Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
5	110	Office of Management and Budget	Job Announcement (Central Personnel)	Posts all job openings to web site and distributes announcements via list server - System ID CP 4
5	110	Office of Management and Budget	Procurement System	A system for facilitating the procurement process for state agencies. Maintains a data base of qualified vendors, a commodity identification system, interactive agency requisition completion and submission by agencies, bid development and processing, bi
5	110	Office of Management and Budget	Capital Project Planning	This application is a series of spreadsheets compiled to moniter, track, and propose capital projects of all state agencies.
5	110	Office of Management and Budget	Capitol Improvement Requests (Facilities Management)	This application is a series of Word documents summarizing each individual capital improvement request.
5	112	Information Technology Dept	TopClass (Division of Independent Study)	Database of customer (student) course material.
5	127	Office of the State Tax Commissioner	Fed/State Income Tax Electronic Filing System	Retrieve and Process Electronically Filed Individual Income Tax Returns.
5	127	Office of the State Tax Commissioner	Validation System	The Validation system stamps returns and payments with a document locator number and batches returns in groups of 100 to prepare them for data entry.
5	127	Office of the State Tax Commissioner	Accounting System	The Accounting System is a Great Plains accounting system that accumulates tax return receipts information from the validation system and ACH transactions from the main frame. This system maintains accounting journal and ledger entries of tax revenue. S
5	127	Office of the State Tax Commissioner	Income Tax Refund Abstract Tracking Program	MS Access database to keep track of refunds issued and their check numbers. This system aids in determining the status of a refund when a taxpayer inquires about it.
5	140	Administrative Hearings Office	Billing System	The Office of Administrative Hearings bills its client agencies using a time and billing system, custom-developed for OAH by Vision Technology Inc. OAH is also able to use the database to generate administrative law judge (ALJ) time management reports fo
5	201	Department of Public Instruction	Dual Credit System	Tracks Dual Credit Enrollment. Dual credit is educational credit
5	215	North Dakota University System	North Dakota Indian Scholarship Program	ACCESS database for input of North Dakota Indian Scholarship Applications

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
5	270	Vocational & Tech Education	Central Data Base	We have an instructor/school database that is broken down by service area. Each service area maintains their own instructor contact information and, sometimes, teaching certification information within the database.
5	313	Veterans Home	Long Term Care	This application is used to keep track of the medical records for all patients.
5	401	Office of the Insurance Commissioner	Policy Filings	Reviewing & approving on a prior approval basis the policies, forms, and rates that insurance companies use in the state.
5	401	Office of the Insurance Commissioner	Premium Tax	Collection & auditing of the premium tax obligations.
5	401	Office of the Insurance Commissioner	State Electronic Rate and Form Filing System	This application is an electronic system for the filing of policies, forms and rates.
5	406	Office of the Labor Commissioner	Fixed Assets Database	This application is a Microsoft Access database used to maintain information regarding the department's fixed assets.
5	504	Highway Patrol	NDHP Case File Management	This system tracks all contacts made by our troopers, through warning tickets and case/incidents. We are now using this system in the cars through mobile data. We have also added a citation module to this app. For tracking all citations issued by the HP.
5	504	Highway Patrol	NDHP Daily Activites	This system tracks overtime hours for payroll purposes, mileage for DOT, leave time and various activites that the Highway Patrol does.
5	504	Highway Patrol	NDHP Receipts	Point-of-sale system that tracks, calcuates and deposits dollars on the sale of Oversize permits.
5	530	Department of Corrections/Rehab	DOCSTARS	Parole and probation subject management system, this is the primary system for parole and probation case management and fees billing.
5	530	Department of Corrections/Rehab	Macola	Manufacturing cost-accounting software used in day to day operations for Accounts Payable, Accounts Receivable, Fixed Assest, Order entry, Inventory Management, Bill of Materials, General Ledger and Production Order Processing.
5	602	ND Department of Agriculture	Ag Mediation	Developed in Access 97/Visual Basic. The AMS computer system keeps track of all clients that AMS negotiators are working with. It keeps track of how many cases per client, what type of case, and the hours spent working with the client. It also keeps tr

