



**STATE OF CONNECTICUT
Department of Mental Health & Addiction Services**



Commissioner's Policy Statement & Implementing Procedures

SUBJECT:	Virtual Private Network (VPN) Token Policy
P & P NUMBER:	Chapter 7.5
APPROVED:	Miriam Delphin-Rittmon, Commissioner Date: 10/15/2015
EFFECTIVE DATE:	October 15, 2015 <i>Miriam Delphin-Rittmon</i>
REVISED:	12/18/2013
REFERENCES:	Acceptable Use Policy of STATE OF CT: http://www.ct.gov/best/cwp/view.asp?a=1245&Q=314686 Policy on Security for Mobile Computing and Storage Devices: http://www.ct.gov/best/cwp/view.asp?a=1245&q=394672 State of Connecticut IT policies and technical standards: http://www.ct.gov/best/cwp/view.asp?a=1245&q=253994&doitNav=%7C&bestNavPage=%7C VPN Token Request form located on the DMHAS/IT forms page at http://www.ct.gov/insidedmhas/cwp/view.asp?a=4480&q=525922
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE: The Department of Mental Health and Addiction Services (DMHAS) abides by the policies set forth by the Office of the Commissioner (OOC) and by the Department of Administrative Services /Bureau of Enterprise and Technology (DAS/BEST). The State of Connecticut (SOC) and the Department of Mental Health and Addictive Services (DMHAS) have developed a comprehensive set of acceptable use policies for networking, telecommunications and electronic email.

POLICY: The Information and Technology department (IT) will process request for Virtual Private Network (VPN) access when approved by the appropriate people in order to perform state business. VPN access allows a user to access the State of Connecticut systems from a remote location. The use of VPN Tokens requires permission from multiple parties; The Department of Mental Health and Addictions Services (DMHAS) Chief Executive Officer (CEO), The Commissioner, The director of Information Technology (IT) or their designee's.

PROCEDURE

The use of VPN Tokens is restricted to the following:

- Staff deemed to be “On Call” in order to provide services for the State of Connecticut in relation to their job function
- Scientific and Engineering Services Union Employees (P4) as requested by the IT Manager in order to provide service in an emergency situation
- Executive staff as requested by the Commissioner or his/her designee
- Senior Management and others as requested by facility Chief Executive Officer (CEO) or designee
- Private Non-Profit employee’s as needed to access State of Connecticut (SOC) Systems
- Vendors as needed for supporting our network infrastructure and/or systems

VPN Token Guidelines are as follows:

- No Bargaining unit employee with the exception of “on call” staff and P4 Staff will be granted VPN Tokens unless approved by the DMHAS Human Resources Administrator or his/her designee
- There will be a limit of one (1) token per person
- Upon transfer, dismissal or exit from State of Connecticut (SOC) service the employee must return the token, as well as all other State of Connecticut (SOC) property to the local DMHAS Human Resource Department. The DMHAS Help Desk must be notified when an employee’s token / access is to be disabled.
- Annually the list of token users will be reviewed jointly by the DMHAS Human Resource Department and the IT Department. Once the review is completed it will be sent to the DMHAS CEO or his/her designee for his/her approval or disapproval of the continued use of tokens by each of the users.
- Any token that has not been used within a 12 month period will automatically be removed from the system and the account disabled.
- Having a VPN token does not authorize a person to “Work from home”.

To request a VPN Token the employee must fill out and sign the VPN Token Request form. Once completed, it should be sent to the DMHAS help desk. The DMHAS help desk will get the various approvals based on the guidelines above and they will process the request. The request may take up to three weeks to be completed. The user will receive the token and directions via inter-department mail once completed.