

AIDR (System Type: Application)

Introduction

This document is two-fold. This document describes the different fields within AIDR where the system type is "Application". This document is also the instructions for submitting and approving an AIDR entry with system type "Application".

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Submission and Approval Workflow

The requester must select the appropriate system type at creation. **If the request has the wrong system type, you must start over.**

You should select this system type is selected if your application is a:

- Web application
- Desktop application
- Windows service
- Web service
- Mobile Application
- Microsoft Access Database Application
- SSRS Report

After submission, the request must be approved. The Solution Director selected in the contacts section will be required to approve and review. After the Solution Director approves, it goes to the AIDR Manager for approval.

If any part of the request is incorrect, it will be sent back to the requester for revision.

General Tab

*System Type: Application

System Name:

- GENERAL
- CONTACT
- TECHNICAL
- HOSTING
- DEPENDENCY

Related Systems:

* Is this a primary system: Yes *Primary system may consist of other component systems.*

* Name:

Short Name: * Type:

* Division:

* Description:

* Is this system in production?

Production URL:

* Data Classification: ?

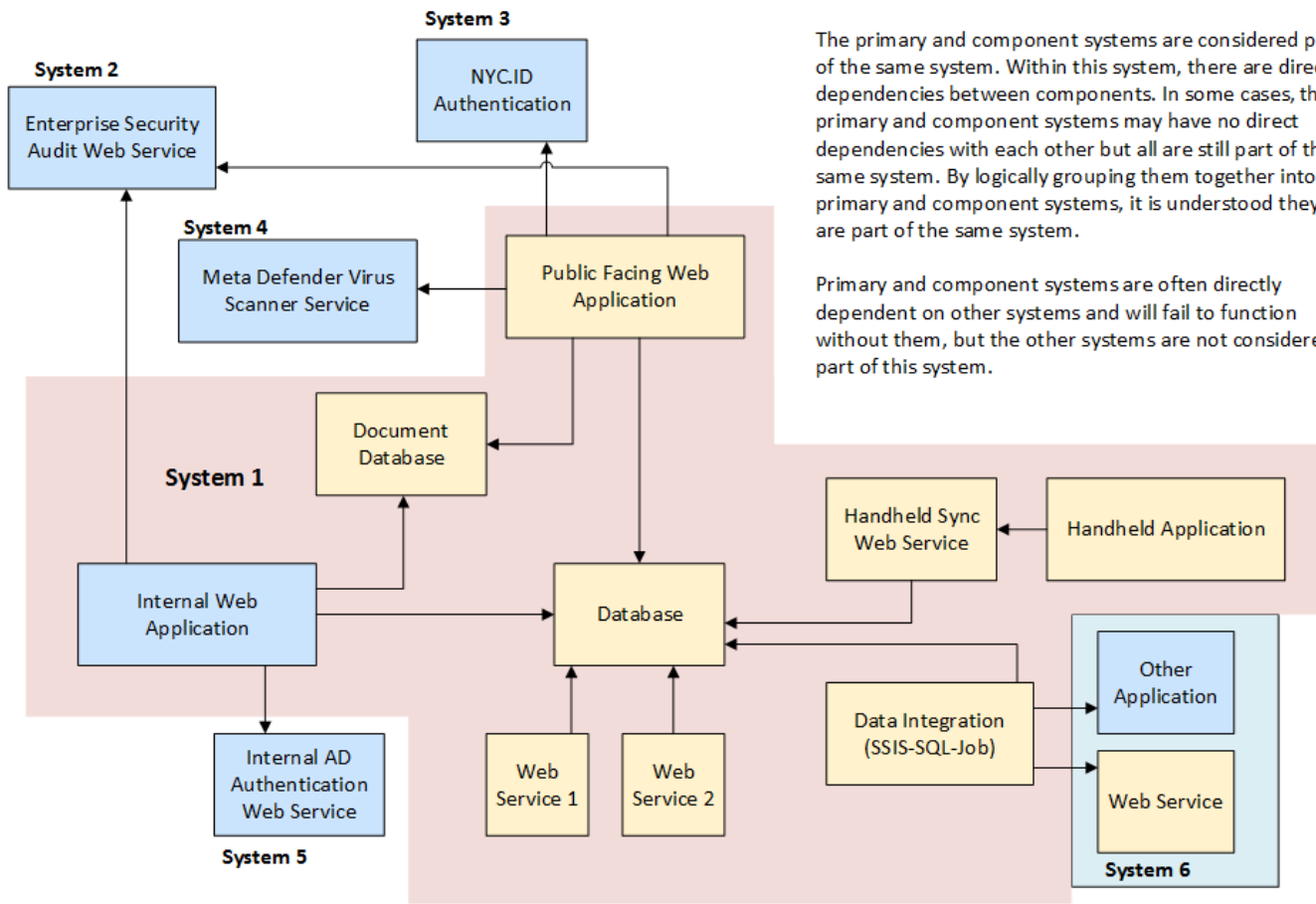
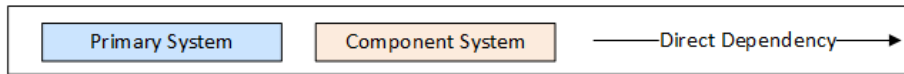
* Supported By:

Recovery Time Objective(RTO):

* Is this application part of continuity of operations?

- What is a Primary and Component System?

Grouping of Primary and Component Systems within AIDR



The primary and component systems are considered part of the same system. Within this system, there are direct dependencies between components. In some cases, the primary and component systems may have no direct dependencies with each other but all are still part of the same system. By logically grouping them together into primary and component systems, it is understood they are part of the same system.

Primary and component systems are often directly dependent on other systems and will fail to function without them, but the other systems are not considered part of this system.

- **Related Systems (for new AIDR entries):**

- **Is this a Primary System** - select Yes or No from drop-down.
 - **If No** - this is a related component and you will need to identify the Primary System Name.
 - The Name, Short Name, Type, Description, Production Flag and URL fields will be editable.
 - The Division, Data Classification, Supported By, and COOP/RTO fields will be read only and details taken from the Primary System.
 - If a Related System becomes a Primary System, all of the existing values will remain the same.
 - If a Related System switches to a different Primary System, all of the values from new Primary System will be copied to the Related System.

Related Systems:

* Is this a primary system: *This is a component system. Please select the primary system below. Certain fields will be grayed out and will be populated from the selected primary system.*

* Primary System:

- **If Yes** - all related component systems will be listed:

Related Systems: ?

* Is this a primary system: Yes

| Type | AIDR ID | Component System Name | System Type |
|-----------|---------|---------------------------------------|------------------|
| Component | 1756 | 311 - Data Integration (SQL-Job-SSIS) | Data Integration |

- **Primary Systems:**
 - System type Application, Data Integration and Ad-Hoc Analysis Database can be Primary Systems.
 - Only an AIDR Admin can edit the Related Systems section.
 - The Primary System cannot be decommissioned if there are Related Component Systems.
- **Editing a Primary System (for existing AIDR entries):**
 - The following section will appear at the top of the form when you click on the EDIT tab::

| | | | | | | | |
|---------|---------|-----------|---------------------|---------|------------|------------|------|
| GENERAL | CONTACT | TECHNICAL | SECURITY ASSESSMENT | HOSTING | DEPLOYMENT | DEPENDENCY | EDIT |
|---------|---------|-----------|---------------------|---------|------------|------------|------|

Please review all details for the primary system and its component systems. Once reviewed, confirm by checking the box below.

