

DIVISION OF MENTAL HEALTH AND HOSPITALS

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March 7, 1985

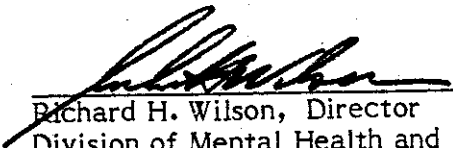
CHIEF EXECUTIVE OFFICE
TRENTON PSYCHIATRIC HOSP
TRENTON, N.J.

SUBJECT: Update to Administrative Bulletin 9:01 (April 5, 1983)
Procedures for Acquiring or Altering Data Processing, Word Processing,
and Related Office Automation Equipment

This Administrative Bulletin updates procedures for acquiring or altering data processing, word processing, and related office automated equipment by units and institutions of the Division of Mental Health and Hospitals. The changes reflect the policies established by the Department through Administrative Order 6:10 (July 25, 1983) and Administrative Order 6:11 (July 25, 1983) with additional requirements on MIS coordination specified in a Departmental memorandum of March 21, 1984.

This Administrative Bulletin describes the responsibility of the Office of Program Evaluation, Bureau of Information Systems to coordinate, support and process all initiatives relating to the referenced technologies.

Administrative Bulletin 9:01, dated April 5, 1983, is hereby rescinded.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

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DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 9:01

March 7, 1985

SUBJECT: Procedures for Acquiring or Altering Data Processing, Word Processing, and Related Office Automation Equipment

I. Introduction and Purpose

New technologies in information management and telecommunications offer the potential for significantly increasing productivity. In order to conform to the policies of the Department of Treasury and the Department of Human Services, the Division of Mental Health and Hospitals hereby establishes the following procedures for acquiring or altering data processing, word processing and office automation equipment, and sharing equipment among as many users as practical. This Administrative Bulletin establishes the procedures to be followed in acquiring or altering such technologies by either central office or institutions of the Division.

II. Definitions

- A. Data Processing and Telecommunications Equipment: Any electronic device designed to manipulate or transmit data. Examples of data processing equipment include computers, mini-computers, micro-computers (personal computers), distributed data processors, telecommunication equipment, and peripherals including, but not limited to, display terminals, data entry devices, and printers.
- B. Word Processing Equipment: Electronic equipment designed to render ideas in a readable format on paper through typing or printer, on video displays or on magnetic media, such as tapes or discs. Word processing equipment includes, but not limited to memory typewriters, shared resource processors, shared logic processors, communicating word processors, dictation equipment and optical scanners.
- C. Related Office Automation Equipment: Facsimile scanners, teleconferencing equipment, computerized reproduction, distribution and records management equipment, copiers, and composition equipment. A partial listing is attached as Appendix A.
- D. Software: Computer programs which have been purchased or which have been developed to satisfy specific applications on a data processing, word processing, or telecommunications system.

III. Authority

- A. Department of Human Services Administrative Order 6:10 (p. 1): "Information Systems Planning, Development, and Maintenance will be controlled centrally (via the Division of Information Systems) under the Assistant Commissioner for Administration and Information Systems.

- B. Department of Human Services Administrative Order 6:10 (p. 2):
"Department management (as represented in the MIS Steering Committee) is responsible to approve major MIS proposals, information system plans, and overall priorities, and encourage the Divisions to achieve cost savings through automation or computerization.
- C. Department of Human Services Administrative Order 6:11 (p. 3): "The Office Automation Organization should be the central and approval point for the acquisition of office automation equipment for all units within the Department."
- D. Department of Human Services Memorandum of March 21, 1984, Office Automation Responsibilities, Geoffrey S. Perselay: "Each division and/or institution will designate a person or persons to perform these office automation functions:
- make a preliminary determination of the user needs and propose possible solutions
 - act as liaison person in the office automation chain of command for their respective organization
 - be responsible for the paperwork flow for acquisition of equipment
 - insure proper installation, training and support are provided."

