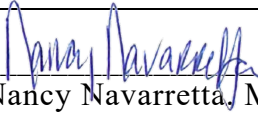




STATE OF CONNECTICUT
Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures



SUBJECT/POLICY NAME:	Software Asset Policy
POLICY CHAPTER	Information Technology
APPROVED BY:	<div style="display: flex; justify-content: space-between;"><div> Nancy Navarretta, MA, LPC</div><div>7/23/25 Date</div></div>
EFFECTIVE DATE:	(indicate original date this policy became effective) DATE: (07/01/2025)
LAST REVISED DATE :	(indicate date existing policy was revised after review, it should be one date). DATE: (07/01/2025)
POLICY OWNER/	Information Technology: Software Librarian

STATEMENT OF PURPOSE: The purpose of this policy is to ensure that software assets are managed properly. This policy outlines the procedures for managing software assets with the Department of Mental Health and Addiction Services. As such, DMHAS will maintain an inventory control of software, establish a uniform policy for the prevention of software copyright infringement, and allow flexibility to respond to changes in a constantly evolving IT business environment.

SCOPE: This policy applies to all purchased or leased software, commercial off-the-shelf software, cloud-based software, mobile application, and open-source software.

DEFINITIONS: For the purpose of this policy, the term “software” shall include, but not be limited to any electronic program, data file, subscription to an electronic service, or operating system necessary to conduct business on an electronic device.

POLICY: The DMHAS Information Technology (IT) Customer Success Manager (CSM) will appoint a Software Librarian. The role of the Software Librarian will be to coordinate and maintain the Department’s software library. The software asset library will serve as a central repository for all purchased software for all departments and locations within DMHAS.

PROCEDURE:

Software Librarian and their Responsibilities

The DMHAS Information Technology Customer Success Manager (CSM) will designate an IT subject matter expert to serve as the Software Librarian for DMHAS. The DMHAS Software Librarian shall maintain the DMHAS's software asset policy, ensuring it contains sufficient internal controls to safeguard state assets, takes steps to prevent internal and external fraud, allows for the periodic (at least annually) inventory of all software assets, ensures that DMHAS is abiding by the terms of all software licenses, and provides a means for concise reporting on the current status of agency software upon request by any auditing or oversight authority. The Software Librarian will also be responsible for being the agency's point of contact for software audits and for submitting an updated copy for Comptroller review any time the agency's software asset policy is modified.

Software Library Structure

The Software Librarian will maintain a Software Asset Library of all purchased software. Once the Department has approved the purchase of a software product or has approved the IT department to build a software program, the following information will be logged into the DMHAS Software Asset Library:

1. Unique Identifier
2. Title of Software
3. Description: software name or functional application
4. Version (if applicable)
5. Manufacturer
6. Software Serial / Registration Number (if available)
7. Acquisition Type (purchased, subscription)
8. Purchase order number
9. Initial Installation Date
10. Current Installation(s) / Location(s) (Data Center or Cloud)
11. Number of Licenses (if applicable)
12. Cost of the purchased software (if applicable)
13. Disposal (transferred, sold, or destroyed)
14. Disposal date

Annual Inventory and Audits of Software

An annual inventory of software assets and audit of the software library will be undertaken, prior to the end of each fiscal year, June 30. This inventory will be used to complete annual inventory requirements related to the CO-59. This will be retained for a period of not less than three years. After each audit, the Software Librarian will update the software library to match the real deployments in the Department. If any deployments violate licensing requirements, they will be rectified immediately, either by acquiring the appropriate licenses or removing unlicensed copies of programs from service.

Software Policy

- Software is protected by the Copyright Act, U.S. Code – Title 17. This act gives the owner of the copyright the exclusive rights to reproduce, sell, and distribute the

Southwest Mental Health Services, 1635 Central Ave, Bridgeport, CT 06110 | Connecticut Mental Health Center, 34 Park Street, N. Haven, CT 06519 | Southeastern Mental Health Authority, 401 W. Thames Street, Norwich, CT 06360 | Capitol Region Health Services, 500 Vine Street, Hartford, CT 06112 | Western Connecticut Mental Health Services, 55 West Main Street, Waterbury, CT 06702 | River Valley Services, 351 Silver Street, Middletown, CT 06457 | Connecticut Valley Hospital, 1000 Silver Street, Middletown, CT 06457 | Whiting Forensic Hospital, 70 O'Brien Drive, Middletown, CT 06457

copyrighted work. The DMHAS will comply with all provisions of this law.

