	.40	0	.40
Security	0	.05	0	.05	0	.05
Computer Operations, Management and Technical Support	0	.50	0	.50		.50
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**2.0**	**0**	**2.0**	**0**	**2.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Novell
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation					
Microcomputer				**6**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The IT staff of the Office of the Revisor of Statutes continued its support of the current systems used for legislative bill drafting (TextDBMS) and bill tracking (KLIS) systems during the session, and the statute editing and publication processes during the interim period. Staff continued to participate in the Information Systems team of the Legislature and the newly formed Liberty Users Group, which deals with issues related to the Legislature's Liberty Document Management System.

STRATEGIC DIRECTION & OBJECTIVES: The agency will provide the same services for the legislature and continue to implement the legislative strategic plan. The areas of e-government, security, public key infrastructure, web accessibility, and records retention are being developed under the legislative strategic plan.

Secretary of State (Agency #622)

INCLUDES:

Administrative Services
Business Services
Elections/Legislative Matters

MISSION: To be the least complicated, most accessible agency in state government.

SFY 2004 BUDGET: **$11,450,630**
SFY 2004 FTE: **56.0**
SFY 2003 IT EXPENDITURES: **$88,332**
WEBSITE ADDRESS: http://www.kssos.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	1	0	1	0	1
Application Maintenance and Enhancement (in-production systems)	0	0.5	0	0.5	0	0.5
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	1.5	0	2	0	2
Web application development and maintenance	0	1	0	1	0	1
Data Administration, Data Analysis/Validation and Database Administration	0	0.25	0	0.25	0	0.5
Network Engineering, Technical Management and Support	0	0.25	0	0.5	0	0.5
Security	0	0.25	0	0.25	0	0.5
Computer Operations, Management and Technical Support	0	0.25	0	0.5		0.75
Other IT Functions	0	0	0	0.5	0	0
TOTAL FTEs	**0**	**5.0**	**0**	**6.5**	**0**	**7.0**

Physical Assets:

	OS/390	AS400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**2**			
LAN Server				**3**	
Workstation					
Microcomputer				**63**	

SFY 2003 MAJOR APPLICATIONS:

Accounting
Budget
Appointments
Labor Union/Business Agents
Prepaid
Pre-arranged Funeral Agreement
Refund
Amendments
Reinstatements
Business Entity Annual Reports
Charitable Organizations
Trademark
Professional fundraisers and solicitors
Customer service center for agency

Inventory
Vouchers
Notary

Media Relations
Kansas Register
Kansas Administrative Regulations
Kansas Directory
Corporate Recognition
Customer Request Correspondence
Name Availability/Name Reservation (KBC)
New Business Entity Filings-Domestic & Foreign

UCC 1 Financing Statement
UCC 2 Financing Statements
UCC Electronic filing system for initial financing statements and subsequent filings
UCC Search
Centralized Voter Registration System
Election Night Tabulation
Lobbyist Registration
County election files/County Clerks address
Law books
Elections System

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Consolidation of several independent databases into one integrated GUI Election Management system dramatically reduced time required to prepare for each election and allowed our Elections Division to directly import precinct data from redistricting, distribute voter registration statistics and abstracts to the counties for both the 2002 primary and general elections, as well as other benefits. As a collaborative effort with accessKansas, Department of Revenue, and Department of Human Resources, the Kansas Business Center (KBC) was launched allowing a one-stop shop for starting your Kansas Business. The initial phase included allowing SOS customers to perform a name availability search and reserve business entity names online. The name availability search is significant because Kansas is the only state in which this has been successfully implemented. A work group consisting of many state agencies completed the Public Key Infrastructure (PKI) RFP process and a contract awarded to Verisign to provide the state of Kansas with these services. Initial analysis of the federal Help America Vote Act (HAVA) began, and the Kansas Election Reform Advisory Council was formed to draft and file the Kansas HAVA state plan. The plan was completed through a joint effort of working groups for accessibility, voter education, central voter registration (CVR), and finance. The SOS web site adopted a unique and more inviting face and several important new features, including a robust search function which includes forms/fees and statutory duties databases allowing citizens quick access to filing information. The site provides a foundation for our future electronic initiatives. Our internal information dissemination processes were enhanced through the implementation of an employee intranet, saving resources and allowing our diverse divisions to unite into one electronic home. Ongoing security measures included collaborating with the KBI on implementing our agency security policy and educating users on network/system security practices.

STRATEGIC DIRECTION & OBJECTIVES: Establish the broadest electronic communication with and among our customers, our staff and sister agencies. The secretary of state maintains a repository of official state records that have been filed in our office since before statehood. Highly summarized, they have been generated by broad and diverse legislative, executive, elective and business transactions that are of interest to Kansas's citizens who ask us to search, copy, and certify these official records for them. It is reported that by the end of this year, 95% of our business customers will be internet-active. It is appropriate, then, that more than half of the agency goals identified by our management staff for completion during SFY 2004 – 2006 are related to an increase in electronic communications – with and among our customers, our staff and other state agencies. Ultimately, we envision interactive electronic access with every division in our office. For this reporting period, the most important strategic goals are: Upgrade IBM AS/400 system to IBM iSeries, Electronic filing of corporate annual reports (over 90,000 annually), New/revised Business Entity and UCC filing systems, New/revised accounting system to incorporate new forms of payment (electronic), reporting, and budgeting, Continued collaboration with accessKansas and our sister agencies (KBC, PKI, UCC), Implement Federal HAVA legislation requirements of new central voter registration database, Online UCC notification system, Online Notary system, e-Notary implementation, Internet storefront for lawbook and flag sales, On-line registration of lobbyists and lobbyist expenditure reports, Electronic reporting of campaign finance reports and statements of substantial interest.

E-Government: Our strategy is aggressive. To support it, we have reorganized our office to provide for an e-government officer who works closely with the information technology division and with agency management staff to assess the feasibility of moving current applications to the web, and to assess the need for new web applications. To further support our commitment to electronic communication, we continue to upgrade our hardware and software on a three-year cycle so that our customers have confidence in the electronic access we have provided. For the same reason, and as appropriate, we continue to contract with third parties for discrete programming consulting services. These are identified *infra* under *Service Contracts and Fees*.

Security: We continue to monitor and make improvements where necessary to the security of our information. In SFY 2003, in collaboration with the KBI, we introduced our Security Policy to the agency and provided education on security practices. We continue to move toward the Windows XP operating system on all desktops to increase security of the individual work stations. Auto virus updating and policy management software as well as network intrusion systems will be evaluated/installed in this reporting period.

Public Key Infrastructure: We are currently exploring potential projects utilizing PKI including an e-Notary application, online campaign finance report submission, and many election related initiatives.

Web Accessibility: During the launch of our new web site our developers established methods, practices and standards for ADA requirements. They continually will monitor ADA policy to ensure site compliance.

Records Retention: Records are received and stored in both paper and electronic format. Paper records are received and retrieved in the traditional method and are retained according to the record retention plan. Electronic records are stored as data records or images in IBM content manager on the IBM iSeries. When these records are retrieved they may be displayed on a computer monitor or printed. Electronic records are retained in accordance with the electronic recordkeeping plan. In July 2002, our office was the first Kansas agency to complete its electronic recordkeeping plan. The plan was submitted to and approved by the State Records Board. We continue to work with the State Records Board to update and improve the policy.

Securities Commissioner (Agency #625)

INCLUDES:

Preventive Regulation
Enforcement Services
Education Services

MISSION: The mission of the Office of the Securities Commissioner is to protect and inform Kansas investors, to promote integrity and full disclosure in financial services, and to foster capital formation.

SFY 2004 BUDGET: **$2,069,276**
SFY 2004 FTE: **27.8**
SFY 2003 IT EXPENDITURES: **$29,794**
WEBSITE ADDRESS: http://www.securities.state.ks.us

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation					
Microcomputer				**45**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Office of the Kansas Securities Commissioner ("KSC") migrated from the Lotus Notes integrated office software application (for e-mail, calendars, planners, etc.) to Microsoft Outlook/Exchange in December 2002. This migration has allowed for more efficiency in communications and scheduling through the development and

maintenance of shared calendars. Outlook also integrates more tightly with the agency's standard office suite of applications programs (Microsoft Office), which provides efficiency in sending and receiving documents.

A new network file/print server was installed in the Topeka office in June 2003, replacing an older (and much smaller) proxy server. Prior to installation of the new server, user files were stored on individual PCs, and such PCs communicated through a peer to peer office network. Since files were maintained on individual PCs, backup and maintenance of these files was dependent on each individual user. While procedures were in place and users had been trained to execute periodic backups, the agency believed such files may still be at risk to hardware failures and human error in the backup/archive process. Therefore, a dedicated file server was acquired, and all user files in the Topeka office have been transferred to this server. The server is configured with redundant hard drives (with files mirrored to both) and a high speed tape backup drive. The Topeka office is now set up as a client/server network that runs true server software (Microsoft Server 2003). The above changes have greatly enhanced data integrity and security. In the upcoming fiscal year, the agency plans to continue with the above project by developing a virtual private network between the Topeka and Wichita offices (through firewalls installed at each location) to allow user files of Wichita staff to be consolidated with user files of Topeka staff on the file server in Topeka. This will centralize all user data and ensure uniform storage and archiving of such data.

During SFY 2003, the agency commenced a program that allows notice filings by mutual fund companies to be created by the filer and received electronically by the Securities Commissioner's office. This has eliminated a significant amount of paper filings previously received by the agency.

The agency also acquired "forensic" microcomputer equipment that is used in the analysis of the personal computers of targets of securities fraud investigations. The equipment enhances an investigator's ability to seize, evaluate and retrieve evidence of criminal activity that otherwise would go undetected through traditional investigative techniques. The agency has acquired digital cameras and presentation equipment to enhance illustrations and clarify arguments made in administrative and criminal proceedings.

STRATEGIC DIRECTION & OBJECTIVES:

E-Government: The KSC's registration and enforcement records currently reside on a mid-range (IBM AS/400) computer. A custom inquiry/maintenance application manages these records. While currently adequate, this application does not provide the flexibility to incorporate new fields and processes to adapt to changing strategies, procedures and tasks within the Preventative Regulation and Enforcement programs of the agency. Specifically, the agency is seeking a new case management system to improve tracking, timing and accountability of investigations, prosecutions or hearings. Such a system should also be able to monitor payment of fines and restitution as well as results of rescission offerings. Commercial software designed specifically for securities regulators in a "wintel" environment is now available. The agency will analyze the feasibility and usefulness of such software on an ongoing basis.

Security: As described in the previous section, the KSC has moved from a peer to peer network of microcomputers to a client/server environment with redundant storage (mirrored drives) on the central server. This migration has resulted in much greater data integrity and security. The agency plans to extend this network via a VPN to its satellite office in Wichita. To ensure data integrity and security, the agency maintains hardware firewalls on the routers at each location, and has installed automated virus protection software on all PCs and servers throughout the agency. The agency will continue to evaluate its security measures in accordance with ITEC Policy 4230.

Web Accessibility: The agency will continue to enhance its website to make more agency information, orders, opinions and administrative/criminal actions available electronically to the public in accordance with ITEC Policy 1210. The KSC participates in the Investment Adviser

Registration Depository (IARD) and Public Disclosure (IAPD) programs with other states and the SEC to provide registration and disclosure information about investment advisers via the Internet. Future enhancements to this program will include information on individual investment adviser representatives. Similar information is provided on broker-dealers and their agents via the NASD's Public Disclosure Program. Such web based electronic disclosure programs, along with the agency's web site (and traditional communications through the broadcast and print media) allow the KSC to meet it goals under its Education Services Program.

Records Retention: The agency retains records in electronic format under the same rules and guidelines as paper records. It will provide records in an electronic format pursuant to a public information request in accordance with the terms and conditions of the Kansas Open Records Act.

While the Office of the Kansas Securities Commissioner has made significant progress in the effective use of information technology, we will continue to analyze and apply such technology to enhance the efficiency and effectiveness of our operations and high level of service to Kansas investors. To ensure efficient operations, the agency will also strive to meet its targeted 3-year replacement cycle for microcomputers and operating systems within existing budget constraints.

Sentencing Commission, Kansas (Agency #626)

INCLUDES: Kansas Sentencing Commission
Kansas Criminal Justice Coordinating Council

MISSION: Kansas Sentencing Commission
To develop post-implementation monitoring procedures and reporting methods to evaluate guidelines sentences; to advise and consult with the Kansas Secretary of Corrections and members of the Kansas Legislature in developing a mechanism to link guidelines sentence practices with correctional resources and policies, which includes the review and determination of the impact of the sentencing guidelines on the state's prison population; to consult with and advise the Legislature with reference to the implementation, management, monitoring, maintenance and operations of the sentencing guidelines system; and to make recommendations to the Legislature relating to modification and improvement of the Kansas Sentencing Guidelines Act.

MISSION: Kansas Criminal Justice Coordinating Council
To define and analyze issues and processes in the criminal justice system, identify alternative solutions and make recommendations for improvements; perform such criminal justice studies or tasks as requested by the Governor, the Legislature or the Chief Justice, as deemed appropriate or feasible by the Council; oversee development and management of a criminal justice database; and develop and oversee reporting of all criminal justice federal funding available to the state or local units of government.

SFY 2004 BUDGET: **$4,417,077**
SFY 2004 FTE: **7.0**
SFY 2003 IT EXPENDITURES: **$14,238**
WEBSITE ADDRESS: http://www.ink.org/public/ksc

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0.05	0	0.05	0	0.05
Data Administration, Data Analysis/Validation and Database Administration	0	0.8	0	0.8	0	0.8
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0.05	0	0.05	0	0.05
Computer Operations, Management and Technical Support	0	0.05	0	0.05		0.05
Other IT Functions	0	1.3	0	1.3	0	2.0
TOTAL FTEs	**0**	**2.2**	**0**	**2.2**	**0**	**2.9**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**15**	

SFY 2003 MAJOR APPLICATIONS: None reported.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: These included the following: the updating of: the statewide sentencing database; prison population projections; inmate classifications; the post release revocation database; the parole/post release supervision database; the desk reference manual database; the resource directory database; administration and management; financial and also the continuing updating of a comprehensive state criminal justice mailing label database.

STRATEGIC DIRECTION & OBJECTIVES: Due to budget restraints, little evolution or change is foreseeable. However, the agency's primary goal is the adequate maintenance of the systems in place. This agency will also strive to continue updating software and, if the budget allows, continue to upgrade computer hardware at the rate of two personal computers per year. The agency may pursue strategic partnering with other criminal justice agencies through the implementation of Senate Bill 123 thereby developing our current IT structure and enhancing our capabilities in a cost-effective fashion.

Agency Architecture: None reported.

COBIT: The agency does not have any current COBIT and has no need or plans to adopt one given our present IT structure.

E-Government: This agency will continue to update the web site for citizens, businesses and governments by providing timely information and access to our publications on our web site.

Security: Antivirus software (i.e., eTrust InnoculateIT, Version 6.0.96) has been installed and is updated regularly on all personal computers. In addition, all personal computers with sensitive information are password protected and in addition, firewall software has been installed on the four personal computers that are networked.

Public Key Infrastructure: This agency does not have any data encryption, or any need for the digital identity of the user because no information is encrypted.

Web Accessibility: This agency's web site uses Cascading Style Sheets (CSS) and is divided into naturally divided sections. The web site is presently being operated at the maximum level possible and this agency is pursuing alternatives. However, these technical restraints are directly impacted by fiscal costs.

Records Retention: This agency is compliant with federal regulations regarding grant related records. Various documents generated by this agency have electronic copies placed upon the agency web site and are then also archived electronically upon CD's.

Social and Rehabilitation Services (Agency #629)

INCLUDES:

Health Care Policy
Integrated Services Delivery
Administration
Field sites in all 105 counties. This also includes Kansas Neurological Institute, Rainbow Mental Health Center, and Larned, Osawatomie, and Parsons State Hospitals.

MISSION: To protect children and promote adult self-sufficiency.

SFY 2004 BUDGET: **$2,272,011,519**
SFY 2004 FTE: **6,277.1**
SFY 2003 IT EXPENDITURES: **$25,673,300**
WEBSITE ADDRESS: http://www.srskansas.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	13.0	1.0	13.0	1.0	13.0	1.0
Application Maintenance and Enhancement (in-production systems)	27.5	0	27.5	0	27.5	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	16.0	0	16.0	0	16.0	0
Web application development and maintenance	5.0	0	5.0	0	5.0	0
Data Administration, Data Analysis/Validation and Database Administration	17.0	0	17.0	0	17.0	0
Network Engineering, Technical Management and Support	17.0	0	17.0	0	17.0	0
Security	1.0	0	1.0	0	1.0	0
Computer Operations, Management and Technical Support	13.0	0	13.0	0	13.0	0
Other IT Functions	83.5	0	83.5	0	83.5	0
TOTAL FTEs	**193.0**	**1.0**	**193.0**	**1.0**	**193.0**	**1.0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server				**201**	
Workstation					
Microcomputer				**6000**	

SFY 2003 MAJOR APPLICATIONS:

Electronic Benefits Transfer (EBT)	Mainframe
Family and Child Tracking System (FACTS)	Mainframe
Statewide Contractor Reimbursement Information and Payment Tracking System (SCRIPTS)	PC
Kansas Automated Eligibility and Child Support Enforcement System (KAECSES including AE and CSE systems)	Mainframe

Kansas System for Child Care and Realizing Economic Self-Sufficiency (KsCares)	Mainframe
Medicaid Management Information System (MMIS)	Mainframe
Alcohol and Drug Management Information System (ADMIS)	PC
Medical Records Management (MRM)	PC
Patient Accounts Management System (PAM)	PC
Financial Accounting Reporting Management System (FARMS)	Mainframe
Kansas Management Information System (KMIS)	Mainframe
Kansas Initiative for Decision Support (KIDS)	Server
Kansas Pay Center (KPC)	UNIX
WARDS	Server
SRS Motor Pool	Server
Expendable Inventory Control (EIC)	Server
Client Management System (CMS)	Server
Fixed Inventory Control (FIC)	Server

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY03, there were a number of significant IT accomplishments. SRS has contracted with EDS to become the new Medicaid fiscal agent and they took over operation of the current MMIS on July 1, 2002. The new Electronics Benefits Transfer contract was awarded as the old one expired in February 2003. This contract involves the delivery of Cash and Food Stamp Services and will further include the issuance of Child Care Payments. SRS continued work on its integration effort and chose a UNIX platform for it to run on. SRS systems were reviewed for HIPAA compliance and those not in compliance were remediated.

STRATEGIC DIRECTION & OBJECTIVES: The Secretary of SRS has given a strong commitment to using Information Technology to help SRS staff serve its customers in the most efficient manner. SRS has embarked on a long-term system integration effort familiarly called the Enterprise Circle Plan (ECP) that will bring all SRS systems into an integrated structure that will determine how new systems are developed and will incorporate legacy systems into the structure. The ECP consists of four basic rings, Individual Identifying Information, Assessment, Specific Program Requirements and Ongoing Service Delivery. SRS is expecting to increase IT resources by reallocating unfilled positions in other areas. This moderate growth in resources is based on the commitment to the ECP Project and bringing it to fruition. These additional resources will also be used to maintain and build systems and could replace some currently contracted staff. It is SRS's desire to use contract staff more specifically for supplementing resources to build new systems and would be used for a defined period of time. Another major effort underway is the assessment and remediation of SRS computer systems to insure their compliance with the Health Insurance Portability and Accountability Act (HIPAA). This includes the full implementation of a Medicaid Management Information System that meets HIPAA rules and requirements.

COBIT: COBIT is incorporated in the routine operations of ITS in several ways. Quality Assurance reporting for new systems is based on both detailed control objectives and critical success factors from COBIT. Assessment of project quality uses this method. Audits of any aspect of agency IT work incorporate COBIT standards for performance. Both auditors and ITS project development staff are trained on PMM and COBIT to understand how they work together.

E-Government: SRS is continuing its e-government efforts by embracing the aspects of the Enterprise Circle Plan. Within this plan lies the basis for integrating SRS systems. This integration initiative will allow SRS to develop tools to allow citizens, businesses and governments to interact with SRS information. E-government processes built by the Enterprise Circle Plan may include client access to SRS information, the ability to report client changes, the provision for initial application of services online, the completion of a customer self assessment for potential eligibility for services, automated voice response systems, Electronic Benefit Transfer (EBT) for cash, child care and food stamp benefits, and other tools as the requirements

are identified.

Security: SRS is in the process of building a comprehensive enterprise security policy for the entire enterprise including state hospitals and institutions, area offices, central offices and its community partners. A security steering committee comprised of key SRS management members (Human Resources, Legal, Children & Family Policy, Integrated Services Delivery, Audit & Consulting, and Organizational Development, and the HIPAA Leader, and Information Security Manager) was formed to develop high-level business security policy. Policy I.T.P.B. 1.00 - Electronic Information Security: Principles, Roles, and Responsibilities were published to provide overall guidance for all future SRS information security policy. Supporting policy, standards, and procedures are being developed and published in the SRS Information Security Policy Manual. Special effort is being taken in our security approach to develop useful security awareness information for the employees in the form of published guidelines. Employee guidelines, the policy manual, and technical information about our security program will be published on the SRS intranet site. This site will be referenced in new employee orientation and refresher security awareness programs.

Public Key Infrastructure: SRS recognizes that it has some needs to encrypt confidential information that is being exchanged outside of our organization that are not being covered by current encryption solutions. SRS recognizes that it has some requirement for electronic signatures for non-repudiation needs and that PKI might meet user authentication needs. SRS will need to study and pilot this technology to see if it will be a practical solution in our environment.

Web Accessibility: The Internet site for SRS is compliant with the Web Accessibility Guidelines. The pages have been checked using several approved readers. We also have had some of the staff at the Rehabilitation Center for the Blind and Visually Impaired check the pages. The SRS Intranet is being redesigned. It will be checked in the above fashion as well. Future web applications will be designed using the ADA guidelines. Future changes to both the Internet and intranet sites will also be developed using the guidelines set forth by ADA.

Records Retention: Records are retained in accordance with the Government Records Preservation Act. This includes the arrangement and storage of records that provides for security and allows for easy retrieval. Records are maintained until they reach maturity; then they are preserved (microfilmed) or destroyed based upon the agency's Retention and Disposition Schedule. Access is available to the public upon written request. However, if statutory or administrative regulations exist which prohibit the release of information within the record - the request will not be honored.

SRS future initiatives include the following: Establishing video conferencing sites in Area Offices, Institutions, etc. is an initiative of SRS and could cut down on travel expenses, and allow more input into system development efforts and interoffice discussions. The addition of Web Application Tools will allow SRS to web-enable their legacy systems to take advantage of new technologies. In addition, they would pave the way for the legacy systems to be integrated into the Enterprise Circle Plan. Raising Bandwidth and upgrading communications lines is intended to improve network performance allowing SRS staff to work more efficiently and allow SRS to add new systems, and programs which would impact the current capabilities. It involves circuit upgrades, conversion to a 100MB LAN and conversion to IPV6. Another initiative is the buy-in redesign; this system change would be the result of federal changes and needed to improve SRS delivery of services. Mainframe Computer Upgrade to SRS computer systems would be cost effective and enable SRS to perform more efficiently. SHaRP upgrades are being planned to improve the efficiency of the payroll and human resources systems and to allow more access to information by employees. A new State Financial System Interface initiative is to build an integrated financial system to improve the current processes. It will be tied into efforts being done by Accounts and Reports.

A Document Imaging application will help store paper documents as data files thus freeing up space, making its retrieval more efficient and saving state resources. The SRS Systems Integration Project is

an ongoing integration effort that is being designed to improve staff and customer access to data, resulting in improved efficiencies and cost benefits. SRS is looking at allowing SRS staff to use wireless technology to improve services through mobile processing and access to the system and its data. A staff person could perform their job anywhere in the state of Kansas not be confined by their assigned office. Encryption Hardware may be used to improve network security for SRS. It is infrastructure related and involves revising network architecture and installing new or replacing obsolete hardware.

Service Contracts and Fees:

	FY2003*	**FY2004***
Professional Services	$6,339,745	$7,651,383
Software License Renewals	745,257	1,641,547
Hardware Maintenance	218,083	247,668

Please note: SFY2004 Agency budget request has not been finalized. The above figures may, therefore differ from the budget request.

***** Includes ECP and HIPAA project management. Does not include MMIS enhancements.

Tax Appeals, Board of (Agency #562)

INCLUDES:

Regular Division Small Claims Division

MISSION: To ensure that all property in the State of Kansas is valued and assessed in accordance with the Constitution and statutes in an equal and uniform manner; to impartially and in a timely manner resolve disputes regarding any tax issue between various taxing authorities and taxpayers. To correct tax inequities, review grievances resulting from clerical errors, determine if property designated to be exempt qualifies for exemption from taxation in accordance with the Constitution and statutes, and to authorize taxing subdivisions to exceed current budget limitations or issue no-fund warrants.

SFY 2003 BUDGET: **$1,593,532**
SFY 2003 FTE: **26.0**
SFY 2002 IT EXPENDITURES: **$56,112**
WEBSITE ADDRESS: http://www.ink.org/public/bota

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**1.0**	**0**	**1.0**	**0**	**1.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**3**	
Workstation					
Microcomputer				**41**	

SFY 2003 MAJOR APPLICATIONS:

PC/LAN

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency completed the transfer of the agency database and case documents to the IBM xSeries 240 Server. The older IBM PC Server 330 crashed due to age and high usage. There was a minimal loss of data that was quickly reentered. The documents were transferred with no loss of data and the older server was reconfigured and left in place to continue as the agency e-mail server. The agency, with the help of the small agency support group at DISC, purchased and installed a Firewall. DISC installed and configured the firewall to eliminate the high number of hits the BOTA servers were getting randomly from the Internet. This left only our open e-mail port exposed to the Internet. BOTA was asked by the Division of Property Valuation to attend meetings and give input into the redesign of the Computer Assisted Mass Appraisal (CAMA) system. The agency attended several of the working sessions and offered several suggestions. BOTA envisions that the CAMA system eventually will provide direct filings to the Board from the county level with minimal data input and correction by the Board. The Board had received several requests for when hearings were to be held before the Board. In response to these requests a set of reports were designed and then a process was developed to use a 30 day timeframe for generating an HTML document that was viewable on the agency web page. Each Monday this information is updated and placed on the web page.

STRATEGIC DIRECTION & OBJECTIVES: The Board will continue to work towards a redesign and enhancement of our appeals process and the Case Tracking application that is used to enter, track and process case correspondence, hearings and decisions. The Board is looking at enhancements to the system that would allow for the addition of new data fields as well as on-line filings. BOTA has been working with PVD and the Counties during the design phase of the Computer Assisted Mass Appraisal (CAMA) system offering suggestions and information that is needed by the Board with case filings. BOTA has previously approached DISC and INK for assistance in which direction our approach to on-line filing should be directed. A 'needs assessment' was prepared after working with DISC. The Board will continue to add additional documents and application information to the web site to assist taxpayers in filing appeals to the counties and Board. The agency will need to update the existing operating software and office products that are currently in use as the existing software is over 6 years old and additional product support is ending. The purchase of 17 or 19 inch monitors would help our staff in entering data and creating documents that are associated with our Case Tracking system as well as ease the eye strain experienced by the staff with our existing 6 year old 13.8-inch monitors. All of our agency printers were purchased in April 1997 and are becoming less reliable with time. Replacement of 2 or 3 of these printers would help operations. The redesign of the Case Tracking application, upgrades of software and replacement of older equipment is contingent on funds being made available by the legislature or allowed from the KSIP funds that the agency has reserved for technology. BOTA usually has most funding for computer upgrades and replacements cut during the budget process and continues to make do with older technology.

Agency Architecture: BOTA currently does not expect to change platforms. An update of existing software to current versions is proposed.

E-Government: BOTA currently receives faxes and e-mails from applicants filing new appeals, checking on case status and sending additional information. The Board e-mails status conference correspondence to the parties after holding the conferences in order to hold down written correspondence. This process will grow over the next couple of years as more individuals utilize the Internet for correspondence. The Board is working at determining a method to make the applications that are currently filed by parties available on the Internet in an online format with minimal data errors. Currently, all of the applications on our website are available to be printed and filled out before sending on to the Board. The Division of Property Valuation is working on the redesign of the Computer Assisted Mass Appraisal (CAMA) with a possible of goal of allowing filing of appeals at the county level to the Board's CaseTracking system. This redesign of CAMA could also allow data transfer between State and County agencies more efficiently.

Security: The Board implemented an Information Technology Security Policy and Internet Usage Policy July of 1998. This policy follows the ITEC policy 4230.

Public Key Infrastructure: Currently the Board is not using any application that requires data encryption from outside users. All of the internal users are using Microsoft encryption processes. The need to verify user's digital identity is currently not an issue at the Board.

Web Accessibility: The Board continues to work with accessKansas in the design of the agency Web pages to ensure compliance with the current ADA and Internet protocol requirements. HTML and Accessibility courses are attended in order to understand the structure of the pages designed by INK. The Board will continue to work to make the existing and future pages as compliant as possible.

Records Retention: The Board has a written policy pertaining to our paper files and bound orders. Our older files that have been microfilmed may also be viewed with assistance from the staff. Some of the recent years of microfilm also were reproduced on CD for viewing at a PC. A person may walk in or make a written request for viewing or copying. A fee schedule is available for reproduction of documents.

Service Contracts and Fees: Currently there are no outside service contracts or telecommunication services.

Technical Professions, State Board of (Agency #663)

INCLUDES: Regulations

MISSION: To protect the health, safety, and welfare of the people of Kansas by assuring that the practices of engineering, architecture, geology, land surveying, and landscape architecture in the State are carried out by qualified individuals.

SFY 2004 BUDGET: **$525,936**
SFY 2004 FTE: **6.0**
SFY 2003 IT EXPENDITURES: **$2,654**
WEBSITE ADDRESS: http://www.accesskansas.org/ksbtp

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange		**1**			
LAN Server					
Workstation					
Microcomputer				**9**	

SFY 2003 MAJOR APPLICATIONS: Not applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: Five microcomputers were replaced with new models. Internet capabilities were added to three personal computers partly due to charges in STARS and SHaRP that made it necessary for the agency to go on-line. There were changes made so that staff could make back-up disks of all the personal computer hard drives on a regular basis. As part of the agency's physical space being remodeled, the AS/400 computer was moved to a dedicated area with more security from the public.

STRATEGIC DIRECTION & OBJECTIVES: The IT objective through SFY 2006 is to maintain current operations with continued updating of microcomputers as needed. The basic function of the programming for the AS400 is for maintaining licensure data and processing applications and licenses or certificates.

COBIT: The agency has not addressed use of this IT management system. The initial review is that is may be more complex than is needed for the current computer functions of the agency.

E-Government: The agency has gotten information regarding on-line licensure renewal. The agency is writing a plan for on-line license renewals in SFY 2004.

Security: All computers are secured by password. There is no external link to the licensure data. There is internet access now on several of the personal computers. Upon the advice of DISC, a firewall was bought and installed to provide added security.

Public Key Infrastructure: The agency is not using any data encryption at present. This will be considered if there are any changes in information technology that requires data encryption.

Web Accessibility: Accessibility is being considered in the development of the agency's web page. The agency is also working closely with staff at Information Network of Kansas in this area.

Records Retention: Records are retained within the agency or at the Kansas State Historical Society. The agency follows Kansas Open Records Act for public access.

Technology Enterprise Corporation (Agency #371)

INCLUDES: Administration

MISSION: To create and grow Kansas enterprises through technological innovation.

SFY 2004 BUDGET: **$14,299,114**
SFY 2004 FTE: **27.0**
SFY 2003 IT EXPENDITURES: **$69,187**
WEBSITE ADDRESS: http://www.ktec.com

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0.2	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0.2	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0.1	0	0	0	0
Web application development and maintenance	0	0.1	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0.1	0	0	0	0
Network Engineering, Technical Management and Support	0	0.1	0	0	0	0
Security	0	0.1	0	0	0	0
Computer Operations, Management and Technical Support	0	0.1	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**1.0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	Novell	MS Windows	Apple
Mainframe						
Supercomputer						
Midrange						
LAN Server			**2**	**2**		
Workstation						
Microcomputer					**23**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The past fiscal year KTEC has upgraded its file server platforms from Novell Netware 4.11 to Netware 5.1 and by installing new file server hardware. KTEC's e-mail and calendar system has been updated from Novell GroupWise 5.2 to GroupWise 6.5. KTEC also has updated the KTEC web site with new pages and web to database integration. KTEC has also piloted wireless access for laptop access and network access during meetings. KTEC provides Internet access for the Small Business Development Center headquarters, which is located in the same building as KTEC. KTEC's large multi-media conference room is used by many state agencies for meetings and conferences.

STRATEGIC DIRECTION & OBJECTIVES: KTEC is a relatively small office (12 FTEs); therefore, projects of the IT department are relatively small compared to other larger State agencies. Because of this, the main goal of the IT department is to keep file servers, workstations, and off-the-shelf software as up-to-date as possible. KTEC is currently reviewing options to upgrade or replace the customized database in track client companies. A new system will be selected and installed in the next fiscal year, which will probably be off-the-self CRM software. Also, staff workstations will be upgraded within the next 2 years.

Agency Architecture: Platforms include Novell Netware file servers, Linux web server and Windows workstations.

COBIT: The standards of COBIT will be reviewed and it will be determined how they can be incorporated in KTEC.

E-Government: KTEC is increasingly using its web site to provide and collect data from clients. Also, KTEC has stopped the printing of its newsletter and is providing public updates via e-mail.

Security: ITEC policy 4230 has been incorporated into KTEC's IT security.

Public Key Infrastructure: At this time KTEC has not implemented secured electronic transfers and digital signatures.

Web Accessibility: KTEC's web site has recently been redesigned and ITEC policy 1210 was incorporated in the design.

Records Retention: KTEC's internal electronic records are in compliance with the Kansas Records Management Guidelines.

Transportation, Department of (Agency #276)

INCLUDES:

Highway Maintenance
Local Support
Construction
Management

MISSION: To provide a statewide transportation system to meet the needs of Kansas.

SFY 2004 BUDGET: **$1,457,794,816**
SFY 2004 FTE: **3,247.5**
SFY 2003 IT EXPENDITURES: **$17,435,501**
WEBSITE ADDRESS: www.ink.org/public/kdot

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	19.9	0	19.9	0	19.9	0
Application Maintenance and Enhancement (in-production systems)	16.8	0	16.8	0	17.0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	23.0	0	23.0	0	23.2	0
Web application development and maintenance	4.9	0	4.9	0	5.4	0
Data Administration, Data Analysis/Validation and Database Administration	12.8	0	12.8	0	12.9	0
Network Engineering, Technical Management and Support	12.0	0	12.0	0	12.0	0
Security	6.7	0	6.7	0	6.7	0
Computer Operations, Management and Technical Support	18.0	0	18.0	0	18.0	0
Other IT Functions / Data Entry	17.9	0	17.9	0	17.9	0
TOTAL FTEs	**132.0**	**0**	**132.0**	**0**	**133.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**2**	**200**	
Workstation					
Microcomputer				**2100**	

SFY 2003 MAJOR APPLICATIONS:

Automated Budget System	Mainframe	Geographic Information System (GIS)	Workstation/Server
Automated Traffic Records System (ATRS)	Server	High Frequency Accident Location Analysis System (HALS)	Server
Bridge Office Management System (BROMS II)	Server	Highway Maintenance Management System (HMMS)	Mainframe
Budget System	Mainframe	Human Resource Systems	Mainframe

Capital Inventory	Mainframe	Integrated Financial Information System (IFIS)	Mainframe
City Connecting Links	Mainframe	Internet/Intranet/Extranet	Mainframe/Server
Comprehensive Program Mgnt. System (CPMS)	Mainframe	Kansas Accident Reporting System (KARS)	Server
		KANROAD	Server
Comprehensive Trans. Program Comparison Report System (CTP Report)	Mainframe/Server	Laboratory Information Management System (LIMS)	Server
Computer Aided Drafting and Design/Computer Aided Mapping (CADD/CAM)	Server/Workstation/ Stereoplotters	Pavement Management System (PMS)	Server
Construction Management System (CMS)	Mainframe	PONTIS	Server
Consumable Inventory Management	Mainframe	Portable Coverage Counts (CVRG)	Server
		Public Involvement Database	Server
Control Section Analysis System (CANSYS)	Mainframe/Server	Records and Workflow Management (RWM)	Server
Cost Center Feedback (CCFB)	Mainframe	Reinforced Concrete Box	Server
Crossing Inventory Information Management System (CIIMS)	Server	Right of Way Beautification System	Server
Data Warehouse	Win2000 Server	Right of Way Relocation	Mainframe/Server
		Road Condition Reporting System (RCRS)	Server
Electronic Accident Data Collection & Reporting (EADCR)	Server	Road Weather Information System (RWIS)	Server
Electronic Surveying/Photogrammetry	Server	TRNS-PORT, formerly Bid Analysis Mgmt (BAMS)	Mainframe
Employee Time System	Mainframe	Vehicle Classification System (VCLS)	Workstation
Equipment Management System (EMS)	Mainframe	Voucher Entry System (VES)	Mainframe
Equipment Rental System	Mainframe	Worker's Comp & Accident Reporting	Mainframe
Federal Aid Billing System	Mainframe		

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: **SFY** 2003 was another year of system development and network infrastructure improvements. Several major system development efforts were completed this fiscal year. They were the development of the Data Warehouse Proof of Concept project and a rewrite to current technology of the Construction Management System. Updates were made to several major systems while work continues on several others. These are the Access Permit Database System, the Truck Routing Information System and the Construction Detour Reporting System. In addition, a proof-of-concept project was conducted and completed which recommended that a long-term pilot be pursued to fully assess a document management system for engineering drawings called ProjectWise. The completion of the Data Warehouse project has allowed work to begin on a Project Information Portal for the agency. The Data Warehouse will be the foundation for improved efficiency in accessing data by KDOT management, users and applications. KDOT is actively involved the state wide committee to promote PKI and the use of digital signatures to facilitate more E-Government applications. The Secretary of Transportation, the Bureau Chief of KDOT Computer Services and other IT staff were instrumental in the creation of a Request For Proposal and the selection of a Network Provider for the Information Network of Kansas (INK). The original contract was over 10-years old and many months of work were required to create a contract that reflects the current state of the industry and final vendor selection.

STRATEGIC DIRECTION & OBJECTIVES: IT issues are addressed regularly at the highest levels in the organization. KDOT will continue to use this Executive Information Technology (EXIT) committee structure, with division directors meeting monthly to determine policy issues and make recommendations to the Secretary; an Information Technology Advisory Committee (ITAC), with bureau chiefs meeting monthly to review plans and projects; and various ITAC subcommittees meeting, as needed, to discuss application, network, and infrastructure proposals. Key to the development of future strategies are KDOT's agencywide the Strategic Management Plan (SMP), the Enterprise Architecture (EA), and the Strategic Information Technology Plan (SITP). KDOT desires to ensure that business disruptions are kept to a minimum and that plans are in place to mitigate such disruptions. KDOT's IT contingency plan continues to be maintained and tested. There is also an effort currently underway to integrate this plan with an overall business contingency plan.

Agency Architecture: KDOT's architecture consists of a Wide Area Network using Microsoft Windows 2000/2003 Server as the network operating system. A Storage Area Network (SAN) provides data storage for many of the servers on the network. Windows XP Professional serves as the client operating system. Outlook/Exchange 2000 is the e-mail system in use and is also part of the KDOT collaboration setup. Active Directory is the focal point of our Windows 2000/2003 server network and provides the desired levels of scalability, interoperability, and manageability. There are no plans to move toward a different architecture.

COBIT: KDOT sent key personnel to specialized training in the COBIT methodology. All agency IT Position Description Profiles were rewritten, incorporating COBIT. The agency expects to focus on COBIT, as well as the Balanced Scorecard, during the next year and will continue to incorporate it within its management methodology.

E-Government: KDOT currently provides E-Government services to citizens and business partners through a myriad of technologies including browser-based applications, interactive voice response applications, and data sharing/exchange via KDOT's file transfer protocol server. The agency can increase the E-Government capability of its systems by utilizing various technologies, such as RWM (Records and Workflow Management) electronic forms, Internet Web Portals and CRM (Customer Relationship Management) software to provide communications with citizens and business partners in a secured environment. While few of KDOT's legacy applications will be rewritten into E-Government systems, data extracts from these existing database structures will provide the basis for the Data Warehouse. Data Warehouse information will be delivered to the public using Portal technology authenticated with Public Key Infrastructure (PKI) methodologies. Collaboration software will evolve using technology to allow consultants, city officials and KDOT personnel to view the same set of plans from many locations without travel and still provide effective communication on proposed changes. Bid proposals will be converted to electronic bid submission as soon as security and systems support it.

Security: The use of video over the KANWIN network will continue to increase, and it is expected that Voice over TCP/IP (VoIP) will become a prevalent force on KANWIN within the next 3 years. Changing protocols and an increased ability to allow secure transmission paths will be necessary to accommodate the growing use of these technologies. In the years ahead, KDOT may adopt newer security mechanisms to access resources on the network, and a different firewall architecture that will increase the security of agency server and computing resources. As Wireless LAN's (WLAN's) become more prevalent in KDOT, the need to provide adequate security for those transmissions will also be necessary. In addition, the monitoring and troubleshooting of wireless connections will require additional expertise and hardware.

Public Key Infrastructure: The use of PCs and the software used on them has proliferated, and an environment has evolved in which documents can be created, distributed, used and retained completely in digital form. When they are intended to support a business or legal transaction, some of these documents may require a signature as an endorsement or authentication to be considered "official" or "authorized." KDOT has been an active participant in the statewide effort to develop electronic signature laws and guidelines, and continues to provide leadership in a multi-agency effort to establish a Public Key Infrastructure (PKI) for Kansas governmental agencies. A statewide contract was awarded in December 2002 for a vendor to establish and maintain a PKI for Kansas State Government. KDOT expects to use PKI and digital certificates for many government-to-government and government-to-business transactions. Examples of these transactions include electronic bid letting, contracts with road construction companies and information technology consultants, contracts and agreements with county and city governments, KDOT personnel documents, and oversize/overweight permits for trucking companies.

Web Accessibility: Considerable effort had previously been made to assure that all KDOT web pages (Internet, Intranet and Extranet) met ADA compliance standards. All web pages published by KDOT surpass the accessibility standards set by the State of Kansas, and meet Conformance Level "Triple A" (all Priority 1, 2, and 3 checkpoints satisfied) as established by the World Wide Web Consortium (W3C). We scan our web pages weekly to ensure that all new work efforts

meet the current standards. This ensures that current and past web development meets the ADA guidelines established by the state.

Records Retention: As the retention of electronic government records has become an important issue, KDOT has actively sought to implement the infrastructure necessary to accommodate this need. With the adoption of products with strong records retention capability, such as Microsoft Office, Outlook and Exchange, and the expanded use of the Records and Workflow Management system, KDOT expects to meet state requirements as this issue continues to develop. Additional software products that work with Document Management, Outlook and Exchange are being investigated that would allow the agency to archive e-mail for records retention. For the future, web content management software will be essential as the need for the retention of Internet records grows.

KDOT's future IT direction is determined by KDOT's Executive Committee. Keys to the development of future strategies are various documents and internal committees:

Strategic Management Plan (SMP). KDOT annually publishes or updates the SMP, which consists of a Strategic Plan and a Management Plan. The Strategic Plan encompasses issues that are critical to KDOT's future success; the Management Plan encompasses those ongoing responsibilities that are functions the department performs as part of its statutory requirements. Included among the strategic goals is a goal for technology.

> ***KDOT will optimize its use of technology to improve the efficiency and effectiveness of the department's operations.***

Strategic Information Technology Plan (SITP). This plan is currently under development and will document current technologies and needs to provide IT direction for the next few years. The SITP places an emphasis on supporting the Comprehensive Transportation Program, improving the user environment, and extending access to and analysis of information. The plan is based on the KDOT Enterprise Architecture (EA), also currently under development.

Enterprise Architecture (EA). The EA provides detailed information about KDOT's business context, applications, data and needs. It contains information about programs, modules and components contained in the agency's application inventory. Context diagrams, data model diagrams, and workflow diagrams graphically present an agency-level view of how information flows and where various systems and processes are integrated together. The EA process has provided valuable information to the SITP and vice versa. Because of the many uses of plans like these, the agency is looking at different ways to integrate the information using portfolio views and a program management approach to collection and categorization of the plan components. These portfolio views allow the agency to effectively evolve technology support for major business functions while maintaining ongoing business support. KDOT's Technology Architect has offered to assist in the development of a statewide architecture. The vision for IT is:

> ***To widely deploy information systems and technology which will provide KDOT and partners with the information necessary to support the Agency's Goals and Objectives while optimizing the cost and effort of collecting, processing and presenting information.***

Executive IT Committee (EXIT). An important part of KDOT's management strategy is the IT committee structure put in place by the Secretary of Transportation. The Secretary of Transportation is ultimately responsible for determining the direction of major system development and technology acquisitions. The Division of Administration, through the Bureau of Computer Services, ensures that systems are developed and technologies are acquired that follow the direction provided by the Secretary. EXIT recommends policy to the Secretary and oversees how information technology in KDOT is planned, approved, developed, and monitored. The Information Technology Advisory Committee (ITAC) reviews opportunities and funding,

facilitates the exchange of information between the various IT subcommittees, and recommends courses of action to the EXIT Committee.

Service Contracts and Fees:

Information Technology Services Contract. This contract will be used with various funding initiatives. Among these are Integrated Design Environment (IDE) training and contract programming. KDOT uses contract programmers, analysts and technicians under this contract and under other statewide IT Services contracts to assist in the maintenance and enhancement of systems, solve network and server management problems, provide system analysis, and provide training and support from engineering experts. In SFY 2005, KDOT will use the contract to support GIS, CANSYS, Comprehensive Program Management System, Records and Workflow Management, Maintenance Management, Equipment Management, and Pavement Management, as well as other system maintenance. It will also be used to support enhancements to the CMS, 511 System, Data Warehouse, Internet/Intranet, RCRS/CDRS, and Laboratory Information Management System. Analysts and technicians with expertise in IT Architectures, security, e-mail, telecommunications and databases will also be called upon as needed.

Statewide Business Recovery Contract. Agencywide disaster recovery procedures will be maintained through a maintenance contract.

DISC fees for Mainframe Processing. DISC computer processing fees are prorated to individual KDOT bureaus, based on past usage, projected usage and published DISC rates. Included are fees for Tivoli backup and ASTRAC (formerly IBM AS).

Software Rental and Repair. Software rental and repair includes the agencywide licensing of Microsoft Office products, Oracle, SAS, CANSYS and RWM user licenses. Software rental also includes AASHTO products, such as TRNS-PORT System, Pontis (Bridge Inspection), and VIRTIS/OPIS (Bridge Load Rating). Other software fees include maintenance for Intergraph and Bentley Engineering products, Firewall software, the Storage Area Network (SAN), and Peregrine Help Desk software.

Treasurer, Office of the State (Agency #670)

INCLUDES:

Administration
Municipal Bond Services
Cash Management
Unclaimed Property
Kansas Learning Quest Education Savings

MISSION: To participate in the management of public funds to ensure safe and sound financial practices that benefits the people of Kansas. Through efficient use of public and private resources, we will partner with Kansas Citizens in the pursuit of their financial security.

SFY 2004 BUDGET: **$35,287,039**
SFY 2004 FTE: **48.5**
SFY 2003 IT EXPENDITURES: **$154,698**
WEBSITE ADDRESS: http://www.kansasstatetreasurer.com

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0.1	0.5	0.1	0.5	0.1	0.5
Application Maintenance and Enhancement (in-production systems)	0.5	0.4	0.5	0.4	0.5	0.4
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0.3	0.2	0.3	0.2	0.3	0.2
Web application development and maintenance	0.3	0.6	0.3	0.6	0.3	0.6
Data Administration, Data Analysis/Validation and Database Administration	0.1	0.2	0.1	0.2	0.1	0.2
Network Engineering, Technical Management and Support	0	0.8	0	0.8	0	0.8
Security	0	0.4	0	0.4	0	0.4
Computer Operations, Management and Technical Support	0.7	0.9	0.7	0.9	0.7	0.9
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**2.0**	**4.0**	**2.0**	**4.0**	**2.0**	**4.0**

Physical Assets:

	OS/390	AS/400	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**2**	**15**	
Workstation					
Microcomputer				**81**	

SFY 2003 MAJOR APPLICATIONS:

Corporate Universe	PC/LAN
Distributions	PC/LAN
Government Asset & Investments Network System (GAINS)	PC/LAN
Unclaimed Property	PC/LAN
Warrants/Receipts/Fund Accounting	PC/LAN

State of Kansas Interactive Internet Interfunds (SOKI[3])	PC/LAN
KST On-Line, Treasurer's Production Website	PC/LAN
Treasurer Intranet	PC/LAN
'The Vault' – State of Kansas Securities and Collateral Production Extranet	PC/LAN

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: SFY2003 saw our IT staff continue to implement several Internet/Intranet based processes specifically designed to enhance the availability of the State Treasurer's Office to our customers in the private sector as well as other state agencies. To our external website we added the availability of Outlawed Warrants which can be downloaded by other state agencies, a new section called Kids Zone with many links just for children which help them learn about the Treasurer's Office and government, and a new monthly online financial newsletter called MoneyWi$e. We also completed a new process of notification for state distributions which are sent to our municipality customers via e-mail. This new process replaces the utilization of staff for manual processing and the US Postal service for delivery at an estimated cost of $1.00 per notice. To our Intranet we added a new Calendar System and Inventory Tracking System. Both were written in-house and added greater efficiency for the Treasurer's staff. The highlight of our year was the implementation of the State of Kansas Securities and Collateral Production Extranet, a digital signature, PKI enabled Internet based production system written completely by in-house IT staff. 'The Vault' was officially implemented September 3, 2002 and, when the Kansas PKI processes were installed in March of 2003, the first official State of Kansas digital certificates were issued to our customers. As decided by the 2002-2003 Kansas Legislature, our office became completely fee funded July 1, 2003. In June 2003, we completed the Internet based billing tracking system necessary to implement this legislative directive. This new system has connections to the SOKI system for no-cost monthly delivery and collection of the Interfund Voucher documents for inter-agency billings. We have stayed on-track with our plan of 3-year hardware rotation and upgraded a third of our office PCs to Windows XP with a goal of all PCs on the same operating system by the end of SFY2004. Security enhancements included the installation of our new firewall, which was purchased at the end of SFY2002. We are continually working to update our firewall rules to protect against hackers and yet allow for the efficient flow of data for our staff. SFY2002 saw the initiation of a new programming language for our IT staff. Two new systems are currently being written in PHP which keeps us on track for both the retirement of our DOS based systems and the goal of all production systems being Internet/Intranet based. We revamped our backup process and now enjoy 100% backup with online availability of all data for the previous 3 working days, monthly backups for 18 months and historical backups of end of calendar year and end of fiscal year. The backup process also includes off-site storage.

STRATEGIC DIRECTION & OBJECTIVES: We have made a commitment to work toward the goal of a completely Internet based shop within the next 3 to 5 years. We will continue reconstructing all of our internal systems onto Internet based platforms and any new applications or systems will be written with this goal in mind. This involves the use of a new more widely used programming language. In addition, we will continue always keeping in the foreground the enhancement of data sharing with all of our business partners which include both the public and other state agencies.

Agency Architecture: The Treasurer's Office currently has several servers on various platforms of Microsoft products, ranging from NT 4.0 to Windows 2003. Our network software is Novell Netware 5.1 with a planned upgrade to version 6.5. As a long range goal, we would like to have all our servers utilizing the same operating system for easier maintenance. We have also found a need to expand into Linux to try and curb some of the costs associated with maintaining Microsoft products**.**

COBIT: We are currently taking steps to educate ourselves about COBIT and how we can best implement these standards for our agency.

E-Government: We have deployed several applications for use across agency boundaries as well as into the public sector to interact with businesses as well as the general public. We have the long-range goal of providing links to all appropriate systems via the Internet. To date we have built and implemented in excess of 20 Internet based processes using e-government principles

enhancing the public's interaction as well as our own. For the benefit of other state agencies we currently have available all State paid warrants from SFY94 forward, approximately 36 million warrants, available for online viewing. Agencies can download their paid warrants for the previous 60 days at any given time, they can download their outlawed warrants on a monthly basis, and we built and host SOKI which currently contains four different modules, receipts, interfunds, journal vouchers, and ordering for all other state agencies. For the public we offer Unclaimed Property searches and submission of holder reports online, information and the downloading of lender packets for the Agricultural Production Loans, and information and the ability to sign up for Learning Quest, the state's college savings plan. We intend, over the next three years, to continue our progress toward a totally Internet interactive State Treasurer's office.

Security: The Treasurer's Office continually assesses security issues. Access to our network from outside our firewall is restricted even from our staff to lessen the likelihood of unauthorized access. Our network is protected by a firewall which we upgraded in SFY2003 and the IT staff regularly updates the firewall rules to protect against hackers and yet allow for the efficient flow of data for our staff. In addition, internal users are only allowed to access ports on external machines for reasons meeting state business criteria. Individual port needs are examined on a user-by-user basis. All computers are protected by virus software which is updated at least weekly. Email attachments are scanned and we have defined file types which are stripped from incoming mail. These email attachments are then quarantined and reviewed for valid business purposes. The email server uses a virus program from a different vendor than the PCs to allow for redundant checking. We have one third of the office PCs on Windows XP which provides better security and we have restricted staff from being able to reconfigure components or install software on their PCs.

Public Key Infrastructure: Our agency was involved in the original creation of the PKI legislation for the State of Kansas and we understand the importance that PKI will play in all our futures. We are proud to say that our first Internet application to utilize PKI technology was constructed completely by in-house staff and was officially implemented in September of 2002. As applications are found where PKI would be a cost-effective, efficient enhancement, we plan to incorporate the technology.

Web Accessibility: We have worked diligently to ensure the usability of all sites under our control by all citizens that wish to use them. We are convinced that all State Treasurer sites are largely compliant and we have stayed and will continue to stay in constant contact with the ADA Director for the Department of Administration, to ensure our continued compliance with usability measures. In the case of our main production site, we reconstructed it to include usability measures. In addition to making the main site compliant, we constructed an additional, nearly parallel site completely text based for use where necessary or preferred. We will continue to incorporate these measures in all maintenance and new construction as necessary.

Records Retention. All electronic data collected and/or created by our internal computer systems is stored and remains accessible with no expiration. We have discussed the removal of some electronic data in the future and, when it becomes necessary, we will create procedures for this following Kansas law and acceptable practices. We can also provide access to records in the form of paper, microfilm, or microfiche.

Veterans Affairs, Commission on (Agency #694)

INCLUDES:

Administration and Veterans Services
Kansas Veterans' Home (KVH)
Kansas Soldiers' Home (KSH)
Kansas Veterans' Cemetery Program
State Approving Agency

MISSION: To afford Kansas veterans, their relatives and dependents, information, advice, direction, and assistance through the coordination of state and federal programs (Title 38 USC) and services in the fields of education, health, vocational guidance and placement, as well as managing and operating the Kansas Soldiers' Home (KSH) located at Fort Dodge, Kansas, the Kansas Veterans' Home (KVH) located at Winfield, Kansas and the Kansas Veterans Cemetery Program.

SFY 2004 BUDGET: **$21,830,856**
SFY 2004 FTE: **558.8**
SFY 2003 IT EXPENDITURES: **$286,727**
WEBSITE ADDRESS: http://www.kcva.org

IT Profile: The agency utilizes DISC Small Agency Support Group

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1	0	1	0	1	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	.1	0	.1	0	.1	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	1.5	0	2.5	0	2.5	0
Security		0	0	0	0	0
Computer Operations, Management and Technical Support	.2	0	.2	0	.2	0
Other IT Functions	.2	0	.2	0	.2	0
TOTAL FTEs	**3.0**	**0**	**4.0**	**0**	**4.0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation					
Microcomputer				**140**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: During SFY2003 upgrades to existing systems agency-wide were accomplished. The Kansas Soldiers' Home completed re-wiring the premise and building distribution systems on their campus, including the new Veterans' Cemetery, for telecommunications and completed network wiring of all buildings to complete the campus wide network project. At the New Kansas Veterans' Home, network and tele-communications wiring was installed and connectivity between Funston and Triplett buildings on campus has been established. KVH upgraded to a full T-1 circuit. This will allow for the continued development of video tele-conferencing.

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STRATEGIC DIRECTION & OBJECTIVES: The mission of the Kansas Commission on Veterans' Affairs(KCVA), Department of Information Resources(DIR), is to provide information resource services to the entities under the Kansas Commission on Veteran's Affairs, which include the Kansas Veterans' Home at Winfield, the Kansas Soldiers' Home at Fort Dodge, six (6) Veterans Services Organization offices, 14 Field Offices state-wide, the new Veterans' cemeteries at four locations state-wide, and the Central Office in Topeka. These services include, disaster recovery, business contingency planning, Local and Wide area network support, IT asset management, IT training, and information resource consulting to the Commission, Executive Director, and Superintendents.

An objective of the Department of Information Resources is to provide purposeful technological direction based on a long-range strategic approach to information system planning. Today, and increasingly so in the future, new technology tools must be available to staff to deliver services to the veterans we serve and other customers. Technology will serve as the backbone for enhancing services to Kansas Veterans. Emphasis will be placed on interfacing the KCVA Field Offices with the Federal Benefits Delivery Network (BDN), and providing technology for the new Kansas Veterans' Cemetery projects.

The Kansas Commission on Veterans' Affairs future IT plans include; Internet connectivity to the Federal Benefits Delivery Network to enhance services to veterans and their dependents, completion of the opening the new Kansas Veterans' Home at Winfield, utilizing automated document imaging for mass document storage and retrieval, and plans to utilize video tele-conferencing technologies. A new cemetery project is in place, planning to build four new cemetery sites in Kansas. These sites will include the need for wireless networking technology.

Agency Architecture: The KCVA expects to migrate to the Windows XP environment on the desktop and migrate the Novell server at KVH to a Windows based server.

COBIT: Utilization of COBIT has been incorporated into the new IT position descriptions.

E-Government: The KCVA expects to utilize E-technology in enhancing the delivery of services to Veterans and partnering with the Federal Veterans Administration in the deployment of the Benefits Delivery Network (BDN) and other Federal applications.

Security: The KCVA protects data and systems through an enterprise approach utilizing best practices and current technology as the budget allows.