IV. Procedures

- A. The Bureau of Information Systems of the Office of Program Evaluation will be responsible for assisting Division personnel in acquiring, altering, or effectively utilizing data processing, word processing and related office automation equipment and software. The Bureau will be responsible for the following functions:
1. Develop short and long range plans for the referenced technologies for the Division of Mental Health and Hospitals, with input from all divisional units.
 2. Provide a central control and approval point with liaison to the Department for acquisition of the referenced technologies.
 3. Share information among users of the referenced technologies.
 4. Provide assistance, training and support to users of these technologies.
- B. All Central Office requests for data processing, word processing, and related office automation equipment and software will be submitted through the respective Assistant Director for initial review and approval, prior to any further administrative action. The Assistant Director will then forward his/her recommendations to the Bureau of Information Systems for final review and approval. Rejected requests may be appealed to the Assistant Director for Program Evaluation and then to the MIS Steering Committee.

C. Each institution will develop an MIS Steering Committee for the purpose of overseeing the institution's use of word and data processing equipment. It is recommended that the Steering Committee include the Clinical Director, Associate Hospital Administrator, Director of Quality Assurance, Director of Human Resources, a discipline head, a unit chief, a business manager, a medical records administrator, and the H.I.S. Administrative Analyst.

D. All institutional requests will be reviewed and approved by the respective institution's MIS Steering Committee using appropriate forms and attachments, prior to submission to the Assistant Director for Institutional Services for review and approval. The Assistant Director for Institutional Services will then forward his recommendations to the Bureau of Information Systems.

E. The Bureau of Information Systems' technical review of all submissions will be completed within two weeks.

F. Requests involving major equipment acquisitions (in excess of \$5,000), revisions to the technological short or long-range plans, or proposals of new technology must be presented to the Division's MIS Steering Committee for review and approval. The presentation to the MIS Steering Committee may be made by the appropriate Assistant Director or designee after review by the Bureau of Information Systems.

The Bureau of Information Systems will be responsible for informing the Steering Committee if the equipment is compatible with other equipment, and whether the request is consistent with the Division's master plan for information systems.

G. Copies of all requests will be submitted to the Office of Fiscal and Management Operations for certification of availability of funds.

H. The Office of Fiscal and Management Operations will be responsible for following the approval process through the various Departmental steps in an effort to assure a timely review.

I. Requests for acquiring or altering technology which are submitted for review by the Bureau of Information Systems should minimally include:

1. **Problem Definition:** A brief description of situation or procedure requiring technology for better performance, associated problems, liabilities or costs.
2. **Justification:** The projected payback, improved productivity or performance to be expected from automation.
3. **Systems Requirements:** A description of what the system must accomplish or perform, including definition of the input transactions or documents to be processed, the outputs and volumes which the system must produce, and the requirements for accuracy, precision, timeliness and reliability in the affected functional area.


4. **Analysis of Alternatives:** A description of attempts to solve the problem with existing resources, including evidence that options were explored and that the request represents the most cost-effective choice.
5. **Implementation/Conversion Plan:** A statement about the degree of compability of requested equipment with existing resources, assessment of the effort required for implementation and any plan to share equipment with other units to maximize use and achieve economies of scale.
6. **Training:** Assessment of staff training needs and costs.
7. **Security:** A plan to insure the security of the equipment.
8. A cost analysis including impact on staffing, budget and long term maintenance requirements.

Request forms for complying with this procedure and technical assistance will be available from the Bureau of Information Systems.

- J. All central office equipment deliveries will be received and validated by the Bureau of Information Systems prior to being forwarded to the originating office. This review and the installation of equipment will be completed within two weeks.
- K. **Software Library:** Copies of all major software applications and programs developed or purchased by the central office or institutional personnel will be sent by diskette to the Bureau of Information Systems to be filed in a centralized library. Applications that are developed in central office should be updated with the Bureau of Information Systems each time they are significantly modified. The Bureau will be responsible for securing these back-up copies and maintaining their quality so that these can be retrieved by originators if needed.

V. Technical Assistance

The Bureau of Information Systems will be responsible for assisting divisional units in preparing the necessary documentation for acquiring data processing, word processing, and related office automation equipment as required under this bulletin.


Richard H. Wilson, Director
Division of Mental Health and Hospitals