- All software license agreements must be reviewed and understood by the DMHAS IT and Legal departments. Software must be evaluated by DMHAS stakeholders and IT for technology compliance and security risks. Software purchases must be approved by the DMHAS Health Information Technology Committee. Upon purchasing or license of the software, DMHAS has the right to use it in accordance with the terms of the software license.
- All software either purchased or leased by the State of Connecticut will be registered with the software issuer as licensed to the **State of Connecticut** (preferred) or **State Agency Name** if required by the terms of the license agreement (for example, to qualify for an educational discount).
- The DMHAS shall provide software licenses for all programs necessary to meet their needs in accordance with copyright law. The use of this software is restricted to conducting the state's business.
- Only DMHAS authorized software shall be installed or used on state-owned or leased hardware. The use of unlicensed software copies (software used in violation of the software license), personally owned software, and unauthorized open source or shareware software is strictly prohibited.
- The DMHAS will enforce internal controls to prevent the making or using of unauthorized software copies, including measures to verify compliance with these standards and appropriate disciplinary actions for violations of these standards. DMHAS will comply with all BITS/CIO policies regarding software and licensing or adopt agency policies with similar internal controls to ensure best practices regarding software and emerging technologies are applicable across state political subdivisions.

Shareware / Demonstration Software

The DMHAS prohibit installation of any shareware, freeware, or demonstration software by DMHAS employees. The DMHAS will restrict user's access to loading unauthorized programs to state-owned devices.

Personal Software

Personal software is software that is **not** licensed to the State of Connecticut or one of its subdivisions is strictly prohibited. Personal software may not be installed on any computer owned or leased by the State or the Federal Government or purchased with Federal Funds for use by the State. Any installation of personal software may compromise the integrity of the State's compliance with copyright laws and/or security protocols. Refer to Office of Policy and Management [Acceptable Use of State Systems Policy \(ct.gov\)](#) as well any applicable BITS/CIO policies.

Software Reporting

The DMHAS Software Library will contain all categories of software including perpetual capital, subscription capital, controllable, subscription controllable, non-capital, subscription non-capital. Subscription software will only be included in the software library during the life of the subscription. Once the subscription expires, it will be removed from the DMHAS Software

Library:

- Software Subscriptions (Capitalized SBITA) are capitalized for GAAP reporting purposes and reported on the CO-59 if they meet the threshold and are longer than 12-months. •
- Software not identified as a SBITA and meeting the capital threshold will be reported on the CO-59. This asset is identified as Software (Capitalized) Owned by State and will include all non-subscription capitalized software listed in the CTDOT software library.
- Software Perpetual (Non-Capital) Software not identified as SBITA and does not meet the capital threshold. This asset identification previously identified as Licensed Software will include all non-subscription and non-capital software listed in the CTDOT software library.

Agency Responsibilities

Software Librarian:

- Oversee software licensing, procurement, licensing, and deployment.
- Conduct annual technical software audits to assess compliance with DMHAS, state, and federal technology environment and regulations.
- Inform Asset Management unit of new software asset procurement.
- Inform Asset Management unit of software assets decommission
- Ensure compliance with software regulations and vendor agreements
- Tags software licenses (if applicable)
- Maintains CORE-CT software asset records.
- Maintain the DMHAS Software Asset Policy

Employees:

- Comply with all software license agreements
- Use software only for authorized purposes
- Report any software-related issues (procurement, licenses, sunseting) to the Director of the Division of Technology Service (DTS)

Disposal of Software and Retirement Process

When it is determined that the software is no longer needed by DMHAS, the software will be listed on the DAS Surplus System and after approval be removed from the inventory as follows. The Software Librarian will make the final determination on disposal and will provide a procedure to remove any licensed copies of that software from the corresponding hardware. All disposal of software must conform to the software publisher's or manufacturer's license agreements or copyright agreements.

The software media and associated documentation will then be removed from the agency software inventory and library.

The DMHAS will remove all software from the computer's hard drive(s) before the equipment is listed with the DAS Surplus Administration.

Items will remain on the Software Library inventory record until the final disposition has been reached.

REFERENCES:

Connecticut Office of the State Comptroller Property Control Manual