Public Key Infrastructure: The KCVA will use best practices and procedures for the use of the public key infrastructure within Kansas government. Utilization of PKI will conform to the requirements as set forth in the "Certificate Policy for the State of Kansas Public Key Infrastructure."

Web Accessibility: The KCVA is committed to ensuring that all services, present and future will meet or exceed Web Accessibility standards and provide access for all individuals.

Records Retention: The KCVA provides the public with access to records through the Central Office in Topeka or any one of the KCVA Veteran Services Offices located throughout the State of Kansas.

Service Contracts and Fees:

Microsoft Volume Licensing
MSelect Office Pro 32 Bit Win Upgrade ADV
37 Licenses, 13 Jun 02 – 30 Jun 04 $8,813.40

3Com Corporation
3 Year Express 24x7xNBD Product and Maintenance Service on
2 SS 3 4400 Switches and 2 SS 4400 1000Base –SX Fiber Modules
31 Mar 03 – 30 Mar 06 $1,309.00

Software House International
Novell MLA for Netware 6.0 and Prior and GroupWise 6.5 and Prior
01 Jul 03 – 30 Jun 04 $3,905.25

Backup Exec 9.0 Server Edition with Open File and Disaster Recover
1 year Upgrade License
16 Oct 02 – 16 Oct 03 $ 999.08

McAfee Virus scan 100 user perpetual license
16 Nov 01 – 16 Nov 03 $1,972.00

Dell Computer Corporation
Same Day 4 Hour 5 X 10 Parts and Labor On-Site Response
02 Sept 02 – 02 Sept 04 $ 899.00

Pyxis
Satellite Medication Dispensing Station
01 Jul 03 – 30 Jun 04 $14,692.32

Accu-Med:
MDS software used by KSH nursing staff to track patient information such as doctors orders, medications, care plans as well as other patient information. $ 2,340.00

QS/1:
Pharmacy software used in dispensing patient prescriptions by KSH pharmacy technician and other CMA personnel. $ 2,580.00

Veterinary Examiners, Kansas Board of (Agency #700)

INCLUDES:

License Veterinarians
Register Veterinary Technicians

MISSION: To promote public health safety and welfare relative to the practice of veterinary medicine.

SFY 2004 BUDGET: **$256,043**
SFY 2004 FTE: **3.0**
SFY 2003 IT EXPENDITURES: **$5,684**
WEBSITE ADDRESS: http://www.accesskansas.org/veterinary/

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0	0	0	0	0	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0**	**0**	**0**	**0**	**0**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer				**3**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency has created a website providing online accessibility to information about licensing and renewals. We have begun producing Digital Video Discs (DVD) that show different training techniques and procedures.

STRATEGIC DIRECTION & OBJECTIVES: The agency hopes to expand its online presence by creating a method of online renewals for licensing of veterinarians.

Water Office, Kansas (Agency #709)

INCLUDES:

Water Policy Planning
Basin Planning
Agency Management Planning
Assessment and Evaluation
Water Marketing Program
Water Assurance Program
Water Conservation Program

MISSION: The mission of the Kansas Water Office and Kansas Water Authority is to develop water policies through an open planning process, facilitate the coordination of agency activities regarding water, and operate a raw water marketing program to ensure an adequate supply for the citizens, environment and industries in Kansas.

SFY 2004 BUDGET: **$5,634,970**
SFY 2004 FTE: **22.5**
SFY 2003 IT EXPENDITURES: **$264,751**
WEBSITE ADDRESS: http://www.kwo.org

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	0	0	0	0	0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	0	0	0	0	0	0
Web application development and maintenance	0.2	0	0.2	0	0.2	0
Data Administration, Data Analysis/Validation and Database Administration	0.1	0	0.1	0	0.1	0
Network Engineering, Technical Management and Support	0	0	0	0	0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0		0
Other IT Functions	0	0	0	0	0	0
TOTAL FTEs	**0.3**	**0**	**0.3**	**0**	**0.3**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server				**2**	
Workstation		**1**		**4**	
Microcomputer				**21**	

SFY 2003 MAJOR APPLICATIONS: Not Applicable.

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The Kansas Water Office completed nominal software and hardware upgrades to both servers and workstations to current standards in SFY 2003. Upgrades will allow the agency to function more efficiently and effectively.

STRATEGIC DIRECTION & OBJECTIVES: The Kansas Water Office is transitioning the state water planning process from a paper driven planning function to an electronic database driven application. Core planning information will be entered by both Kansas Water Office staff as well as staff from other state agencies through the agency website. Key planning and report documents will be generated from this database.

COBIT: The COBIT policy is administered through a contract with the Kansas Department of Agriculture.

E-Government: The Kansas Water Office is transitioning the state water planning process from a paper driven planning function to an electronic database driven application. Core planning information will be entered by both Kansas Water Office staff as well as staff from other state agencies through the agency web site. Key planning and report documents will be generated from this database.

Security: External security is maintained by use of a firewall maintained under contract by the Kansas Department of Agriculture. Internal security is based on individual access to information permissions set at server and drive level.

Public Key Infrastructure: The Public Key Infrastructure policy is administered through a contract with the Kansas Department of Agriculture.

Web Accessibility: Each web page is checked for ADA compliance as it is generated and before it is published using BOBBI software.

Records Retention: Back up of all network drives is completed to tape format. The tapes are stored in a fire safe enclosure. A year's worth of back up is retained before being overwritten. Each day's back up is stored off-site. The agency does not maintain basic core data of interest to the public.

Wildlife and Parks, Department of (Agency #710)

INCLUDES:

Administrative Services
Executive Services
Grants-in-Aid
Law Enforcement
Parks
Fisheries and Wildlife
Capital Improvements

MISSION: To conserve and enhance Kansas' natural heritage, its wildlife and its habitats to ensure future generations the benefits of the State's diverse, living resources; to provide the public with opportunities for use and appreciation of the natural resources of Kansas, consistent with the conservation of those resources; and to inform the public of the status of the natural resources of Kansas to promote understanding and gain assistance in achieving this mission.

SFY 2004 BUDGET: **$43,412,499**
SFY 2004 FTE: **406.5**
SFY 2003 IT EXPENDITURES: **$845,281**
WEBSITE ADDRESS: http://www.kdwp.state.ks.us

IT Profile:

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)	1.0	0	1.0	0	1.0	0
Application Maintenance and Enhancement (in-production systems)	0	0	0	0	0	0
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)	2.0	0	2.0	0	2.0	0
Web application development and maintenance	0.5	0	1.5	0	2.5	0
Data Administration, Data Analysis/Validation and Database Administration	0	0	0	0	0	0
Network Engineering, Technical Management and Support	1.0	0	1.0	0	1.0	0
Security	0	0	0	0	0	0
Computer Operations, Management and Technical Support	0	0	0	0	0	0
Other IT Functions / Data Entry	2.0	0	2.0	0	2.0	0
TOTAL FTEs	**6.5**	**0**	**7.5**	**0**	**8.5**	**0**

Physical Assets:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server			**2**	**6**	
Workstation				**334**	
Microcomputer				**17**	

SFY 2003 MAJOR APPLICATIONS:

Boat Registration	Server	Big Game System	AS/400
Law Enforcement System	AS/400	License Agent System	AS/400
Property Inventory	AS/400	Environmental Permitting and Project Tracking	Server
Cost Accounting System (CAS)	AS/400	Creel Survey (Creel)	Server
Hunter Education	Server	Aquatic Data Analysis System (ADAS)	Server
Planning System	AS/400	Reference Library System	Internet

SFY 2003 AND RECENT IT ACCOMPLISHMENTS: The agency enhanced the online sales system to improve customer service, better track sales, collect demographic data and improve routine processes for the depositing of, and accounting for, permit sales. Part of the enhanced effort was the deployment of special printers to field offices in support of the boat registration system. Additionally, a new web-centric hunter education system was implemented, an internal firewall system was deployed at the Pratt Operations Office, and the Department acquired a firewall appliance to be housed at DISC that will allow for greater security at all router-installed locations.

A review of what the Department foresees for web services management was conducted. The results of that review led to several decisions. One was to reorganize how the Department will manage web services. Another was to reallocate an existing position to that of "Web Services Manager". In addition the Department also completed preliminary steps with INK to house Department web services servers at INK and manage basic server maintenance. With the reallocation of the position and the proposed agreement with INK, the Department plans to take more control over content management of its web presence.

STRATEGIC DIRECTION & OBJECTIVES:

COBIT: The agency will incorporate COBIT standards in all facets of information resource management. New information technology profiles will be established for IT staff. These profiles contain some COBIT skills references. COBIT standards will be reviewed and employed as best meets the needs of the agency.

E-Government: The agency will continue to pursue broader use of the Web to conduct agency business. Such pursuits may involve interaction with contract vendors for design, construction and implementation. In addition, the Department plans an overhaul of the agency web page to better assist our constituents. The agency will continue to review the Department web site for timeliness and accuracy of information. Content will be added or removed to meet the needs of our constituency. The online sales system will continue to be improved for added accessibility to the public. Aspects of added accessibility to be considered would be 24/7 hardware similar to ATMs or kiosks at select Department locations; installation of similar hardware in large volume retail outlets that carry hunting, fishing, camping and other outdoor recreation products and other installations as determined through future study. Efforts will begin in SFY 2004 to add county clerk offices to the current online sales system. Several logistical issues will need to be resolved but benefits such as adding customer information to our demographic database and significantly reducing the number of permits filled out by hand are steps that will enhance customer service. As more and more customers are served through the online sales system, that customer information already stored in the customer database can become self-populating when purchasing future permits. Expansion of our demographic database will aid in program development and long term strategic planning.

Security: The agency will continue to monitor security measures for all agency-managed computer data. As more advanced security products become available, these products will be evaluated, and installed if found to be acceptable. Installation and configuration of a new firewall appliance is to be done.

Public Key Infrastructure: PKI technology will be studied as it pertains to the business operations of the Department. The viability of using PKI will be considered as it relates to allowing field staff to digitally sign time and leave documents.

Web Accessibility: The Department will meet the standards required of a public web site. The department has satisfied the requirements of the Information Technology Executive Council Policy #1210, Accessibility Requirements. Utilizing information and software developed by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C), agency personnel reviewed and edited each individual page of the department's website (www.kdwp.state.ks.us) to ensure accessibility.

Records Retention: Many records are retained as paper per guidelines established by the state. Access is focused through Administrative Services Division Director who screens for appropriateness of request and distribution of information. More information will be stored in electronic form as the online sales system is employed and expanded. Also as more and more Department users rely on PCs to prepare reports, manage daily operations needs and conduct business, electronic storage of records is occurring.

Service Contracts and Fees: A/S 400 Service Contracts- $5,442 per year; Dell Server Contracts - $2,220 per year; Cisco Firewall Appliance - $1,300 per year; Pratt Firewall $900 per year; SQL Select - $387 per year; Works Right Software - $3,900 per year.

CHAPTER 3

STATISTICAL SUMMARIES

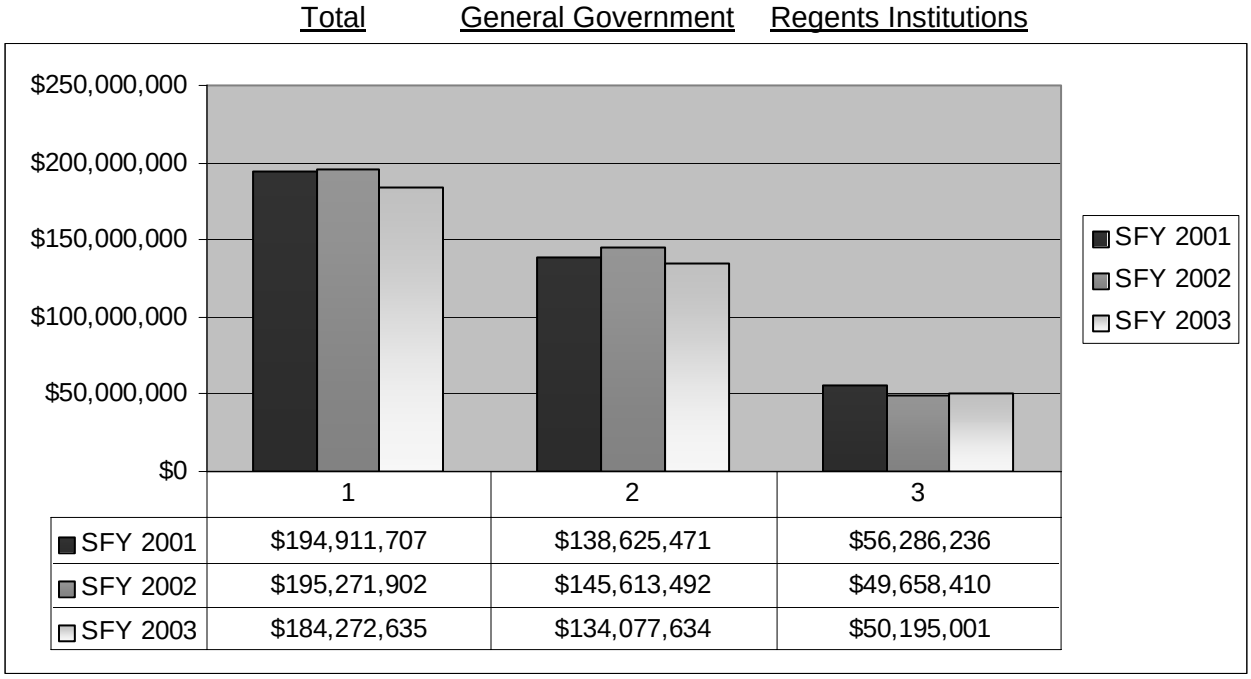
Statistics On Technology Resources

The following statistics are intended to provide a high level perspective of the resources employed by state government organizations and state universities. The total budget data was obtained from the SFY 2004 Governor's Budget Comparison Report. Information technology expenditures were obtained from the Department of Administration, Accounts and Reports and the Division of Personnel Services, which includes IT salaries and benefits, DISC mainframe charges, and all vendor payments (equipment, services and consultant fees). Telecommunication expenses paid to DISC are not included in these totals. IT expenditure categories include: personnel, host systems, micro systems, telecommunications and consultants. Physical hardware asset data and unclassified FTE information were provided by each responding agency.

The total costs of technology as a percent of total state budget indicate that Kansas continues to invest conservatively in information technology.

Note: All IT expenditures referenced in the following charts and graphs do not include any unclassified salary costs.

Three-Year Trend of IT Expenses



	1	2	3
SFY 2001	$194,911,707	$138,625,471	$56,286,236
SFY 2002	$195,271,902	$145,613,492	$49,658,410
SFY 2003	$184,272,635	$134,077,634	$50,195,001

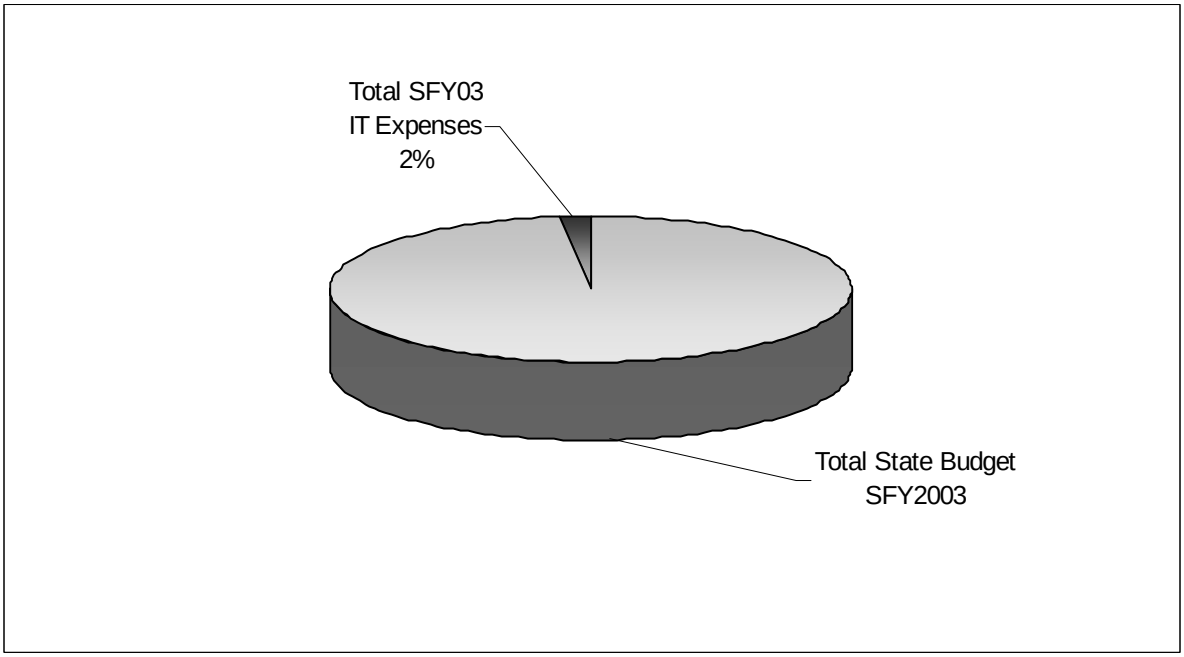
Distribution of Hardware SFY 2003 – General Government / Regents Institutions

Category	Mainframe	Midrange	Server	Workstation	Micro
General Government	1	48	1269	45	20360
Regents Institutions	5	80	528	417	28792
Total	6	128	1797	462	49152

Note: Physical hardware assets data were provided by each responding agency.

