



OFFICE OF CHIEF INFORMATION OFFICER

CIO Directive 15-02

DATE: November 30, 2015
TO: CMS Component Directors and Deputy Directors
FROM: David Nelson, Chief Information Officer (CIO)
Director, Office of Enterprise Information
Centers for Medicare & Medicaid Services

SUBJECT: CIO Directive 15-02- Data Call: Re-Affirmation of CMS CIO Policy Documents --
ACTION

Purpose

The Office of Enterprise Information (OEI) is in the process of consolidating and updating all Centers for Medicare & Medicaid Services (CMS) Chief Information Officer (CIO) policies, standards and directives (CIO policy documents). To facilitate the development of a current inventory and a plan for future updates, we are requesting that by December 30, 2015 each component will: 1) verify ownership of designated CMS CIO policy documents; and 2) provide a plan to update each artifact by March 2017 and annually thereafter.

Your response to this data call is vital to providing CMS employees, information technology (IT) contractors, and/or other stakeholders with access to current and accurate CIO policy information.

Background

The [CIO Policy Framework](#) specifies that all CIO policy documents will be reviewed by the Policy Owner and, if necessary, updated on an annual basis, or more frequently as significant changes are identified. The CIO Policy Framework governs the development, review, approval, maintenance, and revocation of Agency-level CIO policy documents written by CMS or on behalf of CMS. CIO policy documents include policies, technical standards, directives, guidelines, and procedures that encompass topics related to IT and information security and privacy.

The annual document review is a control mechanism to ensure CIO policies are reviewed by their respective owners on a regular basis to ensure accuracy and to identify areas of potential improvement.

Action

Please review the list of the CIO policy documents at the [CIO Policy Repository SharePoint site](#) to confirm your component's ownership and to determine those which are obsolete, those that require updating, and those that are planned but not yet complete. Please provide a timeline for an initial review and update as well as for annually reviewing and updating these policies by March 2017. We recommend developing a staggered review schedule if your component has multiple documents to review.

Instructions are provided on the first tab of the spreadsheet. Enter the requested information, and send the completed spreadsheet to the CIO Policy Officer at CIOPolicyFramework@cms.hhs.gov by no later than December 30, 2015.

Contacts

If you have questions or require additional information regarding this data call, please contact the CMS CIO Policy Officer via email: CIOPolicyFramework@cms.hhs.gov.

Thank you in advance for your contribution.