* Confirm: Confirmed On: 1/22/2019 Confirmed By: *Sherin George* SAVE

- When the details are reviewed and the Confirm box is checked, an email will be send to the Admin Group, Solution Directors, Technical Contacts and Project Managers.
- This section is only applicable to the Primary System and only system type Application, Data Integration and Ad-Hoc Analysis Database.
- If certain key field values are changed in the Primary System, the change is automatically copied to the Component Systems with an alert to the user.
- The **Last Reviewed** section will also appear at the bottom of the form on the General Tab:

Last Reviewed:

Reviewed On: 1/22/2019 Reviewed By: *Sherin George*

- The following message will appear at the top of the form on the General Tab when you click on the EDIT button:

General

| | |
|------|--------|
| SAVE | CANCEL |
|------|--------|

This is a primary system and key field values will be copied to its component systems.

Fill out all of the required fields as well as any additional fields pertaining to this application:

- **Name** - name of the application
- **Short Name** - application initials or any abbreviated name that is used
- **Type** - select appropriate type of application from drop-down list

| Type | Description |
|------------------------|--|
| Web: Business Solution | A web-based application that solves a business need. |
| Web: System Admin Tool | A web-based application that is used by IT for purposes of administering internal systems or infrastructure. |

| | |
|-----------------------------|---|
| Desktop: Business Solution | A desktop application that runs either on a user PC or runs on a server only. |
| Desktop: System Admin Tool | A desktop application that is used by IT for purposes of administering internal systems or infrastructure. |
| Web Service | A web service (SOAP, REST, etc.) that is used to send or receive data between two systems or processes. |
| Mobile: Application | A mobile application (iOS, Android, Windows) that is deployed to an app store and generally made available to the public. |
| Windows Service | A windows service that is scheduled on a server to execute a process or transfer data. |
| Access Database Application | An Microsoft Access database application |
| SSRS Reports: System | SSRS Reports that are embedded within or associated with a specific application. |
| SSRS Reports: Ad-Hoc | SSRS Reports that are ad-hoc and are managed by business users directly. |

- **Division** - select Division that owns the application
- **Description** - enter a brief description of the application and what it is used for.
- **Is this system in production?** - select Yes or No from drop-down
- **Production URL** - if the application is in Production, enter the link here
- **Data Classification** - data is classified as Public, Sensitive, Private or Confidential.
 - For more information regarding data classification [Data Classification Decision Tree](#)
- **Supported By** - select one of the following from the drop-down list

| Supported By | Description |
|---------------|--|
| DIIT | Supported by technical or development staff with IT. Usually systems that are custom developed or systems developed on a platform such as CRM, Service Now, etc. |
| Vendor | Supported by a vendor. Usually a COTS or Cloud / Software as a Service (SaaS) product. |
| Divisional IT | Supported by technical staff in another division. |
| DOITT | Supported by DOITT, not DOHMH. |

- **Recovery Time Objective (RTO):**
 - **Is this application part of continuity of operations** - select Yes or No from drop-down
 - **If yes** - select Essential Service:

| | Service # | Essential Service | RTO Description | |
|------|-----------|--|-----------------|--------|
| Save | ▼ | <ul style="list-style-type: none"> 1 - Leadership (standardized process) 2 - Data Center Support 3 - Application Support 4 - IT Help Desk and Support 5 - Informatics and Reporting 6 - Administration | ▼ | Cancel |

Contact Tab

The contacts listed in each application serves multiple purposes:

| Purpose | Description |
|---|--|
| Informational | It provides a listing of relevant contacts associated with this application. |
| Workflow Approval | The solution director selected is required to approve the AIDR request. |
| Permissions to Edit (Primary System) | <p>Once the AIDR entry is approved, any contact of the below types are able to edit the AIDR entry:</p> <ul style="list-style-type: none"> • Solution Director • Project Manager • Technical Contact • Developer <p>If you are not one of those contacts, then you will not be able to edit. Ask one of those contacts or the admin to add you as a contact.</p> |
| Permissions to Edit (Component System) | If this is a Component System, this section is not editable and all contacts information will be copied from the Primary System. |

*System Type: System Name:

- GENERAL
- CONTACT
- TECHNICAL
- SECURITY ASSESSMENT
- HOSTING
- DEPENDENCY

| | Contact Type | Contact Name, Phone & Email | |
|---|----------------------------|-----------------------------|---------------------------------------|
| <i>If the contact information below is incorrect, please inform the Solution Director or Project Manager to make changes.</i> | | | |
| Required Contacts | | | |
| <input type="button" value="Edit"/> | * Primary Business Contact | | <input type="button" value="Delete"/> |
| <input type="button" value="Edit"/> | * Solutions Director | | <input type="button" value="Delete"/> |
| <input type="button" value="Edit"/> | * Project Manager | | <input type="button" value="Delete"/> |
| <input type="button" value="Edit"/> | * Technical Contact | | <input type="button" value="Delete"/> |
| Additional Contacts | | | |
| <input type="button" value="Add New"/> | | | <input type="button" value="Cancel"/> |

Required Contacts

- Click on the 'Edit' button for each contact and search for the name or user ID and the system will automatically retrieve the name, phone number and email address from the EDB.

You must click on the **Update** button to save or update each contact.

| | Contact Type | Contact Name, Phone & Email | |
|---|--|---|---------------------------------------|
| <i>If the contact information below is incorrect, please inform the Solution Director or Project Manager to make changes.</i> | | | |
| Required Contacts | | | |
| <input type="button" value="Update"/> | * Primary Business Contact <input type="text" value=""/> | Joan Kelly, 347-396-2353, jkelly1@health.nyc.gov <input type="button" value="..."/> | <input type="button" value="Cancel"/> |

Additional Contacts

- In the **Additional Contacts** section, you can add anyone who has prior knowledge or had previously worked on the application or database.
- Click on the 'Add New' button and select the type of contact you want to add from the drop-down menu.
- You can add multiple contact types.

Additional Contacts

Add New

Required Contacts

- Primary Business Contact
- Solutions Director
- Project Manager
- Technical Contact

Additional Contacts

- Business Contact
- Business Owner
- DB Access Authorizer
- DB Script Authorizer
- Developer
- DOHMH Liaison to Vendor
- Has Prior Knowledge

- For each contact type, search for the name or User ID and the system will automatically retrieve the name, phone number and email address from the EDB.

You must click on the **Save** button to save or update each contact

Additional Contacts

Save Developer Joan Kelly, 347-396-2353, jkelly1@health.nyc.gov ... Cancel

Technical Tab

-- If this is a **Component System**, this section is not editable and all technical information (except TFS) will be copied from the **Primary System**.

* Requires TFS? TFS Release Path:

* Requires JIRA? JIRA Project Key:

* Requires Confluence? Confluence Key:

* Include in AAAA?

Documents:

* Does this system have documents? Sharepoint Key:

Document Location: <https://nycdohmh.sharepoint.com/sites/it8/>

- **Requires TFS?** - Select from drop-down menu:

| Option | Description |
|-----------------|--|
| Yes - Manual | The source code for this system requires Team Foundation Server (TFS). The builds and releases are done manually. |
| Yes - Automated | The source code for this system requires Team Foundation Server (TFS). The builds and releases are done <u>automatically</u> . |
| No | There is no source code, or for some reason the source code is not managed in TFS. |

- **TFS Release Path:** - The TFS path must begin with \$/ (for example \$/IIT_MYAPP/....).

The following fields are only editable if this is a Primary System:

- **Requires JIRA?** - Select from drop-down menu (No, Yes). JIRA is used by DIIT developers to manage work items and tasks.
- **Jira Project Key:** - This is the unique project identifier that was created when the project was entered in JIRA.
- **Requires Confluence?** - Select from drop-down menu (No, Yes). Confluence is the DIITT Wiki and is the primary place for the development and database teams to put technical documentation.
- **Confluence Key:** - This is the unique project identifier that was created when the project space was created in Confluence.
- **Include in AAAA?** - Select from drop-down menu (No, Yes - Pending, Yes - Available). This is used for reporting to AAAA system for Authentication, Authorization, and Auditing.

Documents

The following fields are only editable if this is a Primary System:

- **Does this system have documents?** - Select from drop-down menu (No, Yes).
- **Sharepoint Key:** - The location of the documents in the IT Central Document Repository.

Documents:

* Does this system have documents? Yes * Sharepoint Key:

Document Location: <https://nycdohmh.sharepoint.com/sites/iit8/>

| | Document Type | Location | Status | Last Reviewed | |
|-------------------------------------|----------------|---|--------|---------------|--|
| <input type="button" value="Edit"/> | * Architecture | https://nycdohmh.sharepoint.com/sites/iit8/ | | | |
| <input type="button" value="Edit"/> | * Topology | https://nycdohmh.sharepoint.com/sites/iit8/ | | | |
| <input type="button" value="Edit"/> | * SSAP | https://nycdohmh.sharepoint.com/sites/iit8/ | | | |
| <input type="button" value="Edit"/> | * BOM | https://nycdohmh.sharepoint.com/sites/iit8/ | | | |

- **If Yes** - Click on the Edit button for each Document Type and update the Status and Last Reviewed by date.
- **Status can be:**
 - No - Not Needed
 - Yes - Pending
 - Yes - Available
- **Last Reviewed** - Select Last Reviewed by date from the popup calendar.

Technology Dependencies

Technology Dependencies:

If you do not see the type, name or version that you need please contact slu3@health.nyc.gov or bsquires@health.nyc.gov.

| | Dependency Type | Dependency Name | Dependency Version | |
|--|-----------------|-----------------|--------------------|---------------------------------------|
| <input type="button" value="Add New"/> | | | | <input type="button" value="Cancel"/> |

- Click on the Add New button and select a Dependency Type from the drop-down menu:
 - Framework
 - Language
 - Library
 - Markup Language
 - Platform
- Based upon the Dependency Type selected, there will be a different listing of Dependency Names and Versions. For example, below is a sample Dependency Type Framework for .Net version 4.5.

| | Dependency Type | Dependency Name | Dependency Version | |
|-------------------------------------|--|---------------------------------------|--|---------------------------------------|
| <input type="button" value="Save"/> | Framework <input type="button" value="v"/> | .Net <input type="button" value="v"/> | Version 4.5 <input type="button" value="v"/> | <input type="button" value="Cancel"/> |

- Click the **Save** button to save your selections.

Security Assessment Tab

When creating a new request, this tab will not appear.

The **Security Assessment Tab** will only appear for **System Type Application**. The information on this tab is pulled directly from the Security Assessment Request (SECA) application.

The Security Assessment Request (SECA) application is used by IT Security to manage requests for security assessments and application scanning.

Current Status

- This page displays the Current Status of security compliance for this app. It also displays the results of the latest app scan, as well as all previous assessments.
- Current Status can be - Compliant; Non-Compliant; or In Progress - Awaiting Requester Revision.

*System Type: System Name: EpiQuery - External

- GENERAL
- CONTACT
- TECHNICAL
- SECURITY ASSESSMENT**
- HOSTING
- DEPLOYMENT
- DEPENDENCY
- EDIT

Current Status: **Compliant**

Total record: Total record: **7** Page: **1**

| Request ID | Status | Risk Level | Completion Date |
|---|---|------------|-----------------|
| SECA-20171003110749-JHO | Compliant | High | 11/13/2017 |
| SECA-20170804101640-JHO | Compliant | High | 8/23/2017 |
| SECA-20170705123715-JHO | In Progress - Awaiting Requester Revision | High | 7/10/2017 |

System Questions

This information is pulled directly from the Security Assessment Request (SECA) application.

Do non-DOHMH users directly log in to this application from outside of the DOHMH network?

Do non-DOHMH users access this application through NYCMED?

Are username and password credentials maintained locally in this application?

Data Classification Questions

This information is pulled directly from the SECA (Security Assessment Request) application.

| | |
|--|-----|
| SSN | Yes |
| First/Last Name | Yes |
| Address | Yes |
| DOB | Yes |
| Medical (ePHI) | Yes |
| Username and/or Passwords | Yes |
| Mothers Maiden Name | Yes |
| Credit Card Information | Yes |
| Email Addresses | Yes |
| Phone Number (home/mobile) | Yes |
| Document Upload Permitted (resumes, medical records, financial statements, bills, etc) | Yes |

Hosting Tab

| GENERAL | CONTACT | TECHNICAL | SECURITY ASSESSMENT | HOSTING | DEPLOYMENT | DEPENDENCY | EDIT |
|---|---------|-----------|---------------------|---------|------------|------------|------|
| <p> Link to Servers (0) Link to URLs (0) Link to Shared Folder (1) Link to BOM Requests (0) Dependency Report </p> <p> *Production Tier: <input type="text" value="Tier 3 - Intranet / CityNet"/> *Production Hosted By: <input type="text" value="DOHMH"/> </p> | | | | | | | |

Link to Servers:

Use this link to add Server name, DNS and Environment information:

| Servers | | | | |
|--|-----|-------------|-------------|---------------------------------------|
| | DNS | Server Name | Environment | |
| <input type="button" value="Add New"/> | | | | <input type="button" value="Cancel"/> |

Link to URLs:

This link is used to track the different development, staging, QA, training URLs for the application:

- Click on the **Add New** button to add a link.

| | URL Listing Type | URL | |
|----------------|------------------|-----|--------|
| Add New | | | Cancel |

- Select the **URL Listing Type** from the dropdown menu:
 - Development
 - Pre-Production
 - QA
 - Staging
 - Test
 - Training
 - Vendor
- Type in the **URL** and any additional comments. Click the **Save** button.

| | URL Listing Type | URL | |
|------|--------------------------------|----------------------|--------|
| Save | <input type="text"/> | <input type="text"/> | Cancel |
| | Comments: <input type="text"/> | | |

Link to Shared Folder:

This link is used to track the different network share folders used by the application.

- Click on the **Add New** button to add a link.

| | Environment | Folder Path | |
|----------------|-------------|-------------|--------|
| Add New | | | Cancel |

- Select the **Environment** from the dropdown menu:
 - Development
 - Production
 - QA
 - Staging
- Type in the **Folder Path** and click the **Save** button.

| | Environment | Folder Path | |
|------|----------------------|----------------------|--------|
| Save | <input type="text"/> | <input type="text"/> | Cancel |

Link to BOM Requests:

- All Build of Materials (BOM) Requests information will be listed in this section.

When creating a new request, you are not allowed to create a BOM request. The AIDR request must be fully approved. Once approved, you can come back and edit this section to create a BOM request.

For BOM Request instructions, please refer to the document [Procedures to Request a New Server](#).

| BOM Request ID | Requestor | Request Date | Environment | Domain | Server Function | Server Name | Status |
|----------------|-----------|--------------|-------------|---------------------|-----------------|----------------|-------------------------|
| 62 | bsquires | 04/20/2016 | Staging | Health.dohmh.nycnet | App | STGENTAUDIT102 | Build Completed, Closed |
| 61 | bsquires | 04/20/2016 | Development | Health.dohmh.nycnet | App | STGENTAUDIT101 | Build Completed, Closed |

This information is pulled directly from the NTTA Build of Materials (BOM) application.

Dependency Report:

This is the link to the SSRS AIDR Dependency Report by System.

Production Tier:

Select the Tier the application will reside from the drop-down menu:

| Tier | Description |
|-------|--|
| 1 | Internet / Proxy - This is the tier where internet users first interact with. This is usually the reverse proxy but not always the case. If the hosting is External, please select Tier 1. |
| 2 | DMZ - This is where most public facing applications reside. |
| 3 | Intranet / CityNet - All internally facing applications and databases reside in this tier. |
| Cloud | Cloud |

Production Hosted By:

Select the Host from the drop-down menu:

| Host | Description |
|-------------------|--|
| AWS | |
| Azure | |
| DOHMH | The application is hosted at DOHMH. This is always corresponds to Tier 3. |
| DOITT | The application is hosted at DOITT. For applications, this usually corresponds to Tier 2 but occasionally can be Tier 1 or Tier 3. |
| External / Vendor | The application is hosted in the Cloud or in a Vendor data center. |

Deployment Tab

ITPDR Deployments

- This section lists all Production deployments for this application.

This information is pulled directly from the IT Production Deployment Request (ITPDR) application.

| ITPDR Reference # | Date | Scope | Complexity |
|--|----------------------|------------------------|------------|
| ITPDR-20171115083537-ASANDERSKIM | * 11/16/2017 1:00 PM | Application Only | Minor |
| <i>Status: Pending Production Deployment</i> | | | |
| ITPDR-20171002170105-UNKWOCHA | 10/19/2017 1:00 PM | Application Only | Minor |
| <i>Status: ALL workflows were completed</i> | | | |
| ITPDR-20170824111825-UNKWOCHA | 09/07/2017 12:30 PM | Application Only | Minor |
| <i>Status: ALL workflows were completed</i> | | | |
| ITPDR-20170705110452-UNKWOCHA | 07/13/2017 1:00 PM | Application & Database | Minor |
| <i>Status: ALL workflows were completed</i> | | | |

Dependency Tab

System Dependencies

- This section lists all of the systems and databases that the application depends on.

*System Type: Application System Name: Application Inventory Data Repository

| GENERAL | CONTACT | TECHNICAL | SECURITY ASSESSMENT | HOSTING | DEPLOYMENT | DEPENDENCY | EDIT |
|--|--------------------------------------|-------------|---------------------|--------------------|------------|------------|------|
| SYSTEM DEPENDENCIES | | | | | | | |
| Application Inventory Data Repository depends on the systems below. | | | | | | | |
| | System Name | System Type | Severity Level | Relationship | | | |
| | IIT_AIDR | Database | Critical | Transactional | | | |
| | Comments: Main database | | | | | | |
| | HRSurvey | Database | Critical | Reference / Lookup | | | |
| | Comments: Lookup user account data | | | | | | |
| | IIT_EFORM_DEPLOYMENT | Database | Minor | Reference / Lookup | | | |
| | Comments: Look up deployment data | | | | | | |

Adding a New Dependency

- To add a new dependency, click on the **Add New** button:

SYSTEM DEPENDENCIES

depends on the system below.

| | System Name | System Type | Severity Level | Relationship | |
|-------------------------|-------------|-------------|----------------|--------------|------------------------|
| Add New | | | | | Cancel |

- Select the **System Name** from the list of systems and databases available in the AIDR inventory. The **System Type** will automatically populate.
- Select the **Severity Level** from the drop-down menu (Critical; Major; or Minor):

Critical - System will not start or most critical functions will not work without this dependency.

Major - Some critical functions will not work without this dependency.

Minor - All critical functions will work but some non-important features may not work without this dependency.

- Enter any additional information in the **Comments** box.
- Click on the **SAVE** button.

SYSTEM DEPENDENCIES

depends on the system below.

| | System Name | System Type | Severity Level | Relationship | |
|---|---|---------------------|----------------|--------------|--|
| SAVE CANCEL | | | | | |
| *System Name: | Application Inventory Data Repository ... | System Type: | Application | | |
| *Severity Level: | <input type="text"/> <input type="checkbox"/> | | | | |
| Comments: | <input type="text"/> | | | | |

- Also listed on the tab are the systems utilizing data from this application.

System utilizing EDB - Web Application.

1. [EDB-Vesta - Data Integration \(SQL-Job-SSIS\)](#) - (System Type: Data Integration)

Contacts

For more information, please contact Joan Kelly jkelly1@health.nyc.gov or Scott Liu sliu3@health.nyc.gov.

Change Log

| Date | Description | Author |
|------|-------------|--------|
|------|-------------|--------|

| | | |
|-------------------|--|-----------------------|
| December 19, 2017 | Initial document | Joan Kelly, Scott Liu |
| April 3, 2019 | Additional changes and enhancements to Primary/Component Systems, Documents section, and Compliance Review | Joan Kelly |