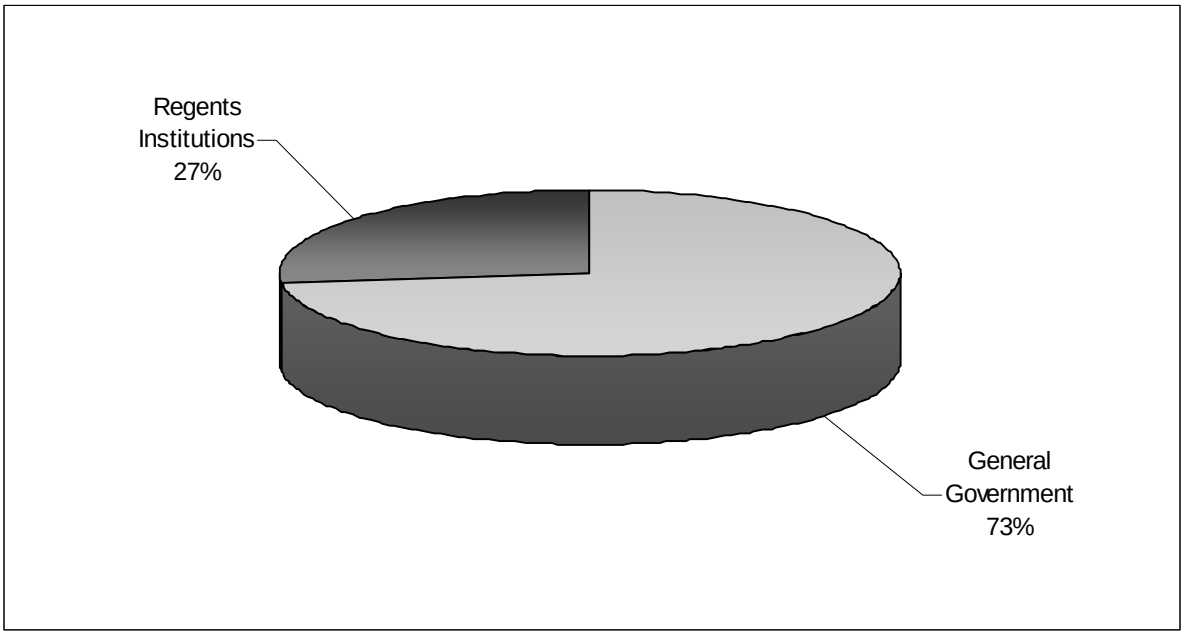
SFY 2003 State Budget & SFY 2003 IT Expenses

Total State Budget: $10.2 Billion
Total IT Expenses: $184.3 Million



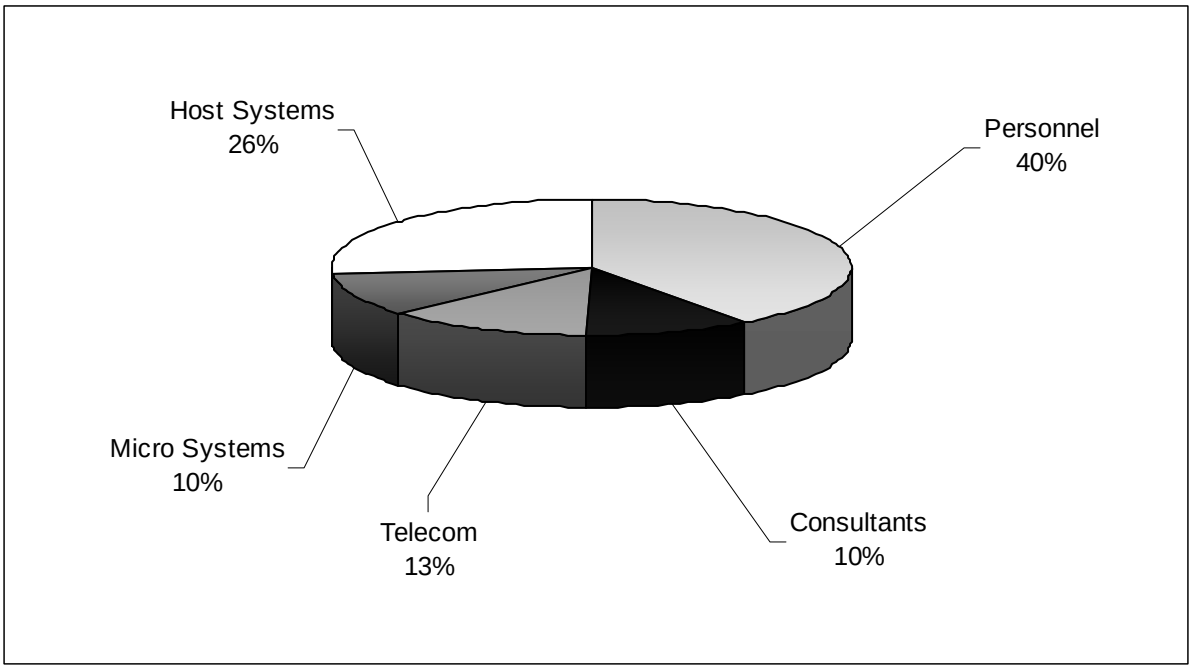
Distribution of SFY 2003 IT Expenses – General Government / Regents Institutions

General Government: $134.1 Million
Regents Institutions: $50.2 Million



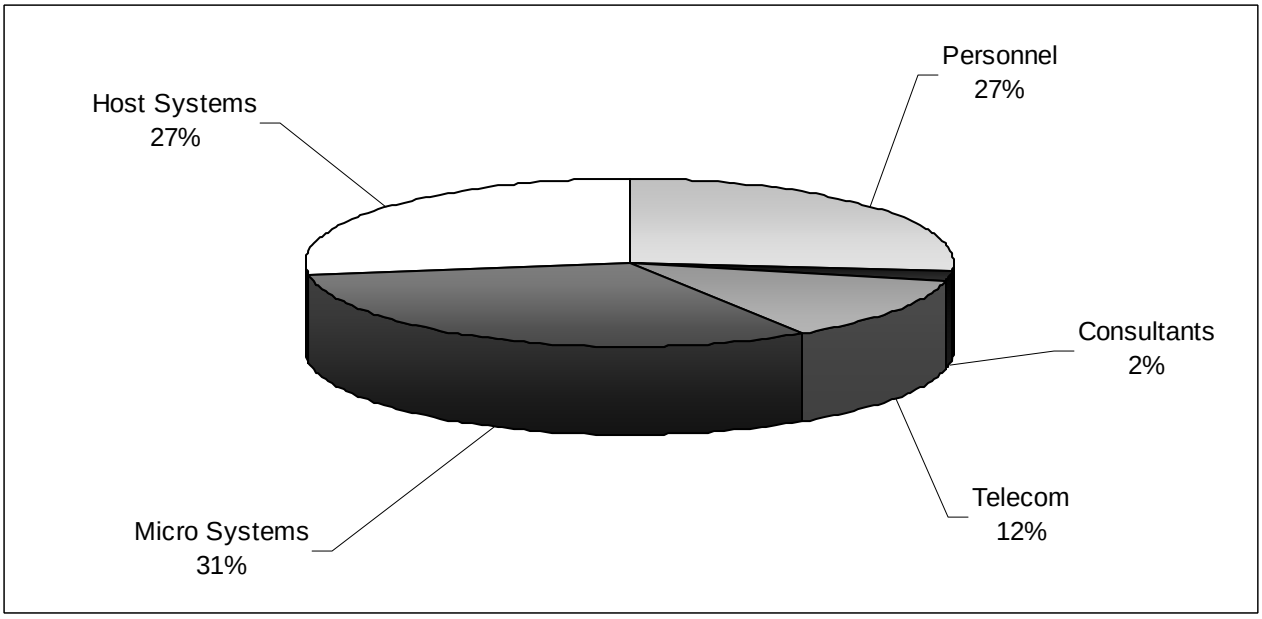
Distribution of SFY 2003 IT Expenses – General Government

$134.1 Million



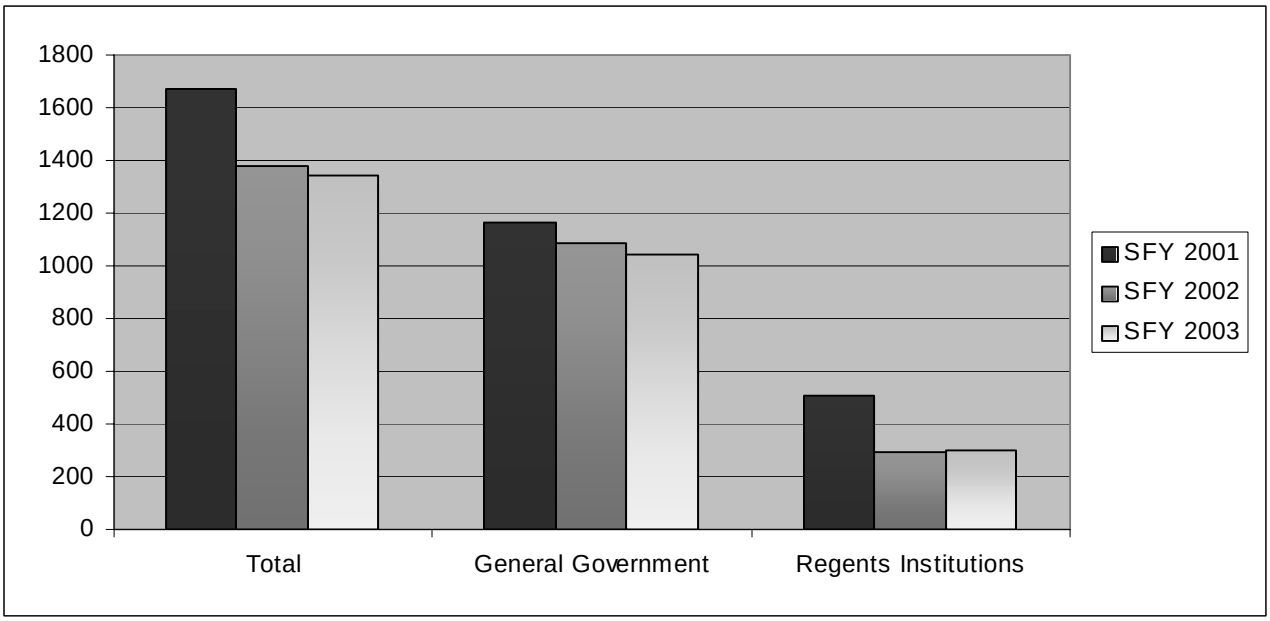
Distribution of SFY 2003 IT Expenses – Regents Institutions

$50.2 Million



Three-Year Trend of Total Authorized IT Staff

	Total	General Government	Regents Institutions
SFY 2001	1,673	1,164	509
SFY 2002	1,380	1,085	295
SFY 2003	1,344	1,045	299



Authorized Classified IT Staff SFY 2003 – General Government / Regents Institutions

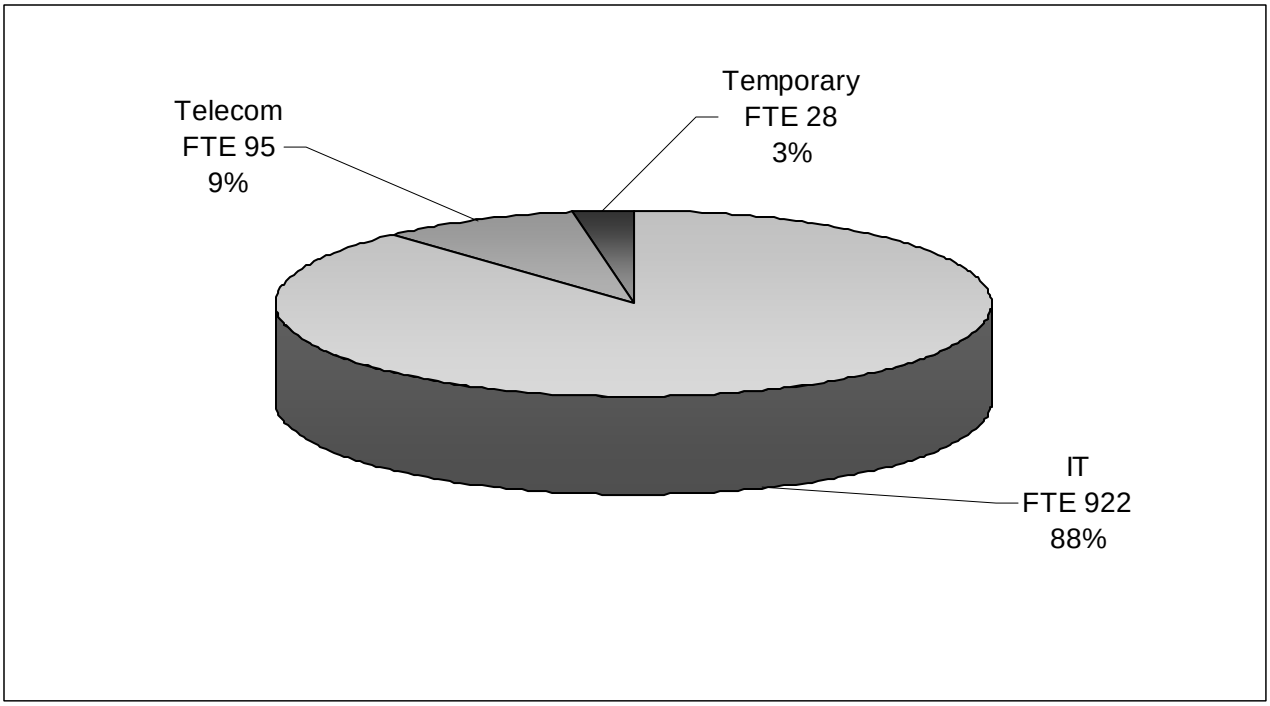
General Government	Total FTE	Regents Institutions	Total FTE
Social & Rehabilitation Services, Department of	201	Kansas State University	93
Adminstration, Department of	157	University of Kansas	97
Transportation, Department of	135	University of Kansas Medical Center	32
Revenue, Department of	117	Emporia State University	30
Highway Patrol	99	Wichita State University	24
Human Resources, Department of	90	Pittsburg State University	14
Health & Environment, Department of	48	Fort Hays State University	9
Others	198		
	1,045		299
Grand Total	**1,344**		

Unclassified IT Staff SFY 2003 – General Government / Regents Institutions

General Government	Total FTE	Regents Institutions	Total FTE
Social & Rehabilitation Services, Department of	1	Kansas State University	52
Adminstration, Department of	18	University of Kansas	112
Transportation, Department of	0	University of Kansas Medical Center	90
Revenue, Department of	2	Emporia State University	8
Highway Patrol	1	Wichita State University	31
Human Resources, Department of	34	Pittsburg State University	28
Health & Environment, Department of	12	Fort Hays State University	0
Others	52	Board of Regents	6
	120		327
Grand Total	**447**		

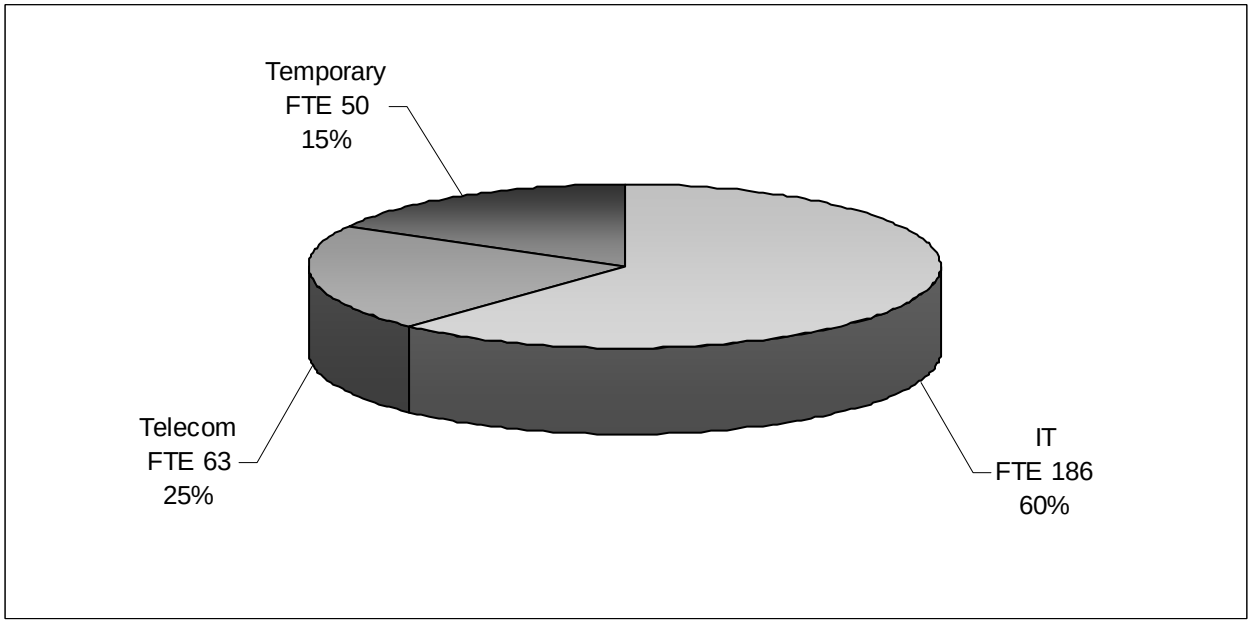
Distribution of Classified IT Personnel SFY 2003 – General Government

Total FTE: 1,045



Distribution of Classified IT Personnel SFY 2003 – Regents Institutions

Total FTE: 299



CHAPTER 4

INFORMATION TECHNOLOGY PROJECTS

Project Management

The objective of the Kansas Project Management Methodology is to provide common standards to ensure information technology projects are conducted in a disciplined, well-managed, and consistent manner. The field of information technology traditionally has a poor track record in delivering projects on time and within budget.

In 1998, after extensive research on national and industry best practices, Kansas adopted its standards and created a 350-page textbook based on industries' best practices. Today, the State has trained and certified over 200 project managers through a rigorous 120-hour in-class instruction program. All participants must pass a final exam as a condition for certification.

The methodology, which requires the application of generally accepted project management processes to all State IT projects, provides a standard approach to the management of IT projects by State agencies. The methodology places a heavy emphasis on planning in the early stages of a project. It provides well-documented procedures for implementation of the required management processes.

The Kansas Standards and Certification program is highly popular in Kansas government and among vendors who do business with the State. We have trained and certified a number of vendor personnel, and subject matter experts, and we have responded to numerous requests from other states and foreign countries to use the text and certification materials.

In October 2000, the Project Management Methodology in Kansas won a first place National Association of State Information Resource Executives (NASIRE) award. In 2001, Kansas received an award for IT achievement from the National Association of State Chief Administrators (NASCA) for the State of Kansas' *IT Project Management Methodology Training*. The NASCA award is given annually for Recognition in Outstanding Achievements in the Field of Information Technology.

As project management is applied to ever increasingly complex projects, tools and more advanced practices come into play across projects, programs and organizations. As projects become more and more demanding, managers must apply these practices more consistently and extensively. Agencies expect project managers to apply skills and techniques which enable both the small and large projects to meet budget and schedule milestones, yet at the same time, exert control over the most advanced IT project development work. Thus, each project manager is expected to demonstrate continuous, personal improvement through further enhancement of their skill and knowledge levels in order to satisfy their agency's expectations.

This need for additional project management has been evaluated and the State of Kansas has added a fourth module to project management training. It focuses on providing both lecture and hands-on experience at solving complex problems often encountered in the IT application development world. It provides a bridge between the current Kansas Project Management Methodology and the opportunity for current Kansas certified project managers to take the exam for certification by the Project Management Institute.

Overview

As part of the planning process, agencies were asked to report information on planned projects with a total cost of $250,000, which the agency is proposing new state funding or has spending authority. A table summarizing each planned project by agency has been provided. The table contains the project name, estimated project cost, and start and completion dates of each project.

"Planned" projects identifies new projects by agencies that are planned only and IT Project Plans may or may not have been submitted to the Chief Information Technology Officer for project approval.

For the latest information on projects that are in Active, Completed, or Recast status, please refer to the Kansas Information Technology Office (KITO) website listed below:

http://da.state.ks.us/kito/projstatusreport.htm

Summary of Projects-Planned

Identifies new projects by agencies that are planned only and the IT Project Plan may or may not have been submitted to the Chief Information Technology Officer for project approval.

Department	Project Name	Project Cost	Start Date	Finish Date	Page
Administration, Kansas Department of (DofA)	Statewide Financial Management System (FMS)	$30,000,000	To Be Determined	To Be Determined	4-4
Health and Environment, Kansas Department of (KDHE)	Kansas Immunization Registry	$1,000,000	1/2004	12/2006	4-4
	Management Information System for Food, Drug and Lodging	$597,900	1/2004	6/2005	4-5
Human Resources, Kansas Department of (KDHR)	America's Job Link	$1,750,000	10/2002	6/2004	4-5
	Unemployment Insurance Benefits	To Be Determined	To Be Determined	To Be Determined	4-6
	Workers Compensation Imaging	To Be Determined	To Be Determined	To Be Determined	4-7
Retirement System, Kansas Public Employees (KPERS)	Core System Replacement Project	$4,762,595	8/2004	7/2006	4-8
Revenue, Kansas Department of (KDOR)	Enterprise Sun Server Replacement	$400,000	7/2004	10/2005	4-8
Secretary of State	Help America Vote Act (HAVA)	$3,000,000	1/2004	1/2006	4-9
Transportation, Kansas Department of (KDOT)	Lighting the Fiber from the Traffic Control Center in Kansas City to Topeka	$150,000	10/2003	12/2003	4-9
	Transportation Safety Information Management System (TSIMS)	$400,000	To Be Determined	To Be Determined	4-10
Regents: University of Kansas (KU)	Campus-Wide Wireless Voice/Data Service	To Be Determined	To Be Determined	To Be Determined	4-11
Regents: University of Kansas Medical Center (KUMC)	Network Storage Solution	$789,638	11/2003	3/2004	4-11
Regents: Wichita State University (WSU)	Information Management System (ERP)	$12,000,000	5/2004	7/2005	4-12

Administration, Department of

Statewide Financial Management System

CITO Approval: Not yet requested
Estimated Cost: $30,000,000
Estimated Start: To be determined Estimated End: To be determined

Project Business Objective(s) or Motivator(s): A needs assessment has been conducted for a statewide client/server central accounting system using PeopleSoft financials or a highly compatible equivalent for full integration with the Department's HR/Payroll PeopleSoft system. The system will be fully GAAP compliant and integrate purchasing, HR/Payroll, budgeting, general ledger and reporting.

