



Department of Environmental Quality

**Agency Information Technology Performance Report
2017 Biennial Report**

Please complete this report by close of business October 25, 2016.

Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

MCA [2-17-521\(4\)](#) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA [2-17-524](#).

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

Section 1: An evaluation of the Agency’s performance relating to IT (MCA [2-17-524\(3\)\(a\)](#)).

- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
 - 2014 Agency IT plans can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
IT Goal 1 Stable IT Environment	Objective 1-1 99% uptime for Server environment (excluding maintenance) supported by DEQ staff.	Uptime meets objective.
	Objective 1-2 Security Planning	Ongoing
	Objective 1-3 Implement a schedule for maintenance of DEQ supported network hardware and software.	Changing in part due to IT Convergence.
	Objective 1-4 Hardware and Software Inventory Management.	Implementation of inhouse product is currently underway.
IT Goal 2 Improve Customer Service/Partnerships	Objective 2-1 Explore use of new technology where appropriate.	Ongoing.
	Objective 2-2 Expand availability of Help Desk information.	Delayed until inventory modules are implemented.
	Objective 2-3 Implement new Help Desk system/added features.	Completed
IT Goal 3 Effective Resource Management	Objective 3-1 Optimizing the information technology resources within the agency.	Ongoing
	Objective 3-2 Supporting Existing Systems.	Ongoing
	Objective 3-3 Staff Development and Retention.	DEQ is implementing a Staff Development system for all staff.
	Objective 3-4	DEQ has allocated a position to

	Record Information Management (RIM).	be the department's Records Manager.
	Objective 3-5 Geospatial Information Systems education and outreach.	Ongoing
	Objective 3-6 Upgrade/Convert Legacy Systems	Projects for TREADS, FACTS are replacements for legacy systems.
IT Goal 4 Utilize IT to enhance DEQ operational efficiency	Objective 4-1 Continue to adapt to changes in the EPA's electronic Data Exchange standard.	Ongoing
	Objective 4-2 Promote eGovernment Solutions.	Ongoing
	Objective 4-3 Use Document Management System (DMS).	DEQ currently uses FileNet and will be converting to Perceptive as the enterprise project progresses.
	Objective 4-4 eReporting	Ongoing
	Objective 4-5 eSignature/Notary/P.E. standards.	Delayed
IT Goal 5 Informed Decision Making	Objective 5-1 Data Quality	Ongoing
	Objective 5-2 Data Control (possibly merge with Data Quality).	
	Objective 5-3 Data Stewardship	Ongoing
	Objective 5-4 Data Standards	Ongoing
	Objective 5-5 Objective Data	Ongoing

Section 2: An assessment of progress made toward implementing the Agency IT Plan (MCA [2-17-524\(3\)\(b\)](#)).

- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.
 - Your Agency plan can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please include project cost, schedule and completion information.

ITEM	DESCRIPTION	ACTUAL AS OF JUNE 30, 2016
Project Name	Water Permit Tracking System (WPTS). This project has been renamed to Fees, Applications, & Compliance System (FACTS)	
Agency / Division	DEQ / Water Quality Division	
Project / Program purpose and objectives	DEQ seeks to develop a new information management system to replace a legacy system(s) that currently supports the Water Protection Bureau's processes. The new system will align with state standards; include new and/or refined business functionality required by state and federal law, and meet business requirements identified during WPB's 2013 business process assessment. In addition, the system architecture would be re-engineered to: 1. enhance maintainability	

	2. improve data integrity 3. allow larger storage capacity 4. improve system security 5. facilitate data sharing with the public, industry, and other agencies 6. increase employee efficiency 7. improve customer service 8. incorporate electronic records management 9. allow integration and scalability to other data collection practices.	
Estimated start date	6/30/2015	
Estimated cost	\$1,330,000	\$257,089
Funding source – 1	State Special Revenue	NA
Funding source – 2	Internal Personnel Costs	NA
Funding source – 3	NA	NA
Annual costs upon completion		SITSD Hosting
Status of the project as of June 30, 2016. Indicate % completed and status of funds expended.	Project is 29% completed and 23% expended.	

Section 3: An inventory of agency information services, equipment and proprietary software (MCA [2-17-524\(3\)\(c\)](#)).

To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.

- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.
- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
 - The LDRPS spreadsheet can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
 - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency’s input.

For “equipment”, we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
 - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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