LCCS POLICY 205
Allocation of Information System Resources
to Agency Departments

Original Issue Date:	10/26/1990
Revision Dates:	2/4/1999
Revision Number:	1
Current Effective Date:	11/29/1999
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Management Staff
Responsibility:	Associate Director of Administrative Services, Information Services Manager, and Managers with budgetary responsibilities.
Purpose:	To establish a process to ensure that information systems resources are managed to ensure an integrated system.
Legal Cite:	ORC 307.84

POLICY STATEMENT

Resources for the development of information systems will be coordinated by the Information Services Department to ensure an integrated management information system.

PROCEDURE - including required timeframes and documentation

This policy applies to any expenditure or commitment of resources for information systems. This includes, but is not limited to:

- Hardware purchases
- Software purchases
- Contract services for provision of software
- Allocation of agency staff to information systems projects
- Training costs, and
- Implementation costs.

LCCS employees with budgetary responsibilities (budget managers) may make requests as part of the annual budgeting process. Detailed information should be provided in accordance with the budget instructions. All requests should be submitted to the fiscal department.

Fiscal will forward requests to the Information Services Manager. The Information Services Manager will prioritize and make recommendations to the Executive Director and Associate

Director – Administrative Services.

Upon approval, budget dollars will be allocated to the requesting budget manager's budget center.

Upon approval, Information Services staff will assist the requesting budget center in the management of the project including the formulation of specifications, preparation of requests for proposals, purchase orders, and evaluation of bids. Information Services will also coordinate any acquisition and installation activities.

Requests that fall outside of the annual budgeting process should be submitted to the Information Services Manager and the requesting budget center manager's supervisor. After reviewing the proposal, the Information Services Manager will make a recommendation to the Executive Director and Associate Director – Administrative Services. Efforts should be made to limit requests to the annual budget process.

All requests for hardware purchases will require approval of the County Data Processing Board (ORC 307.84). Information Services will coordinate all presentations to the County Data Processing Board.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS