



## Data Integrity and System Access Policy

### PURPOSE

The purpose of this policy is to establish standards for the administration of Facilities Portfolio Management Tool (FPMT) accounts, including user requirements and account management procedures. Promoting appropriate access to the system is critical for ensuring data integrity and accurate planning and reporting.

### AUTHORITY

This policy aligns with the Office of Chief Information Officer (OCIO) Policy No. 141, [Securing Information Technology Assets](#), which defines requirements for maintaining system and network security, data integrity and confidentiality.

### SCOPE

This policy applies to all state agencies, departments, boards, commissions and institutions (referred to as agencies) with facilities, except commodity commissions, which are exempt per [RCW 15.04.200\(3\)](#).

### POLICY

To ensure data integrity and the accuracy of the Statewide Facilities Inventory, Six-Year Facilities Plan and other analyses informed by system data, the Office of Financial Management (OFM) has defined the following FPMT user access requirements and account management procedures.

### REQUIREMENTS

1. Access to FPMT is granted solely to Washington state employees. OFM will grant exemptions only if a clear business need can be demonstrated.
2. The default system role is read only.
3. FPMT agency user roles:
  - 3.1 Agency Administrator
    - 3.1.1 This role can create and edit data assigned to the agency as well as delete all tables except the Facility table.
    - 3.1.2 All agencies must have an assigned agency administrator.
    - 3.1.3 Most agencies should have one administrator. Larger agencies may have up to two administrators.
    - 3.1.4 Agency administrators will serve as OFM's primary point of contact for FPMT matters.
    - 3.1.5 Agency administrators are required to request all user accounts for their agency and must approve edit rights for agency users.
    - 3.1.6 All agency administrators must receive FPMT training.
  - 3.2 Agency Importer
    - 3.2.1 Agency importers have administrator status. This additional role allows administrators to import data into the system.

- 3.2.2 Only agencies that have been approved to import data consistent with established policy may be granted this role. In order to receive import permissions, agencies must have a facilities technology solution that:
  - 3.2.2a Is a relational database that validates data types and
  - 3.2.2b Includes at least 75 percent of the data elements required in the facilities inventory.
- 3.2.3 All agency importers must receive FPMT training.
- 3.3 Agency Editor
  - 3.3.1 This role can create and edit data assigned to the agency but cannot delete records.
  - 3.3.2 Agencies should have a limited number of users with edit rights. OFM recommends that agencies have one primary editor responsible for entering all data, with a back-up editor identified.
  - 3.3.3 Access to edit rights should be consistent with the user's scope of employment and must be approved by the agency administrator.
  - 3.3.4 All users with edit rights must receive FPMT training.
- 3.4 Read only
  - 3.4.1 This role can access data and reports for all agencies but cannot create, edit or delete records.
  - 3.4.2 There is no limit on read-only accounts.

## PROCEDURES

All agencies must adhere to the following FPMT account management procedures:

1. New accounts
  - 1.1 All requests for user accounts should be made through the agency administrator.
    - 1.1.1 An email should be sent to [fpmtsupport@ofm.wa.gov](mailto:fpmtsupport@ofm.wa.gov) with the staff member's name, title, email address and approved system role.
    - 1.1.2 OFM will review the request, send the staff member account setup instructions and notify the agency administrator when the new account has been approved.
  - 1.2 All requests for an enhanced system role should be made by the agency administrator.
    - 1.2.1 An email should be sent to [fpmtsupport@ofm.wa.gov](mailto:fpmtsupport@ofm.wa.gov) with the user's name, email address and the new permissions level.
    - 1.2.2 OFM will review the request and notify the agency administrator and user when action has been taken.
2. Account maintenance
  - 2.1 User accounts will remain active until a user no longer needs access to the system.
  - 2.2 Agencies are expected to maintain a current list of active users and regularly review assigned roles to ensure staff have appropriate permissions and training.
  - 2.3 Agencies are expected to notify OFM when an FPMT user no longer needs access to the system or no longer needs edit rights.
  - 2.4 OFM will periodically review FPMT user lists and verify that its records are current and accurate. User lists are available to agencies upon request.

## DEFINITIONS

Term	Definition
Facility	A building or other structure with at least one wall, a roof and a permanent foundation, regardless of occupancy. Facilities do not include roads, bridges, parking areas, utilities system and other similar improvements to real property.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state's facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Import	The means by which users transfer data into a technology solution.
Six-Year Facilities Plan	A biennial report to the Legislature that identifies the long-term facilities needs of state government.