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
5	602	ND Department of Agriculture	Certify	Developed in Access 97/Visual Basic. Certify is being used to keep track of the state's inventory of nontraditional livestock and domestic elk. Movement, disease status and current ownership can be monitored. Certify can also be used for Disease Certi
5	801	Department of Transportation	Fleet Management	Records costs and usage of equipment. Accessed by Districts, Fleet Services, and Maintenance Division.
4	101	Office of the Governor	Civic Tracker	This is a pre-written windows application purchased for correspondence tracking. A Microsoft Access database file holds the Civic Tracker application.
4	110	Office of Management and Budget	WinPak (Facilities Management)	This application is a card access system which allows computerized control over entry into any area that can be secured with a lock and key.
4	125	Office of the Attorney General	Alcohol/Tobacco/gaming Licensing	Licensing of alcoholic beverage retailers; wholesale and retail tobacco dealers; transient merchants; coin-operated amusement devices operators, lessors, and distributors; fairboards; polygraph operators; charitable gaming operators; gaming manufacturers
4	125	Office of the Attorney General	Criminal History File	This system contains all fingerprint cards and the prosecution and disposition information for each arrest. States attorneys and courts get direct access into the system to do record checks. Other law enforcement agencies use teletype equipment to send
4	125	Office of the Attorney General	Protection and Restraining Orders	The protection order system is a system provided to law enforcement for the collection of currant protection and restraining orders. It is maintained strictly through teletype entries coming through state radio.
4	125	Office of the Attorney General	Warrants	The warrant system contains information about current arrest warrants. It is maintained strictly through teletype entries coming through state radio. Transactions are transmitted to the Attorney General's office from State Radio where they are processed
4	127	Office of the State Tax Commissioner	Sales Tax WebFile System	Taxpayers file Sales Tax Returns on the Internet. The applications is hosted by Frank Solutions Inc. The Webfile System allows businesses (taxpayers) with an option of filing state sales tax returns (Form S1 and S2) over the internet. The taxpayer then

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
4	127	Office of the State Tax Commissioner	Withholding TeleFile	Taxfilers file Tax Returns through the telephone. This system is not used to file personal income tax returns. This system is used by businesses to file their withholding taxes. If they do want to use the Tele-file than they can just send in a paper re
4	190	Retirement and Investment Office	Callan PEP for Windows (Performance Evaluation Program)	Callan Associates is the investment consultant for the State Investment Board.This application has no real dollars involved. The quarterly return information is received from the investment groups and is downloaded to this application. It is a historica
4	192	Public Employees Retirement System	Employee Retirment 66 (ER66)	This system contains the database and applications necessary to administer the deferred compensation program. This includes demographic information, level of participation, provider info, etc.
4	201	Department of Public Instruction	Special Ed Child Information System (SPECIS System)	Special Education Child Information System
4	201	Department of Public Instruction	Online Reporting System (ORS System)	On-line Reporting System includes these programs: Teacher Compensation, School Personnel, School Fall Reports and LEP.
4	313	Veterans Home	Great Plains Accounting	This application handles all resident bank accounts. Also used for clearing account and donation account. Also lists the money market fund.
4	321	Department of Veterans Affairs	Hardship Grant Program	Tracks grant recipients and payments to vendors.
4	321	Department of Veterans Affairs	Veterans Aid Loan Program	Calculates and records loan payments.
4	401	Office of the Insurance Commissioner	Fire and Tornado Fund	This application is a State program insuring property for state agencies and political subdivisions.
4	401	Office of the Insurance Commissioner	Inquiry, Complaint, Investigation & Fraud System	This application receives & responds to all initial consumer calls and walk-ins to the department looking for information or guidance; investigate and resolve complaints brought by consumers against companies or agents; and investigate alleged violations
4	401	Office of the Insurance Commissioner	Unsatisfied Judgment Fund (UJF)	This application processes requests for payment and recoveries from and for the Unsatisfied Judgment Fund.
4	401	Office of the Insurance Commissioner	Bonding Fund	State program providing a bond for each state agency.
4	401	Office of the Insurance Commissioner	Fire District Program	Auditing and distribution of monies on an annual basis designated to go to fire districts for their operations.

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
4	406	Office of the Labor Commissioner	Housing Discrimination Database	This application is a Microsoft Access database used to maintain information regarding housing discrimination charges handled by the department's Human Rights Division.
4	408	Public Service Commission	Contact 2000	Logs contacts between staff and public and industry.
4	408	Public Service Commission	Exam Hand	Calculates a grain storage facility's financial heath. Calculates capacity and inventory and records contracts.
4	408	Public Service Commission	Case Management	Docketing system for decisions placed before the Commission. Receipting system for funds received including U S Government fund reimbursement, utility valuation fund, and other miscellaneous administrative fees.
4	408	Public Service Commission	Grain 99	Maintains Grain Warehouse, Federal Grain Facilities, Roving Grain Buyers, and Roving Hay Buyers.
4	408	Public Service Commission	Licenses	Maintains Licenses for Auctioneers and Auction Clerks.
4	408	Public Service Commission	Mail List	Manages name, address, and e-mail address for distribution of commission notices and orders.
4	408	Public Service Commission	Reclamation	Manages correspondence, coal mining permits and reclamation bonds for the states active and reclaimed coal mines.
4	408	Public Service Commission	Testing Safety	Records results of the Gas Pipeline Safety Inspection program.
4	408	Public Service Commission	Weights and Measures	Maintains the inspection records for weighing and measuring devices in ND. This application Includes inspection fees receivable.
4	471	Bank of North Dakota	PaceLoan	Used by Investments/Trust to track Pace loans. Partnership and assisting community expansion. State and city buy part of loan and keeps track of escrow payments for each loan.
4	471	Bank of North Dakota	Cash Management/WEBaccess	System utilized for distributing and enables customers to access account information remotely
4	485	Workers Compensation Bureau	Claims Management System (CMS)	Claims Management System, use for the processing and adjudication of claims
4	485	Workers Compensation Bureau	Filenet/Workmanager	Application that allows for the integration of Filenet images to CMS

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
4	485	Workers Compensation Bureau	Policy Holder Services System (PICS)	Policy Holder Services system. Used for billing and collections of employer premiums.
4	504	Highway Patrol	Law Enforcement Training Academy (LETA) System	Tracks courses, facilities, students, and grades at the training academy. LETA stand for the (Law Enforcement Training Academy).
4	504	Highway Patrol	Premier Mobile Data Terminals (MDT)	Premier MDT (Mobile Data Terminals) allows car-to-car messaging, vehicle registration checks, and NCIC checks. This system is owned in conjuction with state radio.
4	530	Department of Corrections/Rehab	TAG System	Inmate Management System for both juvenile and adult offenders residing in North Dakota Institutions. The TAG system is a databse of inmate records, i.e. admission, commitment orders/sentence details, housing, classification, discipline, programming, etc
4	701	State Historical Society	ARGUS	Tracks museum collections, gives description and all info pertinent to the artifacts in the Society's museum collection.
4	770	Water Commission	Spatial Coordination DBMS	Provides limited facilities for coordinate conversion between Public Land Survey (township and range) to spatial Longitude and Latitude cordinate data.
4	801	Department of Transportation	Traffic Data Editing and Analysis	Decision support information for road construction (traffic count by vehicle type). Accessed by Planning & Programming Division.
4	801	Department of Transportation	BIAB (Business in a Box)	Policy and Procedures database. Used for storage, retrieval, and updating of policy and procedure documents. Accessed by all department employees.
4	801	Department of Transportation	VIRTIS (Bridge Rating System)	Bridge Rating System Accessed by Bridge Division
3	110	Office of Management and Budget	RiskKey (Risk Management)	Software program that facilitates the automation, tracking inquiry, validation, management, reporting and analysis of tort and workers compensation data on incidents/events, claims and litigation
3	110	Office of Management and Budget	Vendor Badge (Facilities Management)	This application creates vendor badges and contains pictures of vendors working at the Capitol Complex.
3	110	Office of Management and Budget	Digital Records (Facilities Management)	This application is a collection of Digital records/photos of state buildings.
3	112	Information Technology Dept	Web-Based Work Request System	This application tracks all work requests (except development requests) needing to be done for other state agencies. - Note processing environment is web-based.
3	125	Office of the Attorney General	Training Records	This system allows the Training Academy under BCI to collect training records.

