

# AIDR (System Type: Data Integration)

## Introduction

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

- General Tab
- Contact Tab
  - Additional Contacts:
- Technical Tab
  - Technology Dependencies
- Security Assessment Tab
- Hosting Tab
  - Shared Folders
  - ITPDR Deployments
- Dependency Tab
  - System Dependencies
  - Adding a New Dependency
- Contacts
- Change Log

For new requests, the **Security Assessment** tab and the **Deployment** tab will not be displayed.

## General Tab

\*System Type: Data Integration ▾

System Name:

GENERAL CONTACT TECHNICAL HOSTING DEPENDENCY

Related Systems:

\* Is this a primary system:

Yes ▾

Primary system may consist of other component systems.

\*Name:

\*Type:

\* Division:

\* Description:

\* Is this system in production?

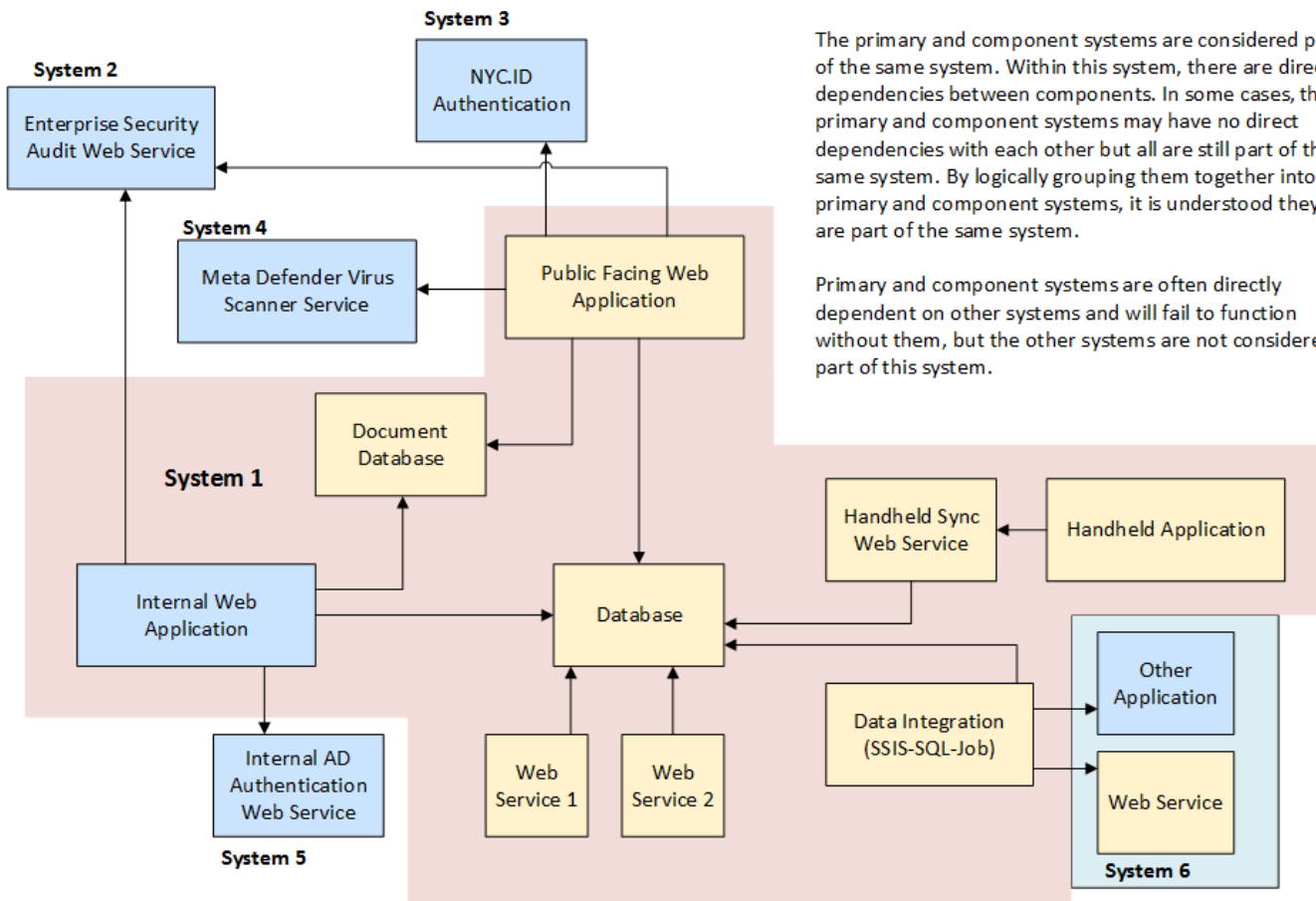
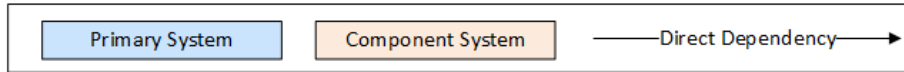
\* Supported By:

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: ...