Project Description and Scope: Needs Assessment is complete.

Project Status: Needs assessment completed in December 2001. Implementation postponed until funding is secured.

Health and Environment, Department of

Kansas Immunization Registry

CITO Approval: Not yet requested
Estimated Cost: $1,000,000
Estimated Start: 1/04 Estimated End: 12/06

Project Business Objective(s) or Motivator(s): Immunization registries are a proven tool to help achieve and sustain high immunization rates, thus decreasing disease among children and adults. Registries also help to ensure vaccine safety and conserve resources. Immunization registries are confidential, population-based information systems that enable public and private health care providers to consolidate and maintain computerized immunization records on children and enable multiple authorized health care professionals to access the consolidated information on the immunizations that any child has received.

E-Government: The Immunization Registry will utilize electronic government to provide health care providers, schools, and other state programs such as WIC, Medicaid, HAN, and HAWK, authorized access to a child's immunization registry. Through the utilization of the Web, the Registry will not only improve processes such as the management of vaccine inventory, but will facilitate communication related to updated information related to new vaccines, adverse vaccine reactions, etc. A multitude of reports will be automated and submitted online. In addition, a data group will be created to carefully review the potential for interfacing these systems, thereby focusing on achieving the ultimate goal of reducing duplicity.

Project Description and Scope: Redevelopment of the registry as a web enabled system is intended to make the registry available to more providers and utilize existing or planned systems as a source for immunization data to populate the registry. The Kansas Immunization Registry will be the state managed repository of immunization information that will receive data from and provide data to multiple trading partners. The Registry will be designed to meet the minimum functional standards that have been defined by CDC, which include stringent guidelines on confidentiality and security.

Project Status: The needs assessment and Feasibility Study Report (FSR) have been completed. The Project Plan is under development.

Health and Environment, Department of (Continued)

Management Information System for Food, Drug and Lodging

CITO Approval:	Not yet requested		
Estimated Cost:	$597,900		
Estimated Start:	1/04	Estimated End:	6/05

Project Business Objective(s) or Motivator(s): The LPA encouraged the agency to upgrade the management effectiveness of the Food Protection Program by upgrading the current electronic management system. The current electronic management program is lacking is many areas and the result is a less that effective management capability. Much of the information that is now collected during inspections is not retrievable in any reporting format that is useful for management purposes.

Project Description and Scope: Purchase a web based Management Information System that will allow enhance administrative management of the Food Protection and Consumer Safety Program. The project will allow for enhanced licensing and revenue management, compliance management, and web based electronic inspections. Program administration will be to identify look food safety trends and track compliance status of establishments.
Project Status: This project is in the planning phase.

Human Resources, Department of

America's JobLink

CITO Approval:	Not yet requested		
Estimated Cost:	$1,750,000		
Estimated Start:	10/02	Estimated End:	6/04

Project Business Objective(s) or Motivator(s): America's Job Link is an outgrowth of the Kansas Job Link System. Working under a grant from the US Department of Labor and under the guidance of America's Job Link Alliance, America's Job Link Alliance Technical Services will under take the enhancement of the existing system to provide additional programmatic linkages to other DOL funded programs. The member states of the Alliance have determined a list of proposed system enhancements that should be modularly developed and made available to the several states. DOL has approved the proposed list and provided funding to the Alliance for the enhancements.

Project Description and Scope:
Enhanced Labor Exchange Functionality – Designed to allow State Employment Security Agencies to delivery, manage and report services under the Wagner-Peyser Act including interaction of all performance reporting requirements.

Enhanced O*Net-SOC Career Exploration and Information Services – Designed to provide Job Seekers and Employers occupational and career exploration information using the O*Net-SOC content model.

Enhanced Re-employment Services Functionality – Designed to track and assist in the return to work efforts of unemployment insurance claimants.

Integration with America's Career Kit – Designed to allow the full exchange of data related to recruitment and job placement activities between AJL and America's Job Bank, America's Talent Bank, America's Service Locator and America's Career Information Network.

Integration of the North American Industrial Classification System – Designed to allow employers and job seekers to obtain the latest information on available opening by industry classification.

Enhanced Job Matching Functionality – Designed to provide additional criteria and filters for the job match system.

Project Status: With a new CIO recently hired, it has been discovered that this project got underway prior to CITO approval. The agency is working to correct this oversight with preparation of a project plan and request for CITO approval.

Human Resources, Department of (Continued)

Unemployment Insurance Benefits

CITO Approval:	Not yet requested	
Estimated Cost:	To be determined	
Estimated Start:	To be determined	Estimated End: To be determined

Business Motivator(s): The most immediate problem is the growing inability to enhance and support our Unemployment Insurance Benefits (UIB) system.

Over the past several years, the support of the system has not been properly administered. When major modifications were required to the system, the Department would hire a former retired employee(s) from the Department to make significant modifications to the system, while current staff would work on other Department initiatives. This has continued for about the last 9 years, even to the point of implementing two new programs this year – the federal Temporary Extended Unemployment Compensation – Airlines (TEUC-A) and the state-created Kansas Additional Benefits (KAB) enhancements to the system. In addition, many other employees that had any knowledge of the UIB system have long retired or left the Department.

As a result of these events, the Department has serious reservations about the ability of our current staff to adequately support the UIB system. Even though the Department has six positions allocated to support the system, the most senior position has at most three years of experience with the UIB system and has the ability to retire. The other positions to support the system have less than two years of experience with the UIB system of which one position can currently retire. The current retired employee who has performed most of the modifications to the system over the past nine years (and who is currently providing consulting services to the Department for TEUC-A and KAB) has clearly communicated to the Department his desire to curtail supporting the system in the future.

The Department is very concerned about our ability to support the current system or to continue making modifications to the current UIB system. It is our plan to use a portion of Reed Act funds allocated to the IT division and use these funds to hire external consulting services to provide the Department with a needs assessment that will document the current system, provide recommendations for the best methods of supporting the current UIB system, and will provide recommendations for developing a new UIB system.

The UIB system is absolutely critical to the mission of our agency. It is how we process unemployment checks. Due to the urgency to continue supporting the system and additional modifications to the system, as a result of new legislation, the Department plans to initiate a Task Order immediately for the completion of these consultant services.

System Description and Scope: The UIB system includes all types of claims, payments to claimants, Appeals, Overpayments, and associated Statistics. This system was first developed over 30 years ago and has been modified, changed and patched many times since its implementation to include all Federal

and State modifications. The current UIB system has approximately 1,600 COBOL programs constituting more than 1 million lines of code. As you can image, the technology used to implement this system is very old and outdated compared to the technologies utilized for implementing systems now.

Project Status: The Department will be issuing a task order to engage a consulting group to provide a complete Needs Assessment for this project.

Human Resources, Department of (Continued)

Workers Compensation Imaging

CITO Approval:	Not yet requested	
Estimated Cost:	To be determined	
Estimated Start:	To be determined	Estimated End: To be determined

Business Motivator(s): The goal of this project is to replace our current microfilm processing and paper document storage with imaging technologies and workflow improvements that will increase productivity, reduce paper flow, and offer a centralized electronic storage solution alternative for current paper records.

The KDWC currently receives, enters, processes, and microfilm's paper records that include 1 page Accident Reports, multiple page Undocketted Settlements, 1 page Election forms, and 1 page Research Requests. On average, the KDWC receives over 75,000 Accident Reports, over 4,000 Undocketted Settlements, over 4,500 Elections and over 36,000 Research Requests per year.

The KDWC has a history of records stored on microfilm that include over 2,250 microfilm cartridges with over 56,275,000 total pages. In addition, we have paper hardcopy records that are currently archived and stored at an offsite location. We currently have paper documents known as Administrative Law Judge files that contain legal applications for hearings, hearing transcripts, medical transcripts, ALJ documents and written correspondence that are not currently microfilmed, but are physically stored in our offices or an alternative offsite location.

System Description and Scope: The scope of work for this project is to provide consulting services and workflow analysis of the current paper processes within each of the Division's business units. In addition, the contract shall cover the procurement of document management, imaging and workflow, along with professional services to implement a working application including hardware, software, support services, and training that meets requirements and will support the Kansas Division of Workers Compensation.

Project Status: The Department will be issuing a task order to engage a consulting group to provide a complete Needs Assessment for this project.

Retirement System, Kansas Public Employees

Core System Replacement Project

CITO Approval:	Not yet requested		
Estimated Cost:	$4,762,595		
Estimated Start:	8/04	Estimated End:	7/06

Business Motivator(s): This project will be designed to provide a retirement benefits system to meet the business needs of KPERS. This includes a system that will accommodate legislative changes, respond to changing investment strategies, effectively interact with constituents and stakeholders, and maintain efficiencies in administrative operations.

E-Government: This project will allow employers to access employee information and, over time, provide access for all members with online information regarding the status of their retirement account.

System Description and Scope: This project will replace the current database and applications with a new system using up-to-date technology and a relational enterprise database. Well documented business processes will be beneficial to KPERS business units by their application to training, business continuity and process improvement efforts. This documentation is necessary to thoroughly analyze the data required to support KPERS business processes and the design of a new relational enterprise database. The database will provide the foundation on which KPERS will build its next generation of application software. The next generation of technology is essential to the fulfillment of the retirement system's mission to provide effective retirement, disability and survivor benefits for Kansas public servants and their beneficiaries.

Project Status: The Feasibility Study Report is under development.

Revenue, Kansas Department of

Enterprise Sun Server Replacement

CITO Approval:	Not yet requested		
Estimated Cost:	$400,000		
Estimated Start:	7/04	Estimated End:	10/05

Business Motivator(s): The purpose of this proposal is to ensure that the ASTRA Tax Processing system continues to meet the requirements of the KDOR Division of Taxation. With the addition of new functionality and increased data captured with this system the processing time for on-line and batch transactions is putting increasing pressure on the existing server. The increase in CPU performance and system caching with new systems will reduce on-line and batch cycle processing times and continue to allow ASTRA to grow to meet the needs of the department. The existing SUN server is also approaching the system end and KDOR will not be able to obtain SUN hardware maintenance beyond FY06.

System Description and Scope: This proposal is comprised of one technology refreshment project. This project will replace the SUN E6500 Solaris server. This server is the production Oracle database server for ATP, ACM, Channel Management, AWP and ACSS Tax systems. The Sun E6500 will be replaced with a Sun Microsystems SunFire 6800. The Sun E6500 will then be used by KDOR as the testing and development environment server. The current SUN E4000 hosting test and development databases will be retired.

Project Status: This project is in the planning phase.

Secretary of State

Help America Vote Act

CITO Approval: Not yet requested
Estimated Cost: $3,000,000
Estimated Start: 1/04 Estimated End: 1/06

Project Business Objective(s) or Motivator(s): Help America Vote Act of 2002, a federal law, requires each state to develop a "single, uniform, official, centralized, interactive computerized statewide voter registration list defined, maintained, and administered at the state level…" Congress appropriated funds for HAVA activities, including the voter registration program cited here. Preliminary estimate of $3 million total cost of the project is based on research into Kansas' needs and knowledge of other states' activities in this area. Collaboration with DISC and the Division of Motor Vehicles is included.

E-Government: CVR will provide state and county governments with a clean, reliable, up to date computerized voter list for the administration of secure elections and compliance with federal law. Benefits will extend to candidates, political parties and others involved in the electoral process.

Project Description and Scope: State agencies affected are Secretary of State, Division of Motor Vehicles and DISC. County governments, especially county election offices are affected. Federal agencies affected are Federal Election Commission, Election Assistance Commission (not yet established as of this writing). Other organizations affected are American Association of Motor Vehicle Administrators, Social Security Administration, political parties and the voting public.

Project Status: The general plan for CVR has been included in the state plan required by HAVA and filed with the Federal Election Commission. An Advisory Council appointed by the Secretary of State has provided input, as well as a CVR Work Group that has met four times to outline the requirements of the program. A consultant is under contract to assist in researching and writing an RFP, reviewing proposals and negotiating a contract with the successful vendor.

The RFP will be published in November 2003; a contract executed in approximately May 2004; the CVR program installed in January 2005; and testing completed by fall, 2005.

Transportation, Department of

Lighting the Fiber from the Traffic Control Center in Kansas City to Topeka

CITO Approval: *
Estimated Cost: $150,000 - (Cost for lighting the fiber from the Traffic Operations in Kansas City to the Harrison Center Building in Topeka will be approximately $120,000 plus labor for installation of equipment.)
Estimated Start: 10/03 Estimated End: 12/03

*****This initiative is under the $250,000 threshold required by Senate Bill 5. KDOT presented to JCIT in September of 2003 and will continue to present as requested.

Project Business Objective(s) or Motivator(s): This network infrastructure project will allow the enormous amount of data and real-time video feeds to be transmitted to and from the Traffic Operations Center (TOC) to the Harrison Center, where KDOT engineers concerned with congestion management can evaluate the information. The data will be used for traffic counts and traffic studies, to study traffic movements in or near work zones and congested areas, and allow for quicker deployment of ITS field devices along the K-10, US-24 and US-75 corridors. Future construction projects will utilize this infrastructure to expand ITS capabilities.

E-Government: The Kansas City Scout (KC Scout) system was designed to help the traveling public make more efficient use of the State's highway systems by better managing the flow and control of traffic in and throughout the Kansas City Metropolitan area.

Project Description and Scope: The KC Scout project is an Advanced Traffic Management System (ATMS) designed to monitor congestion and incidents on the freeway network in and around Kansas City. This is a joint construction project between KDOT and the Missouri Department of Transportation. This fiber optics initiative of ITS is an infrastructure project which consists of lighting the dark fiber from Lenexa to the Harrison Center Building in Topeka, allowing the data and video to be transmitted between the TOC and KDOT Headquarters offices.

Project Status: The Kansas City Scout (KC Scout) project has been in the development phase since the summer of 1997, and will become fully operational in the fall/winter of 2003.

Transportation, Department of (Continued)

Transportation Safety Information Management System

CITO Approval:	Not yet requested	
Estimated Cost:	$400,000	
Estimated Start:	To be determined	Estimated End: To be determined

Project Business Objectives or Motivators: TSIMS is envisioned as a system that will develop a common information management infrastructure to support state and local transportation safety information requirements. TSIMS will allow KDOT to incorporate the TSIMS Data Warehouse capability to integrate our Crash System and other related systems.

Project Description and Scope: TSIMS is a Joint Application Development program sponsored by the American Association of State Highway and Transportation Officials (AASHTO). The original TSIMS vision was to provide a uniform data platform for traffic safety-related information, supported by a core set of data capture services, workflow management and data analysis tools.

Project Status: A national contractor developed the first phase of the TSIMS program that focused on system requirements. Phase II (Development and Initial Deployment) was expected to begin in FY 2002 and run through FY 2003. KDOT participated in the first phase of the project along with fifteen other states. However, when the solicitation for the second phase went out, state Departments of Transportation (DOTs) did not sign–on, citing high costs ($15,000,000 for the whole project and $850,000 per state) and a scope that was too broad. The national project went back to the drawing board and they have dramatically reduced the scope of the project to make it more affordable. AASHTO's latest plans are to incorporate those other systems, such as data collection and analysis, that have already been developed and focus the efforts of this project on data management and manipulation. The final project solicitation has not yet gone out to the state DOTs.

Regents - University of Kansas

Campus-Wide Wireless Voice/Data Service

CITO Approval:	Not yet requested		
Estimated Cost:	To be determined		
Estimated Start:	To be determined	Estimated End:	To be determined

Project Status: An RFP has been issued and bid responses are being evaluated.

Regents - University of Kansas Medical Center (KUMC)

Network Storage Solution

CITO Approval:	Pending		
Estimated Cost:	$789,638		
Estimated Start:	11/03	Estimated End:	3/04

Project Business Objective(s) or Motivator(s): The storage needs for the University of Kansas Medical Center's (KUMC) local area network file servers have continued to rapidly grow over the past 5 years. The storage is used for enterprise email, document storage, database servers, web servers, and other application needs. Up to this point, KUMC has purchased storage directly attached to the individual file servers. One of the issues with the current approach is the fact we are limited to the amount of disk space that can be attached to a single server as well as the size and type of drives. When the available storage space is at a specified level, additional and expensive storage arrays are purchased. At the same time other file servers have space that is available but cannot be shared with other file servers to help solve the storage needs. A network storage solution would provide a central point of storage to all KUMC supported file servers and operating systems which would be allocated to a server on an as needed basis. A centralized network storage solution would also reduce the number of storage devices that need to be supported and maintained by Information Resources.

E-Government: This is a back-end hardware solution with no online functionality.

Project Description and Scope: The network storage solution project includes determining the best solution for KUMC, purchasing the solution, installing the solution, as well as connecting servers to the storage solution. Once the solution is in place, most Information Resources supported enterprise servers will be attached to the storage solution over a period of time allowing for more efficient allocation and management of file storage.

Project Status: Proposed project plan has been submitted for approval.

Regents - Wichita State University

Information Management System

CITO Approval:	Not yet requested		
Estimated Cost:	$12,000,000		
Estimated Start:	5/04	Estimated End:	7/05

Project Business Objective(s) or Motivator(s): Wichita State University needs an integrated Information Management System that will enable the university to manage in a modern and efficient manner and that will enable its IT support staff to implement, train, and manage rather than develop software systems. The legacy system has served the university well. But, with the development of fully functional software packages that are web enabled, integrate with desktop applications, and are regularly updated, the university needs to meet the modern demands of its various constituencies: Students (both current and prospective), Faculty, Staff, Alumni, and the Community. All of whom expect the type of integration and ease of use seen in most modern corporations and universities.

As managers, university administrators, faculty, and staff need real-time information in pre-planned formats to deal with budgets, student advising, research budgets, and transmittal of forms, to name but a few of the functions in a university. In the judgment of consultants to the university, the time has come to implement an ERP.

E-University: Wichita State University desires to move to what might be termed "E-University" in which students can register on-line, pay on-line, have financial aid deposited on-line to the student's bank of choice. WSU is determined to make its internal paper flow become digital through electronic forms. In short, the university would begin to resemble a major, customer friendly corporation in the ease with which its constituents could access services.

System Description and Scope: The Information Management System will affect all units of the university and most of the university's affiliated corporations. Wichita State University wishes to implement an integrated software solution that will address the following core applications: Financial Management: General Ledger, Budget, Accounts Receivable, Inventory, Purchasing/eProcurement, Travel & Expense Management; Human Resources: Core Human Resources, Payroll; Student Affairs: Admissions, Enrollment, Registration, Financial Aid, Student Accounting, Student Advising (Degree Audit & Organized Research and Educational Evaluation Audits), Student Records, Housing; Grants Management: Pre-award, Post-award; Advancement: Alumni, Development. The university will also examine such non-core applications as: Campus Portal, Facilities Scheduling, Physical Plant/Facilities Maintenance, and eCommerce applications.