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
3	127	Office of the State Tax Commissioner	Data Entry System	Key and key-verify tax returns and payments.
3	127	Office of the State Tax Commissioner	Income Tax Compliance Contact Tracking Program	This application is a MS Access database to track taxpayer contacts for compliance reasons.
3	127	Office of the State Tax Commissioner	Electronic Document Management System (EDMS)	Individual Income Tax returns are scanned and OCR into EDMS system and Sales Tax returns are scanned into EDMS system.
3	301	Department of Health	Vital Statistics	Provides certified copies of Birth, Death, Fetal Death, Marriage and Divorce Records. They also keep records of abortions but the records contain no identifying information.
3	325	Department of Human Services	Older Blind	Track Visually Impaired Clients for the Regional Vision Specialists, and the services they receive.
3	360	Protection and Advocacy Project	02 Database	Office Suite Database Program used to maintain Non-case and Case data. This data is used to prepare federal reports. The agency is required to provide information to federal agencies funding our program. Information for reports is drawn from the databas
3	471	Bank of North Dakota	Advanced Loans System/Customer Service/Collections	Student Loan Lender System. Handles all student loan functions.
3	473	North Dakota Housing Finance Agency	HDS (Housing and Development Software) (Contract Admin)	Manages funding and compliance of federally-assisted multi-family Section 8 housing programs
3	473	North Dakota Housing Finance Agency	Loan Tracking	Tracks agency loans from reservation through origination
3	473	North Dakota Housing Finance Agency	Agency Payroll system	Agency Payroll system
3	473	North Dakota Housing Finance Agency	WinHap (MOD Rehab)	Manages funding and compliance of federally-assisted multi-family Section 8 Mod Rehab housing
3	530	Department of Corrections/Rehab	Crime Victims Tracking	Tracks victims and there status
3	530	Department of Corrections/Rehab	Case Manger Timelog System	Tracks DJS case manager billable hours to DHS
3	720	Game and Fish Department	Internet License Sales	This system is used to issue licenses over the internet
3	720	Game and Fish Department	Hunter Safety	This system is used to manage information regarding graduates of the hunter safety instruction.
3	750	Department of Parks and Recreation	Cyclic Maintenance	Database to track and manage maintenance, cost, progress and time frames on all facilities.
3	801	Department of Transportation	PACER	Pre-construction activities including pre bid opening, bid opening, and post bid opening details including awarding contracts.

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
3	801	Department of Transportation	Omni Forms	Interoffice Forms. Online forms fill of NDDOT forms via the NDDOT intranet. Accessed by all department employees.
3	801	Department of Transportation	Position Management and Reporting System	Position Management and Reporting System (Human Resource system).
3	801	Department of Transportation	VRTS (Vehicle Registration and Titling System)	Vehicle Registration and Titling System. Accessed by Motor Vehicle employees and privatized branch offices.
3	801	Department of Transportation	Crash Report Image System	Crash Report Imaging System. To be replaced by Filenet in 2002.
3	801	Department of Transportation	MV1- Vehicle Registration Data	Vehicle registration data accessed by non-DOT entities.
3	801	Department of Transportation	CRS (Crash Reporting System)	Crash Reporting System.
2	127	Office of the State Tax Commissioner	Financial Institutions Tax System	Financial Institutions prepare their tax return using a Internet filing program that was developed by Vision Technologies and the information is stored on the Tax Department Server in a MS Access database for review of taxes due, payments, and distributio
2	127	Office of the State Tax Commissioner	Cigarette & Tabacco Tax	Microsoft Access database is used to post and reconcile collections of Cigarette and Tobacco taxes.
2	127	Office of the State Tax Commissioner	Alcohol Tax	Microsoft Access database is used to post and reconcile collections of alcohol taxes.
2	201	Department of Public Instruction	School Lunch (Child Nutrition & Food Distribution)	Payments to schools for food served
2	270	Vocational & Tech Education	Local Consolidated Annual Performance (LCAP System)	This is a web enabled database application that is used to collect Vocational "completer" and "concentrator" information from all schools offering vocational programs. This information, including student demographics and student identifiers is used to re
2	301	Department of Health	Safe Drinking Water Information System (SDWIS)	Provides a means to create and maintain safe drinking water information and the ability to transfer that data electronically to EPA.
2	301	Department of Health	LITS (Labortory Information Tracking System) Plus	This application manages & reports all the lab testing & related data for the Div. of Microbiology.

