

Exception Request for COIT Policies or Standards
Version 02

This form provides COIT with the information needed to analyze requests for exceptions to COIT policies, standards, procedures or approved products.

The exception request process is as follows and typically takes 30-60 days;

- The requesting department must fill out the COIT Policy Exception Request form and submit it to the Director or Chair of COIT.
- The Department of Telecommunications and Information services will meet with the requesting department to discuss technical aspects of the request.
- The exception request will be scheduled for discussion and action at one of the COIT Subcommittee's by the Director or Chair of COIT.
- The recommendation by the Subcommittee will be scheduled for discussion and action at a meeting of COIT by the Director or Chair of COIT.

Title:

Enter the name of the existing policy, standard, procedure for which the exception is being requested.

N/A

Department Contact Information:

Name Donna Childers

Title Senior IT Manager

Department Public Health Management Information Systems

Telephone number 554-2776

E-mail donna.childers@sfdph.org

Date of Request: May / 01 /2008

Urgency of Request:

The Laguna Honda web site requires substantial and immediate (deadline: June 1, 2008) upgrades. The work involves technically specific and time-limited services for web site design related to the rebuild of Laguna Honda Hospital. The service deliverable is web-based information for multiple stakeholders including clinicians, transition staff, architects and contractors, and community participants. The project is of short duration and addresses a one-time need. The services can easily and economically be performed by a service provider with technical and design expertise in hospital and public health web sites. Laguna Honda seeks to modify an existing Department of Public Health web design contract. Services performed for Laguna Honda would be identical to those provided for SFGH, in particular as they relate to the reconstruction projects underway at both hospitals

Please provide the following information. The responses can be as long as needed. Additional information can be attached and referenced.

1. Identify the specific elements of the policy or standard from which the organization is requesting an exception.

Our understanding from the Architecture Sub-Committee is that DPH is not requesting a technical exception to COIT's policies or standards as this project work builds on concurrent and previous work being performed by the same vendor for the San Francisco General Hospital Re-Build Project.

2. Provide a description of the proposed solution or technology that is being requested, including technical details.

Summary of Work

- Communicate with and educate key stakeholders in the Laguna Honda Replacement Program, including clinicians, operations staff, consultants, architects, contractors, community leaders.
 - Comply with legal requirements from the California Office of Statewide Planning and Development and local meeting and notification statutes governing posting of documents as well as meeting and event information.
 - Develop web-based means for public input.
 - Analyze and monitor site traffic.
3. Explain why the policy or standard exception is needed and the consequences if the exception is not approved.

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4. Describe the financial impact to the department if the exception is granted and if not granted?

No known Financial Impact

5. Explain why is it in the best interests of COIT to grant the exception?

There are State and local mandates that require the Laguna Honda Re-build Project information be made public on a timely basis. It is in COIT's best interests that the Department of Public Health not violate the mandates.

6. Describe how granting, or not granting, the exception impacts the agency IT plan.

No impact.

7. Describe how granting, or not granting, the exception impacts the organizations policies, standards, procedures, guidelines, finances, etc.

No Impact.

8. Provide supporting financial information of what this exception will cost both as one charge and annual ongoing operating expenses.

One-time charge = \$35,000 On-going = 0

DTIS comments and recommendation:

Enter Text Here

DTIS Contact Information:

Name

Title

Telephone number

E-mail

Date of Review: ____ / ____ / ____

Urgency of Request:

(Are there any specific dates that affect this request?)

Committee on Information Technology Subcommittee comments and recommendation:

Enter Text Here

Subcommittee Chair Contact Information:

Subcommittee Name

Subcommittee Chair

Department & Title

Telephone number

E-mail

Date of Review: ____ / ____ / ____

Urgency of Request:

(Are there any specific dates that affect this request?)

Committee on Information Technology comments and recommendation:

Enter Text Here

Date: ____ / ____ / ____