Wichita State University has made use of a legacy system for most of its core applications and these have served the university well. However, with the improvement found in ERP systems and the expense of continued internal development and upkeep of legacy systems, the university wishes to move to an integrated system that provides regular system updates and enhancements. The system will offer the university secure and reliable systems that are easy to use and maintain, will provide management and decision information when and where needed, will provide departments the ability to enter and process business transactions as well as to directly access core administrative data. Such a system will enable data to be entered and edited only once and that will be shared across the enterprise systems. Through the ERP WSU will be able to offer students, faculty, and staff integrated self-service capabilities.

Wichita State University will look for a system that can interface with the State of Kansas and other governmental agencies and will be cognizant of the platforms on which prospective systems run. The university does not plan to look for "best-of-breed," but will look for a fully integrated ERP.

Project Status: Pre-Feasibility Study Report has been completed. The Feasibility Study Report and Project Plan are under development.

APPENDIX

K A N S A S

KATHLEEN SEBELIUS, GOVERNOR

RICK MILLER, DIRECTOR

HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION
KANSAS INFORMATION TECHNOLOGY OFFICE

M E M O R A N D U M

Date: May, 2003

To: All State Agencies

From: Richard Hays, Legislative CITO
Kelly O'Brien, Judicial CITO
Bruce Roberts, Executive CITO
Richard D. Miller, CITA

Subject: SFY 2005 Information Technology Management Budget Plans

The Chief Information Technology Officers for each branch of government and the Chief Information Technology Architect have adopted new planning instructions. The Chief Information Officer of your agency will be receiving these instructions electronically in the next few weeks. Please note that some improvements and changes have been made regarding the information requested in the three-year plans. Staff in the Kansas Information Technology Office (KITO) will assist the three branches in preparing the final plan summary reflecting the objectives for the State as a whole.

An IT plan allows an agency to demonstrate how their IT investments support their business requirements (i.e., services for the citizens of Kansas, as encapsulated in the agency's mission and performance objectives), as well as objectives of the State Strategic Information Management Plan. The Annual Summary of three-year Information Technology Plan is structured to show the alignment of an agency's business plan, its objectives and strategies, and the overall agency budget submission for SFY 2005.

If questions arise, please contact KITO at (785) 296-8055.

Richard Hays
Legislative Branch Chief Information Technology Officer

Kelly O'Brien
Judicial Branch Chief Information Technology Officer

Bruce Roberts
Executive Branch Chief Information Technology Officer

Richard D. Miller
Chief Information Technology Architect

K A N S A S

KATHLEEN SEBELIUS, GOVERNOR

RICK MILLER, DIRECTOR

HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION
KANSAS INFORMATION TECHNOLOGY OFFICE

May 15, 2003

RE: Three-Year Information Technology Management & Budget Plans
(Agencies with IT Expenditures *under* $100,000)

It's time to begin preparation of the Kansas Three-Year Information Technology (IT) Management and Budget Plan for SFY 2004. IT plans assist in coordinating systems and activities of organizations throughout Kansas State government. They enable the Chief Information Technology Architect, as well as Branch Chief Information Technology Officers, as required by KSA 75-7209, to provide three-year Technology Plans for the Information Technology Executive Council and legislative review. Plans are also used as a source of information for evaluating common contract requirements and demand, examining resource issues, and coordinating technology programs.

KSA 75-7210 requires these plans be submitted to the Joint Committee on Information Technology no later than October 1 of each year. In order to facilitate the production of the Annual Summary, the plans are due in the Kansas Information Technology Office (KITO) no later than **Tuesday, September 2, 2003**.

Agencies will not be using the online "Agency Asset Inventory System" to update IT assets. The inventory has been taken offline because it does not comply with the Americans with Disabilities Act, Section 508, or ITEC Policy 1210. The information to be captured and reported in the Annual Summary is noted below in Enclosure 1.

Instructions for creating a Three-Year IT Plan are specified in the following enclosures:

- **Enclosure 1:** Agencies that expect to continue a relatively low level of IT expenditures (under $100,000) are asked to provide information about the following: mission statement, list of business programs, security, and an update of IT physical assets. *Some changes have been made within the form about information being requested.* Please note new questions in the IT Organization section about Staffing and Physical Assets. There are also new questions about your Agency's Architecture in the Strategic Direction & Objectives section. Note that any agency that expects to exceed the $100,000 threshold of IT expenditures for SFY 2004 through SFY 2006, needs to submit a complete Plan. Additionally, if an agency anticipates initiating an IT project with a total cost of $250,000 or above, the agency will also need to complete the Planned Project template which can be found on KITO's website at http://www.da.state.ks.us/kito/ITPlannedProjects.htm. Please contact KITO for additional information.

- **Enclosure 2:** A spreadsheet that shows agencies with technology expenditures under $100,000.

- **Enclosure 3:** Agencies that previously submitted Three-Year IT Plans have enclosed with this memo a printout of information extracted from last year's Annual Report for reference. Please be sure to incorporate the new information being requested in Enclosure 1.

Thank you for your efforts.

Please submit one digital copy and one hard copy of your agency's plan and any questions to:

Ivan Weichert
Kansas Information Technology Office
900 SW Jackson, Room 751-S
Topeka, KS 66512-1275
785-296-0257
ivan.weichert@da.state.ks.us

Sincerely,

Rick Miller, Director
Kansas Information Technology Office
Chief Information Technology Architect

Enclosures

STATE ORGANIZATIONS WITH SFY 2002 IT EXPENSES UNDER $100,000

Agency No.	Agency	SFY 2003 Total FTE	SFY 2003 Total Budget	SFY 2002 IT Expenses	SFY 2002 Inventory Midrange	Server	Micro
016	Abstracters' Board of Examiners	-	$ 20,285	$ -	-	-	0
028	Accountancy, Board of	3.0	$ 189,663	$ 6,197	-	-	6
055	Animal Health Department	31.0	$ 2,068,652	$ 2,380	-	-	20
359	Arts Commission, Kansas	8.0	$ 2,053,438	$ 1,321	-	1	8
082	Attorney General	95.0	$ 21,456,984	$ 83,096	1	10	145
100	Barbering, Kansas Board of	1.5	$ 132,390	$ 785	-	-	1
102	Behavioral Sciences Regulatory B	8.0	$ 517,271	$ 5,331	-	1	8
122	Citizens Utility Ratepayer Board	5.0	$ 613,620	$ 5,972	-	-	8
634	Conservation Commission, State	15.5	$ 9,962,448	$ 34,399	-	2	15
149	Cosmetology, Board of	12.0	$ 761,970	$ 54,728	-	2	12
159	Credit Unions, Department of	13.0	$ 896,620	$ 2,536	-	-	4
167	Dental Board	2.5	$ 328,839	$ 7,622	-	1	7
373	Fair, Kansas State	22.0	$ 4,640,900	$ 63,353	-	-	20
234	Fire Marshal Office, State	46.0	$ 3,525,215	$ 85,573	-	2	48
247	Governmental Ethics Commission	9.0	$ 569,709	$ 8,282	-	-	12
252	Governor, Office of the	29.0	$ 2,123,637	$ 12,518	-	1	28
261	Guardianship Program, Kansas	13.0	$ 1,038,983	$ 61,849	-	3	16
270	Health Care Stabilization Fund	16.0	$ 27,755,438	$ 18,998	-	1	16
266	Hearing Aid Board of Examiners	0.4	$ 21,937	$ 27	-	-	0
058	Human Rights Commission	37.0	$ 1,853,271	$ 23,449	-	2	36
349	Judicial Council	4.0	$ 319,092	$ 3,467	-	-	5
360	Kansas, Inc.	4.0	$ 338,779	$ 17,171	1	-	5
422	Legislative Coordinating Council	13.0	$ 833,062	$ 142	-	-	0
425	Legislative Research Department	37.0	$ 2,605,575	$ 1,366	-	1	7
446	Lieutenant Governor	3.0	$ 138,033	$ 30	-	-	2
204	Mortuary Arts, Board of	3.0	$ 216,514	$ 3,028	-	1	4
488	Optometry, Board of Examiners In	1.0	$ 85,305	$ 1,900	-	-	2
523	Parole Board, Kansas	4.0	$ 522,728	$ 37	-		4
531	Pharmacy, Board of	6.0	$ 571,321	$ 6,690	-	1	10
540	Post Audit, Legislative Division of	21.0	$ 1,902,496	$ 403	-	1	42
543	Real Estate Appraisal Board	3.0	$ 256,455	$ 2,113	-	-	2
549	Real Estate Commission	13.0	$ 714,473	$ 38,910	-	3	12
579	Revisor of Statutes	26.0	$ 2,509,562	$ 71,620	-	3	7
625	Securities Commissioner of Kansa	27.8	$ 2,113,020	$ 37,896	1	2	48
626	Sentencing Commission, Kansas	10.0	$ 4,246,969	$ 20,718	-	-	23
663	Technical Professions, Board of	6.0	$ 555,193	$ 2,443	1	-	9
371	Technology Enterprise Corp., Kan	29.0	$ 14,740,770	$ 65,957	-	4	38
700	Veterinary Examiners, Board of	3.0	$ 270,992	$ 4,112	-	-	3

INSTRUCTIONS: Agencies with under $100,000 IT Expenditures

AGENCY NAME

INFORMATION TECHNOLOGY
MANAGEMENT AND BUDGET PLAN

Plan Date:	[Date approved]
Approved By:	[Agency head: name and title]
Contact:	[Agency staff member to contact with questions about this plan; name, title, organization, address, telephone number, fax number and e-mail address]
Website:	[Agency URL: http://]

AGENCY DESCRIPTION

Mission

[Agency mission as contained on budget form DA-400. Limited to 100 words.]

Business Programs

Program #: [Identify and provide brief description of each program established to assist with the agency mission, as contained on budget form DA-400; separate title and paragraph for each; number sequentially for reference, no priority implied. Limited to 250 words.]

IT PROFILE

IT Organization

Functions: Total IT staff allocations by function (approximate):

[Example: Someone who spends half their time modifying existing software, one-third testing new applications, and the remainder doing database administration would have 0.5, 0.3 and 0.2, respectively, in the Application Maintenance, Application Development and Data Administration blocks. Also include the following:

- All **classified** IT positions
- *Any positions that may be designated within SHaRP as non-IT classification, but which perform IT functions.* ***Please include unclassified positions.***
- Any agency IT position that may be outside of the IT organization.]

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)						
Application Maintenance and Enhancement (in-production systems)						
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)						
Web application development and maintenance						
Data Administration, Data Analysis/Validation and Database Administration						
Network Engineering, Technical Management and Support						
Security						
Computer Operations, Management and Technical Support						
Other IT Functions						
TOTAL FTEs						
TOTAL Unclassified salaries		**$**				

Physical Assets

Please place a number in appropriate cells in the table below:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer					

IT Accomplishments During SFY 2003

Provide a brief summary of IT accomplishments for SFY 2003.

Summary: [Brief summary of **major** IT accomplishments for SFY 2003. This field is limited to 500 words. ***Please include any cross-agency collaboration or joint application development.*** **This summary will be included in the agency's section in the Annual Summary.**]

STRATEGIC DIRECTION & OBJECTIVES, SFY 2004 - SFY 2006

IT Strategic Summary

This section summarizes agency direction in several key areas of information technology and business system management.

Summary: [One to two paragraphs which highlight expected evolution or changes of agency IT resources & applications and summarize the **future** IT direction for SFY 2004 - SFY 2006. ***Include any cross-agency collaboration or joint application development.*** Please address the following areas when producing this summary:]

- **Agency Architecture:** [Brief statement about the agency's current platform(s) and a statement of direction about plans to move toward a different one.]
- **COBIT:** [Brief discussion highlighting the incorporation of Control Objectives for Information Technology (COBIT) as a daily operational tool that assists with standardized controls for IT. (http://www.itgovernance.org/cobitmg.htm)]
- **E-Government:** [Brief description highlighting expected evolution of agency IT legacy applications and resources to e-government over the next three years. E-government provides citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information.]
- **Security:** [Brief statement regarding agency IT security measures pursuant to ITEC policy 4230. (http://da.state.ks.us/itec/Documents/ITECITPolicy4230.htm)]
- **Public Key Infrastructure:** [Brief statement of how agency plans to implement PKI. PKI is a method of data encryption and verification of a user's digital identity. (http://da.state.ks.us/itec/Documents/ITECITPolicy5200.htm)]
- **Web Accessibility:** [Brief discussion regarding accessible designing of web-based information and services on Inter/Intra/Extranet sites by Kansas State government organizations pursuant to ITEC policy 1210. (http://da.state.ks.us/itec/Documents/ITECITPolicy1210.htm)]
- **Records Retention:** [Brief description of how agency retains records and provides public access to records pertaining to this objective. (http://www.kshs.org/government/records/electronic/electronicrecordsguidelines.htm)]

[**This summary will be included in the agency's section of the Annual Summary.** Limited to 1,500 words.]

Please submit **one digital copy and one hard copy** of your agency's plan by **Tuesday, September 2, 2003** and any questions to:

Ivan Weichert
Kansas Information Technology Office
900 SW Jackson, Room 751-S
Topeka, KS 66512-1275
785-296-0257
Email: ivan.weichert@da.state.ks.us

K A N S A S

RICK MILLER, DIRECTOR

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION
KANSAS INFORMATION TECHNOLOGY OFFICE

May 15, 2003

RE: Three-Year Information Technology Management & Budget Plans
(Agencies with IT Expenditures *over* $100,000)

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KSA 75-7210 requires these plans be submitted to the Joint Committee on Information Technology no later than October 1 of each year. In order to facilitate the production of the Annual Summary, the plans are due in the Kansas Information Technology Office (KITO) no later than **Tuesday, September 2, 2003**.

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Instructions for creating a Three-Year IT Plan are specified in the following enclosures:

- **Enclosure 1:** This document contains detailed instructions for creating a Three-Year IT Plan for agencies that have technology expenditures over $100,000. *Some changes have been made within the form about information being requested.* Please note new questions and tables in the IT Organization section about Staffing and Physical Assets. There are also new questions concerning your Agency's Architecture in the Strategic Direction & Objectives section. The Project Budget Proposals (Planned Projects) section is a template for entering information about IT projects that have a total cost of $250,000 or above. The template can also be found on KITO's website at http://www.da.state.ks.us/kito/ITPlannedProjects.htm.

- **Enclosure 2:** A spreadsheet that shows agencies with technology expenditures over $100,000.

- **Enclosure 3:** Agencies that previously submitted Three-Year IT Plans have enclosed with this memo a printout of information extracted from last year's Annual Report for reference. Please be sure to incorporate the new information being requested in Enclosure 1.

Thank you for your efforts.

Please submit one digital copy and one hard copy of your agency's plan and any questions to:

Ivan Weichert
Kansas Information Technology Office
900 SW Jackson, Room 751-S
Topeka, KS 66512-1275
785-296-0257
ivan.weichert@da.state.ks.us

Sincerely,

Rick Miller, Director
Kansas Information Technology Office
Chief Information Technology Architect

Enclosures

STATE ORGANIZATIONS WITH SFY 2002 IT EXPENSES OVER $100,000

Agency	Total SFY2003 FTE	Total SFY 2003 Budget	SFY 2002 IT Expenses	SFY 2002 Inventory Mainframe	Midrange	Server	Wkstation	Micro
Adjutant General	215.0	$ 33,427,945	$ 477,430	-	-	2	-	106
Administration, Department of	882.2	$ 27,184,766	$ 31,900,937	1	9	81	1	816
Aging, Department on	157.1	$ 410,088,796	$ 1,323,787	-	6	36	-	447
Agriculture, Department of	300.5	$ 21,244,348	$ 892,087	-	2	10	-	360
Bank Commissioner	85.0	$ 5,944,456	$ 138,307	-	-	1	-	138
Blind, School for the	93.5	$ 4,807,153	$ 358,341	-	-	8	-	95
Commerce and Housing, Department of	148.0	$ 122,024,227	$ 484,712	-	1	2	-	195
Corporation Commission, Kansas	210.0	$ 17,359,957	$ 1,065,579	-	-	10	-	180
Corrections, Department of	3,132.5	$ 241,184,387	$ 3,695,867	-	2	56	-	2000
Deaf, School for the	173.5	$ 8,050,268	$ 148,273	-	-	2	-	195
Education, Department of	208.0	$ 2,611,605,941	$ 1,471,746	-	-	16	7	297
Emergency Medical Services Board	13.0	$ 958,777	$ 100,866	-	1	2	-	24
Healing Arts, State Board of	29.0	$ 2,084,630	$ 131,582	-	1	-	-	39
Health and Environment, Department of	1,001.0	$ 177,528,659	$ 6,544,246	-	7	30	2	1715
Highway Patrol	823.8	$ 53,769,349	$ 5,930,897	-	1	32	-	612
Historical Society, State	136.5	$ 8,425,815	$ 242,664	-	-	4	-	186
Human Resources, Department of	940.4	$ 306,280,702	$ 11,146,577	-	1	27	-	1154
Indigents' Defense Services, State Board	165.5	$ 14,438,515	$ 295,040	-	-	26	-	206
Insurance Department	157.0	$ 20,457,593	$ 527,623	-	1	2	-	160
Investigation, Kansas Bureau of	200.0	$ 20,482,209	$ 3,492,145	-	1	72	1	294
Judicial Branch	1,816.0	$ 92,940,817	$ 1,467,919	-	-	4	-	223
Juvenile Justice Authority	635.0	$ 85,469,907	$ 1,498,511	-	-	40	-	425
Legislature	33.0	$ 13,466,715	$ 770,344	-	-	20	-	343
Library, State	27.0	$ 5,165,111	$ 431,367	-	-	3	-	57
Lottery, Kansas	87.8	$ 145,198,266	$ 4,085,486	-	2	-	-	67
Nursing, Board of	22.0	$ 1,397,017	$ 152,775	-	-	7	-	35
Racing & Gaming Commission, Kansas	64.0	$ 6,367,464	$ 211,763	-	1	-	-	69
Regents, Board of	54.0	$ 187,720,268	$ 292,950	-	-	5	-	53
Regents: Emporia State University	775.1	$ 55,308,947	$ 3,067,081	1	4	17	-	2600
Regents: Fort Hays State University	723.6	$ 57,028,145	$ 2,705,480	1	3	38	-	2644
Regents: Kansas State University	4,890.6	$ 449,881,927	$ 15,600,669	1	25	180	393	9822
Regents: Pittsburg State University	796.3	$ 66,495,717	$ 2,248,605	-	-	23	-	2593
Regents: University of Kansas *	4,486.5	$ 425,930,790	$ 13,336,665	1	88	61	262	11438
Regents: University of Kansas Medical Center	2,352.3	$ 201,854,631	$ 7,024,767	-	-	86	3	2900
Regents: Wichita State University	1,727.3	$ 143,846,460	$ 5,675,144	1	7	23	1	5500
Retirement System, KS Public Employee	85.0	$ 29,660,192	$ 1,343,219	-	1	3	-	122
Revenue, Department of	1,196.0	$ 85,579,523	$ 14,952,646	-	12	104	-	1306
Secretary of State	56.0	$ 3,333,226	$ 340,590	-	2	2	-	65
Social & Rehabilitation Services, Department of	6,547.5	$ 2,104,532,352	$ 26,599,634	-	1	212	-	6467
Tax Appeals, Board of	28.0	$ 2,006,192	$ 105,451	-	-	3	-	46
Transportation, Department of	3,247.5	$ 1,229,075,753	$ 20,314,909	-	-	192	-	2324
Treasurer, State	55.5	$ 121,024,111	$ 260,627	-	-	16	-	77
Veterans Affairs, Commission on	558.3	$ 23,669,470	$ 318,505	-	-	2	-	140
Water Office, Kansas	22.5	$ 5,326,098	$ 418,582	-	-	2	-	29
Wildlife and Parks, Kansas Department of	406.5	$ 43,003,951	$ 922,748	-	1	10	12	448

* University of Kansas also maintains a supercomputer to be included as part of this inventory.