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
2	406	Office of the Labor Commissioner	Bill Payment Database	This application is a Microsoft Access database used internally to manage budget expenditures/ appropriations and to serve as an internal control to reconcile budget figures with the state SAMIS system.
2	473	North Dakota Housing Finance Agency	Cash Receipts	Track daily cash transactions to the Agency
2	473	North Dakota Housing Finance Agency	Maillist	Stores contact information used for Agency Mailings
2	473	North Dakota Housing Finance Agency	Restitution	Reimbursment for Mod Rehab claims paid by the Agency
2	530	Department of Corrections/Rehab	Inmate Property System	Tracks inmate property inventory
2	530	Department of Corrections/Rehab	Student Education and Scheduling System (SEAS)	Student management system for Youth Corrections
1	110	Office of Management and Budget	Central Supply Inventory (Central Services)	A perpetual inventory system that reports inventory valuation at average cost. System generates billings for sales to customers and transaction history summaries. - System ID CS 1
1	110	Office of Management and Budget	Existing Conditions Drawings (Facilities Management)	This application consists of AutoCad files of Capitol Complex buildings.
1	110	Office of Management and Budget	Work Request System (msWeb) Facilities Mgnment	This application is part of the maintenance management system. It allows Facility Management to have work reqeusts entered from agencies through an Internet browser. Facility Management has a license for this that effectively covers all state agencies.
1	110	Office of Management and Budget	Metasys (Facilities Management)	1)This application is a building automation system. 2) Building Automation - TrendingIt allow the control of heating, HVAC and other building equipment. This application is an archive of analog values including space and systems temperatures, boiler ste
1	110	Office of Management and Budget	Maintenance Management System (Facilities Management)	This application is a maintenance management system. It allows Facility Management to store and track maintenance information. Facility Management has five client licenses. Created in MS2000
1	125	Office of the Attorney General	Legal Workload Tracking	The Attorney Work Load Tracking system was installed to keep track of daily, monthly and yearly assignments entered in by the attorneys and paralegal. It prints out daily workloads for each individual attorney or paralegal. The system records and tracks d

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
1	201	Department of Public Instruction	Commodity Distribution	Food distribution system to schools, centers, camps & reservations.
1	201	Department of Public Instruction	Adult Education System	Adult Education and GED Certificates
1	215	North Dakota University System	Technology Occupations Student Loan Program	"Information is maintained in an ACCESS database. The intent of this program is to reduce student loan indebtedness for individuals who have graduated in a technology related field, completed an internship with a business located in North Dakota, and b
1	215	North Dakota University System	Teacher Shortage Loan Forgiveness Program	Information is maintained in an ACCESS database. The intent of this program is to reduce a student's loan indebtedness for individuals teaching in North Dakota at grade levels and/or in content areas identified by the Department of Public Instruction a
1	215	North Dakota University System	Teacher Retraining Scholarship	Information is maintained in an ACCESS database. The intent of this program is to encourage elementary/secondary interim emergency license holders to complete an approved North Dakota Education Standards and Practices Board (ESPB) Plan of Study to qual
1	253	School for the Blind	Peachtree	Accounting System- used for internal store for supplies for the blind--
1	301	Department of Health	Automated Survey Processing Environment (ASPEN)	Application is used by Health Facilities Surveyors for all aspects of state and federal survey certification.
1	325	Department of Human Services	Vision	This system determines eligibiity and benefit levels for the Temporary Assistance for Needy Families (TANF) program and determines eligibility for Medicaid for all children and family coverage types (including the de-linked TANF caseload). Vision interfa
1	325	Department of Human Services	Parent Aid System	Data is entered each month by each County that provides Parent Aide Services for each family served. The data includes marital status of the parent, race of the parent, number of children in the family, whether there were any new reports of child abuse a
1	380	Job Service North Dakota	Job Placement and Job Training	Job Placement is the finding of a job for an applicant. Job Training is procuring training for an applicant to make them more likely to obtain employment.

Source: State Information Techology Systems Risk Assessment, May 2002

Applications 5 years in Age or Less

Age in Years	Department		Application Name	Description
1	413	Dept of Financial Institutions	Automated Department Records	The automated system will allow users to maintain, inquire and report information on entities the department regulates and licenses.
1	485	Workers Compensation Bureau	OCF Online Claim Filing System	Online Claim Filing System
1	601	Department of Commerce	Fixed Assets	(EDF) Used to keep track of all fixed assets.
1	601	Department of Commerce	DataMine	(DOC) The database application is currently a combination of databases that contain information on companies, people, available buildings, industrial parks, communities, states, client and project tracking and consultants. It helps provide requested info
1	616	State Seed Department	Business Application-SSAS	The seed department uses a custom business application which does: seed lab, diagnostic lab, field inspection of field seeds, field inspection of potatoes, potato grade inspection, potato winter test, field seed final certification, royalty and mailing l
1	801	Department of Transportation	NCATS (Non Capitalized Asset Tracking System)	Tracks equipment less than $5000. Developed this since the GASB guidelines.
1	801	Department of Transportation	Box Culvert Design Programs and other Fortran Bridge Development Tools	Box Culvert Design Programs and other Fortran Bridge Development Tools. Accessed by Bridge Division. Engineers use this application to help in designing.
1	801	Department of Transportation	Drivers License Automated Testing	Drivers License Automated Testing. Accessed by Drivers License and the Public.
Number of Applications 5 years in age or less:			134	

Source: State Information Techology Systems Risk Assessment, May 2002