

AHS Configuration Management Plan Standard

Jack Green

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The purpose of this procedure is to facilitate the implementation of the Vermont Health Connect's security control requirements for the Configuration Management Plan (CM-1, CM-9) Controls.

Revision History

Date	Version	Description	Author
	.99	Procedures received from HI and reviewed by Referentia	
8/21/2013	1.0	Created Document	Jack Green
10/10/2013	3.0	Procedures reviewed and adapted for VHC business processes and security requirements	Jack Green

PURPOSE/STANDARD STATEMENT:

The purpose of this procedure is to facilitate the implementation of the Vermont Health Connect's (VHC) security control requirements for the Configuration Management Plan (CM-1, CM-9) Controls.

The information systems covered in this procedure document contain but are not limited to the following:

- VHC website
- VHC Portal
- VHC workstations and mobile phones
- Network Accounts
- E-Mail accounts

SCOPE

The scope of this standard includes the VHC and its constituent systems only

STANDARD

Configuration Management Plan (CMP)

1. A CMP for the information system must be developed, documented, and implemented by the System/Business Owner.
2. The CMP satisfies the requirements in VHC configuration management policy while being tailored to the individual information system by the System/Business Owner.
3. The CMP addresses roles, responsibilities, and configuration management processes and procedures.
4. The CMP includes detailed processes and procedures for how configuration management is used to support development life cycle activities at the information system level.
5. The CMP provides definitions of the CIs for the information system and when the CIs are placed under configuration management in the system development life cycle.
6. The CMP establishes and addresses the means for identifying CIs throughout the system development life cycle and a process for managing the configuration of the CIs.
7. The following is described by the CMP:
 - How to move a change through the change management process.
 - How configuration settings and configuration baselines are updated.
 - How the information system component inventory is maintained.

- How development, test, and operational environments are controlled.
 - How documents are developed, released, and updated.
8. Once the CMP is complete it then goes through an approval process which includes the following activities:
 - Designation of key management stakeholders who are responsible for reviewing and approving proposed changes to the information system.
 9. Designation of security personnel that would conduct an impact analysis prior to the implementation of any changes to the system.

IMPORTANT INFORMATION

These procedures can be found at <http://dvha-intra.ahs.state.vt.us/policies-protocols/InfoSec>