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

- **Name** - name of the data integration project
- **Type** - select appropriate type of data integration from drop-down list

| Type             | Description  |
|------------------|--|
| Data Integration | Previously used for migration. No longer used. Please select a specific type.              |
| Messaeg Broker   | Data integration that is processed using Message Broker or IBM Integration Bus.            |
| Other            | Other types of integration.  |
| Rhapsody         | Data integration that is processed using Orion Rhapsody.                                   |
| SQL / Job / SSIS | Data integration that is processed using SQL, SQL Job, or SQL Server Integration Services. |

- **Division** - select Division that owns the application
- **Description** - enter a brief description of the data integration project
- **Is this system in production?** - select Yes or No from drop-down
- **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"> <li>1 - Leadership (standardized process)</li> <li>2 - Data Center Support</li> <li>3 - Application Support</li> <li>4 - IT Help Desk and Support</li> <li>5 - Informatics and Reporting</li> <li>6 - Administration</li> </ul> | ▼               | 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 <b>solution director</b> selected is required to approve the AIDR request.   |
| Permissions to Edit | <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"> <li>• Solution Director</li> <li>• Project Manager</li> <li>• Technical Contact</li> <li>• Developer</li> </ul> <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> |

\*System Type:  System Name:

GENERAL **CONTACT** TECHNICAL 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> |                            |                             |                                       |
| <b>Required Contacts</b>  |                            |                             |                                       |
| <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"/> |
| <b>Additional Contacts</b>  |                            |                             |                                       |
| <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> |   |   |                                       |
| <b>Required Contacts</b>  |   |   |                                       |
| <input type="button" value="Update"/>   | * Primary Business Contact <input type="text" value="v"/> | 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.

| <b>Additional Contacts</b>             |  |
|--|--|
| <input type="button" value="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

\*System Type: Data Integration System Name:

- GENERAL
- CONTACT
- TECHNICAL
- HOSTING
- DEPENDENCY

\* Requires TFS?  TFS Location:

\* Requires JIRA?  JIRA Project Key:

**Technology Dependencies:**

*If you do not see the type, name or version that you need please contact [slui3@health.nyc.gov](mailto:slui3@health.nyc.gov) or [bsquires@health.nyc.gov](mailto:bsquires@health.nyc.gov).*

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

- Requires TFS?**

| 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 Location:** - The TFS path must begin with \$/ (for example \$/IIT\_MYAPP/....).
- **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.
- **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.

### Technology Dependencies

#### Technology Dependencies:

If you do not see the type, name or version that you need please contact [slu3@health.nyc.gov](mailto:slu3@health.nyc.gov) or [bsquires@health.nyc.gov](mailto:bsquires@health.nyc.gov).

|                | Dependency Type | Dependency Name | Dependency Version |               |
|----------------|-----------------|-----------------|--------------------|---------------|
| <b>Add New</b> |                 |                 |                    | <b>Cancel</b> |

- 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 |               |
|-------------|-----------------|-----------------|--------------------|---------------|
| <b>Save</b> | Framework       | .Net            | Version 4.5        | <b>Cancel</b> |

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

### Security Assessment Tab

When creating a new request, no data needs to be entered for this section.

The Security Assessment tab will be displayed, although there will be no content. This will be removed in the future.

\*System Type: Data Integration System Name: AIDR - Data Integration (SQL-Job-SSIS)

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

Current Status:

*No record found.*

### Hosting Tab

- Select the Tier the data integration will reside from the dropdown menu:

| Tier | Description   |
|------|---|
| 1    | 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    | Tier 2 is the DMZ and this is where most public facing applications reside.   |
| 3    | Tier 3 is the Intranet. This is generally where all data integration resides.   |

- Select the Host from the dropdown menu:

| Host     | Description  |
|----------|--|
| DOHMH    | The data integration is hosted at DOHMH. This is always corresponds to Tier 3.                     |
| DOITT    | The data integration is hosted at DOITT. For data integration, this usually corresponds to Tier 3. |
| External | The data integration is hosted in the Cloud or in a Vendor data center.                            |

\*System Type: Data Integration System Name: Cooling Tower - Data Integration (SQL-Job-SSIS)

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

Link to Shared Folder (0)

\*Tier: 3 \*Hosted By: DOHMH

### Shared Folders

This is used to track the different network shared folders used by the data integration process.



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

|                | Environment | Folder Path |               |
|----------------|-------------|-------------|---------------|
| <b>Add New</b> |             |             | <b>Cancel</b> |

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

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

## 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.

Total record: **18** Page:

| ITPDR Reference #                           | Date                | Scope         | Complexity     |
|---|---------------------|---------------|----------------|
| ITPDR-20171024120309-DMURPHY3               | 10/24/2017 2:00 PM  | Database Only | Minor Revision |
| <b>Status:</b> ALL workflows were completed |                     |               |                |
| ITPDR-20171013145652-DMURPHY3               | 10/16/2017 11:00 AM | Database Only | Minor          |
| <b>Status:</b> ALL workflows were completed |                     |               |                |
| ITPDR-20171002084634-DMURPHY3               | 10/02/2017 3:30 PM  | Database Only | Bug Fix        |
| <b>Status:</b> ALL workflows were completed |                     |               |                |

## 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 **EDIT** tab.

\*System Type: Data Integration System Name: AIDR - Data Integration (SQL-Job-SSIS)

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

- Scroll down to the **Dependencies** section and click on the **EDIT** button.
- Click on the **Add New** button.

**SYSTEM DEPENDENCIES**

depends on the system below.

|                | System Name | System Type | Severity Level | Relationship |        |
|----------------|-------------|-------------|----------------|--------------|--------|
| <b>Add New</b> |             |             |                |              | Cancel |

- Select the **System Name** from the list of systems and databases available in the AIDR inventory.
- Select the **Severity Level** from the dropdown menu (Critical; Major; or Minor).
- 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 |
|-------------------------------------|---------------------------------------|-------------|----------------|--------------|
| <input type="button" value="SAVE"/> | <input type="button" value="CANCEL"/> |             |                |              |
| *System Name:                       | Application Inventory Data Repository | ...         | System Type:   | Application  |
| *Severity Level:                    | <input type="text"/>                  |             |                |              |
| Comments:                           | <input type="text"/>                  |             |                |              |

## Contacts

For more information, please contact Joan Kelly [jkelly1@health.nyc.gov](mailto:jkelly1@health.nyc.gov) or Scott Liu [sliu3@health.nyc.gov](mailto: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            |