UCONN

Administrative Policy
2006-14 Purchase/Development of Information Technology Institutional Systems

Title	Purchase/Development of Information Technology Institutional Systems
Policy Owner and Contact Information	Office of the Chief Information Officer
Applies to	All employees, including faculty and staff
Campus Applicability	UConn Health
Effective Date	1/6/2020

PURPOSE:
To ensure that Information Technology (IT) systems purchased/developed for institutional use can be fully supported by the UConn Health IT Department, does not duplicate functionality already operational or under development, can be appropriately integrated with other UConn Health systems, and complies with HIPAA Security and other applicable state or federal regulations.

APPLIES TO:
All employees, including faculty and staff as it relates to their work with UConn Health IT systems.

DEFINITIONS:
IT Institutional systems (hardware, software, databases, etc.) are defined as being intended for use beyond one individual/laboratory or small work group (four or more individuals) and having one or more of the following characteristics:

- Will support a key process or business function within an organizational unit.
- Requires interfaces or feeds to/from other institutional systems.
- Requires infrastructure support beyond simple network access (server, back-up, etc.)
- Will provide data for department/institution reporting needs including regulatory needs, and/or feed the enterprise data warehouse and require database management.
- Will have patient safety implications if system is not set up properly or malfunctions.
- Requires custom development in excess of $20,000.
- Maintains confidential or restricted data which includes, but is not limited to, personally-identifiable information that is not in the public domain, and if improperly disclosed could be used to steal an individual's identity, violate the individual's right to privacy or otherwise harm the individual. Examples include electronic patient health information (ePHI), Social Security numbers, credit card information and research data requiring protection as required by regulation or contractual agreement.

POLICY STATEMENT:
Individuals who seek to purchase/develop an IT institutional system or secure consultant(s) to develop an IT institutional system, must contact and work in collaboration with the UConn Health Chief Information Officer (CIO) or an authorized IT Assistant Vice President (IT AVP). Institutional Systems cannot be developed or purchased without the sign-off from the CIO or an authorized IT AVP.

If a system/application which did not initially meet the IT institutional system criteria is scheduled for expansion to four or more people and/or an enhancement which falls into one or more of the IT institutional system criteria, the owner must contact the CIO or an authorized IT AVP for sign-off prior to moving forward with the expansion and/or enhancement.

PROCEDURES/FORMS:
None

REFERENCES:
None

RELATED POLICIES:
None

ENFORCEMENT:
Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed)   1/17/2020
UConn Health Chief Executive Officer

Kiki Nissen (Signed)   1/17/2020
Administrative Policy Committee Co-Chair

Janel Simpson (Signed)   1/17/2020
Administrative Policy Committee Co-Chair

POLICY HISTORY:
New Policy Approved: 6/23/2006
Revisions: 10/16/2009, 1/6/2020