INSTRUCTIONS: Agencies with over $100,000 IT Expenditures

AGENCY NAME

INFORMATION TECHNOLOGY
MANAGEMENT AND BUDGET PLAN

Plan Date: [Date approved]

Approved By: [Agency head: name and title]

Contact: [Agency staff member to contact with questions about this plan; name, title, organization, address, telephone number, fax number and e-mail address]

Website: [Agency URL: http://]

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DEFINITIONS

E-Government

E-government provides citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information. E-Government enables:

- Providing a user-friendly gateway for citizens to access government services
- Utilizing technology to bring enhanced government performance to our citizens
- Presenting a unified 'face' of Kansas government on the Internet
- Providing an effective means for business interaction via the Internet which enables economic growth
- Developing electronic solutions that streamline internal government operations/services
- Building a government without walls, doors or clocks
- Improved delivery of services and information

It includes everything from online publishing of government documents and electronic mail to online tax payments and distance learning.

AGENCY DESCRIPTION

Mission

[Agency mission as contained on budget form DA-400. Limited to 100 words.]

Business Programs

Program #: [Identify and provide brief description of each program established to assist with the agency mission, as contained on budget form DA-400; separate title and paragraph for each; number sequentially for reference, no priority implied. Limited to 250 words.]

Organization

Personnel Strength: [Total authorized agency, classified and unclassified, FTE as of 6/30/03.]

Location: [Number of campuses/sites, within or beyond Kansas, with agency staff; for purposes of this Plan, campuses or sites are distinct if they are beyond the distance allowing direct-connect networking. A brief summary of locations should also be provided (limited to 50 words).]

IT PROFILE

Major Business Applications

This section identifies the agency's principal software applications or systems now in production. The list is limited to mission-critical batch or multi-user applications, which directly perform business functions for the agency.

[List should not include standard third-party software products, such as word processors and spreadsheets; projects still in design or development (pre-production) are covered in System Budget Proposals.]

Application #: [Title and acronym; repeat this section for each major business application; number sequentially for reference, no priority implied. Limited to 10 words.]

Functions: [Brief list of business functions performed; example: driver records, agency general ledger, student academic records. Limited to 100 words.]

Access: [Customer groups interacting directly with the application; examples: agency-internal, general public, state agencies. Limited to 25 words.]

Environment:

Hardware: [Hardware platform(s). Limited to 10 words.]

Network: [Network topology (if relevant) and protocols (e.g., TCP/IP). Limited to 10 words.]

System s/w: [Operating system. Limited to 5 words.]

DBMS: [Database Management System, if any. Limited to 7 words.]

Client: [Terminal protocol or PC operating system. Limited to 5 words.]

Special s/w: [Other special software required on main or client platforms (e.g., 4GL interpreter, web browser). Limited to 7 words.]

Language: [Developmental language(s); what maintainers must know. Limited to 10 words.]

Implemented: [Date first put into production.]

Revision: [Date current revision put into production; version number.]

Developer: [Vendor or organization which produced the application; examples: "AMS, Inc." and "agency in-house." Limited to 5 words.]

Maintenance: [Organization which performs software maintenance. Limited to 5 words.]

IT Organization

Functions: Total IT staff allocations by function (approximate):

[Example: Someone who spends half their time modifying existing software, one-third testing new applications, and the remainder doing database administration would have 0.5, 0.3 and 0.2, respectively, in the Application Maintenance, Application Development and Data Administration blocks. Also include the following:

- All **classified** IT positions
- *Any positions that may be designated within SHaRP as non-IT classification, but which perform IT functions.* ***Please include unclassified positions.***
- Any agency IT position that may be outside of the IT organization.]

	SFY 2003 ACTUAL FTE		SFY 2004 PROJECTED FTE		SFY 2005 PROPOSED FTE	
IT FUNCTIONAL AREA	Class.	Uncl.	Class.	Uncl.	Class.	Uncl.
General Management & Administration (includes training and cross-agency coordination)						
Application Maintenance and Enhancement (in-production systems)						
Application Development (includes general and tactical plans, business area analysis, process reengineering, prototyping, application design, coding, integration and testing)						
Web application development and maintenance						
Data Administration, Data Analysis/Validation and Database Administration						
Network Engineering, Technical Management and Support						
Security						
Computer Operations, Management and Technical Support						
Other IT Functions						
TOTAL FTEs						
TOTAL Unclassified salaries		**$**				

Physical Assets

Please place a number in appropriate cells in the table below:

	OS/390	Unix	Linux	MS Windows	Apple
Mainframe					
Supercomputer					
Midrange					
LAN Server					
Workstation					
Microcomputer					

IT Accomplishments During SFY 2003

Provide a brief summary of IT accomplishments for SFY 2003. Also, chronologically by month and year, briefly describe major IT accomplishments within the agency during the past SFY; if activity appeared as planned item in previous document, provide that reference; show activities scheduled for accomplishment in SFY, but which remain open or incomplete.

Summary: [Brief summary of **major** IT accomplishments for SFY 2003. This field is limited to 500 words. ***Please include any cross-agency collaboration or joint application development.*** **This summary will be included in the agency's section in the Annual Summary.**]

Details of Accomplishments: [This information is supporting documentation to the summary of major IT accomplishments for SFY 2003. Each descriptive field is limited to 100 words. For example:]

AUG 2002	Upgraded 5 LAN servers in Docking State Office Building to HP Netserver LH, 64R. [2003 budget item].
AUG 2002	Completed the Medicaid Management Information System - Drug Rebate/Pharmacy Subsystem. [Agency Strategic IT Plan, 2002].
JAN 2003	Completed agency's Internet homepage, managed by the Information Network of Kansas; assigned staff for regular update. [Agency Strategic IT Plan, 2002].
PENDING	Desktop videoconferencing among 12 agency sites statewide; requires funding for equipment and availability of sufficient bandwidth to all sites. [Agency Strategic IT Plan, 2002].

STRATEGIC DIRECTION & OBJECTIVES, SFY 2004 - SFY 2006

IT Strategic Summary

This section summarizes agency direction in several key areas of information technology and business system management.

Summary: [One to two paragraphs which highlight expected evolution or changes of agency IT resources & applications and summarize the **future** IT direction for SFY 2004 - SFY 2006. Identify what technology is needed in order to accomplish agency objectives and the current business programs that are supported by the objectives in order to demonstrate that IT investments have a direct impact on agency mission performance. Examples of information to be included are electronic agency services, business contingency and disaster recovery, data administration, executive information systems, and applications development. ***Include any cross-agency collaboration or joint application development.*** Please address the following areas when producing this summary:]

- **Agency Architecture:** [Brief statement about the agency's current platform(s) and a statement of direction about plans to move toward a different one.]
- **COBIT:** [Brief discussion highlighting the incorporation of Control Objectives for Information Technology (COBIT) as a daily operational tool that assists with standardized controls for IT. (http://www.itgovernance.org/cobitmg.htm)]
- **E-Government:** [Brief description highlighting expected evolution of agency IT legacy applications and resources to e-government over the next three years. E-government provides citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information.]
- **Security:** [Brief statement regarding agency IT security measures pursuant to ITEC policy 4230. (http://da.state.ks.us/itec/Documents/ITECITPolicy4230.htm)]
- **Public Key Infrastructure:** [Brief statement of how agency plans to implement PKI. PKI is a method of data encryption and verification of a user's digital identity. (http://da.state.ks.us/itec/Documents/ITECITPolicy5200.htm)]
- **Web Accessibility:** [Brief discussion regarding accessible designing of web-based information and services on Inter/Intra/Extranet sites by Kansas State government organizations pursuant to ITEC policy 1210. (http://da.state.ks.us/itec/Documents/ITECITPolicy1210.htm)]
- **Records Retention:** [Brief description of how agency retains records and provides public access to records pertaining to this objective. (http://www.kshs.org/government/records/electronic/electronicrecordsguidelines.htm)]

[**This summary will be included in the agency's section of the Annual Summary.** Limited to 1,500 words.]

IT Objectives

Details of Objectives: [The following information is supporting documentation to the summary of Strategic IT Direction.]

IT Objective #: [Title (limited to 5 words) and brief description (limited to 100 words) of objective; include target data to complete; number sequentially for reference, no priority implied.]

Strategic Information Management Plan Goal(s) Supported: [Identify which numbered goal(s) in the SIM Plan are supported by this agency IT objective. Purpose: show how well the agency's IT direction matches overall direction established for state government and how it can be measured using the Balanced Scorecard methodology. This field is limited to 100 words. http://da.state.ks.us/itec/SimPlan.htm]

Example:

IT Objective #4: Data Management and Integration. Create and maintain standard data dictionaries, repositories, tools, and data models for the agency in the larger agency and State contexts. Develop a decision support environment that provides data integration across the agency and customized web-enabled information delivery to administrative, educational, and research areas. Develop a comprehensive understanding of the organization's information base and information needs. Plan, develop and manage a data warehouse environment that supports those information needs. Promote a culture of shared access to information to support the agency's strategic goals.

Strategic Information Management Plan Goal(s) Supported:
Goal #2 (Financial Perspective): Use public and private resources effectively and efficiently.
Goal #3 (Internal Business Perspective): Manage government IT resources effectively and efficiently.
By developing data standards, reducing the number of redundant systems, creating a data warehouse and providing customized web-enabled information delivery we will provide more effective use of our information resources and improve the efficiency of both our systems and employees.

[Repeat this section for each agency IT objective.]

PROJECT BUDGET PROPOSALS (Planned Projects)

Provide information below for all projects with a total cost of $250,000 in which the agency is proposing any source of funding or has spending authority.

Responses should include information regarding planned projects. Planned projects identify new projects by agencies that are planned only and the IT Project Plan may or may not have been submitted for CITO approval.

Project Name: [Full project name or title]

Project Acronym: [Short name, acronym or code, if any]

Lead Agency: [Name of agency]

Estimated Project Cost: [Total estimated cost of the project over the life of the project from any source of funds, over all fiscal years. (Concept identification through production release, excluding costs of state government staff.)]

Estimated Total Project Budget SFY__Cost: [Total estimated cost of the project budgeted for SFY, over all fiscal years.]
$_____

Estimated Total Project Budget SFY__Cost: SFY__ $_____ SFY__ $_____
SFY__ $_____ SFY__ $_____

Estimated Start Date: [Date the project is estimated to begin.]

Estimated Completion Date: [Date the project is estimated for completion.]

Project Business Objective(s) or Motivator(s): [Situation prompting development of the proposed project; programs, activities and other needs and intended uses of the proposed technology. Please include opportunities for cross-agency collaboration, if appropriate. This field is limited to 250 words.]

E-Government: [Brief description outlining how the project utilizes electronic government to provide citizens, businesses, and governments with equal, efficient, electronic access and interaction with government information. Include level of functionality from forms, which can be downloaded, printed and sent through conventional means to advanced electronic forms where the entire process can be completed and submitted online along with the payment. Limited to 50 words.]

Project Description and Scope: [Includes identification of the organizations and individuals to be affected, and a definition of the functionality to result. This field is limited to 250 words.]

Project Status: [Brief description of the current status of the planned project. This field is limited to 100 words.]

INFORMATION PROCESSING GENERAL BUDGET ITEMS

Service Contracts and Fees

[Identify the nature of service and expected expenditure amount in SFY 2003 for IT service contracting computer and telecommunication services and reimbursable agreements from a non-state agency. For example: a state agency that could provide an internal service but chooses to contract the service out to a non-state agency. Limited to 250 words.]

Please submit **one digital copy and one hard copy** of your agency's plan by **Tuesday, September 2, 2003** and any questions to:

Ivan Weichert
Kansas Information Technology Office
900 SW Jackson, Room 751-S
Topeka, KS 66512-1275
785-296-0257
Email: ivan.weichert@da.state.ks.us

K A N S A S

RICK MILLER, DIRECTOR

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION
KANSAS INFORMATION TECHNOLOGY OFFICE

May 15, 2003

RE: Three-Year Information Technology Management & Budget Plans
Variations: (Agencies with IT Expenditures *over* $100,000)

It's time to begin preparation of the Kansas Three-Year Information Technology (IT) Management and Budget Plan for SFY 2005. IT plans assist in coordinating systems and activities of organizations throughout Kansas State government. They enable the Chief Information Technology Architect, as well as Branch Chief Information Technology Officers, as required by KSA 75-7209, to provide three-year Technology Plans for the Information Technology Executive Council and legislative review. Plans are also used as a source of information for evaluating common contract requirements and demand, examining resource issues, and coordinating technology programs.

KSA 75-7210 requires these plans be submitted to the Joint Committee on Information Technology no later than October 1 of each year. In order to facilitate the production of the Annual Summary, the plans are due in the Kansas Information Technology Office (KITO) no later than **Tuesday, September 2, 2003**.

Agencies will not be using the online "Agency Asset Inventory System" to update IT assets. The inventory has been taken offline because it does not comply with the Americans with Disabilities Act, Section 508, or ITEC Policy 1210. The information to be captured and reported in the Annual Summary is noted below in Enclosure 1.

Instructions for creating a Three-Year IT Plan are specified in the following enclosures:

- **Enclosure 1:** This document contains detailed instructions for creating a Three-Year IT Plan for agencies that have technology expenditures over $100,000. *Some changes have been made within the form about information being requested.* Please note new questions and tables in the IT Organization section about Staffing and Physical Assets. There are also new questions concerning your Agency's Architecture in the Strategic Direction & Objectives section. The Project Budget Proposals (Planned Projects) section is a template for entering information about IT projects that have a total cost of $250,000 or above. The template can also be found on KITO's website at http://www.da.state.ks.us/kito/ITPlannedProjects.htm.

- **Enclosure 2:** A spreadsheet that shows agencies with technology expenditures over $100,000.

- **Enclosure 3:** Agencies that previously submitted Three-Year IT Plans have enclosed with this memo a printout of information extracted from last year's Annual Report for reference. Please be sure to incorporate the new information being requested in Enclosure 1.

- **Enclosure 4:** Some agencies, such as the Division of Information Systems and Communications (DISC) and Regents institutions, provide fee-for-service IT operations. These agencies are required to provide format variations as specified in this enclosure.

Thank you for your efforts.

Please submit one digital copy and one hard copy of your agency's plan and any questions to:

Ivan Weichert
Kansas Information Technology Office
900 SW Jackson, Room 751-S
Topeka, KS 66512-1275
785-296-0257
ivan.weichert@da.state.ks.us

Sincerely,

Rick Miller, Director
Kansas Information Technology Office
Chief Information Technology Architect

Enclosures

INFORMATION TECHNOLOGY
MANAGEMENT AND BUDGET PLAN
VARIATIONS FOR SPECIFIC ORGANIZATIONS

The standard format for agency Information Technology Management and Budget Plans is insufficient for some organizations in Kansas state government. This enclosure describes the variations from the standard format to be observed by these organizations. All other Plan components should be in standard format.

DISC FEE-FOR-SERVICE BUREAUS

Background

The Department of Administration's Division of Information Systems and Communications (DISC) has two separate missions and therefore must submit two plans. The first plan shall be for the Department of Administration. This plan should cover all systems and IT assets sponsored by Divisions in the Department of Administration, excluding items covered in DISC's fee-for-service bureaus.

The second plan should be prepared for DISC. The same format and content should be provided in both plans for all major agencies, as shown in Enclosure 2 which exception to the variations listed below for the DISC plan.

DISC customers need visibility of the Information Technology Plans for these bureaus -- the plans show how the bureaus will support customers' technology needs in the future. However, the bureaus themselves generally do not sponsor business applications for which descriptions are required under the standard format.

Variations

In preparing an Information Technology Management and Budget Plan for their fee-for-service operations, DISC should use the following variations from the standard plan format:

IT Profile

Report any systems supporting the "fee-for-service" mission, which meet the criteria for internal "Major Business Applications" using standard IT Management and Budget Plan format.

In an ***additional section*** entitled "Major Software Service," report this same information for each major software service or product (for example, a Database Management System environment used by more than one application, or file management utilities used by system operators).

- For "Functions," list the software's primary technical functionality.
- For "Access," list any major applications or user groups known to use the software.
- Omit the entry for "Language."

In an ***additional section*** entitled "Data Communications Services," identify agency or outside customers receiving data communications support; this does not include dialup data service over voice lines. Show the number of district sites for each customer, categorized by level of service (e.g., "TCP/IP over 56Kbps dedicated line," "guaranteed 14.4Kbps frame relay access to Sprint network via public gateway"). Indicate which sites and data lines service multiple agencies (e.g., backbone circuits).

INFORMATION TECHNOLOGY
MANAGEMENT AND BUDGET PLAN
VARIATIONS FOR SPECIFIC ORGANIZATIONS

The standard format for agency Information Technology Management and Budget Plans is insufficient for some organizations in Kansas state government. This enclosure describes the variations from the standard format to be observed by these organizations. All other Plan components should be in standard format.

REGENTS INSTITUTIONS

Background

At each of the six Regents universities in Kansas, authority and responsibility for managing IT resources may rest with individual academic departments or with a department of academic computing or with a central IT organization. Administrative computing service and telecommunications services may be organized separately or under a single authority. The IT Management and Budget Plan should reflect the organization of each of these functional groups, at each Regents university.

Funding for IT resources at Regents schools is only partially provided by state appropriation. Other fund sources, including grants, contribute to their Information Technology resources. However, since computing and networking resources at Regents universities access and impact the state's wide-area network, it is important to reflect in this Plan the overall equipment configuration and profile of data processing and transmittal for each school.

Representatives from each institution form the Regents Computer Advisory Committee (RCAC), which coordinates general systems planning. The Regents' schools also share network resources (including Internet access) with 22 other higher-education institutions in the state, through the Kansas Research and Education Network (KANREN). KANREN is operated as an independent, not-for-profit organization. However, KANREN leases bandwidth on the state's wide-area data transmittal backbone for connectivity with the Regents' schools.

Variations

The IT Management and Budget Plan focuses primarily on each school's central IT operation. Some specific information is also required about IT in academic departments. However, since use of academic IT resources tends to be highly focused, full plan details are not expected in this area. However, significant additions to the computer and communications infrastructure and major IT-based university programs should be covered.

Note: Since the Information Technology Management and Budget Plan is primarily a means of explaining and coordinating submission to the state budget process, a Regents institution may, as an alternative, submit a copy of their regular annual report, provided all content is included as specified in this Plan format with prescribed variations.

In preparing Information Technology Management and Budget Plans for Regents institutions, the managers of IT functions at each school may apply these variations of the standard plan format.

Cross-Regent Collaboration

Describe efforts with other Regents institutions that involve sharing of resources, information, knowledge or any type of collaborative endeavor in information technology.

IT Profile

Physical Systems

The central IT organization(s) should report those resources under their management, including backbone LAN/WAN services at the campus. If IT assets in academic departments are managed by a single department of academic computing or similar organization, these should also be included in the inventory whenever possible. Estimates may be used when inventory records are not available and should be listed as such.

Network

Each school should report information on their own point of connection to the KANREN network. In addition, the University of Kansas should provide a copy of KANREN's most recent annual report if available, describing overall network configuration, services, objectives, membership and financial plan.

Each school should report what plans, if any, there are to support the KAN-ED network.

IT Organization

Identify all organizational components at the university, which deal with IT functions. Include an organization chart and narrative to describe how IT responsibilities are managed at the university.

Strategic Direction

Sections in this part must address any cross-departmental objectives, strategies, etc. as well as those specific to the central IT function.

End of Document