



Information Resources Corrective Action Plan

2024 Instructions

DIR must review¹ responses to the Information Resources Deployment Review (IRDR) to ensure agency compliance with state technology standards and statutes, and the State Strategic Plan.

An **Information Resources Corrective Action Plan (IRCAP)** must be submitted by any state agency found non-compliant in any area of Part 2 of the IRDR. Please note that each area of non-compliance requires an IRCAP, so you may have multiple IRCAPs to complete.

State agencies must submit IRCAPs by **May 31, 2024**. DIR must report the status of agency IRCAPs to the State Auditor's Office and the Legislative Budget Board.² DIR may report to the Governor and the presiding officer of each house of the Legislature that an agency's IR deployment decision is not in compliance with the State Strategic Plan, IR-related statute, or department rules.

Please prioritize your 2024 IRCAPs and submit them by the May 31 deadline. This is also a good time to review and update open IRCAPs from 2020 or 2022 that are delayed or still in progress.

How to Review and Complete Your 2024 IRCAPs

1. Log into [SPECTRIM](#).
2. In the IRM Links section to the left, click **IRCAP Records**. This will take you to the IRDR Remediation Plans page.
3. Refine your search under **Status** by clicking the **Not Started/Draft Plan** and **In Process checkboxes**. Click the **Apply** button below. You will be given a list of the open IRCAPs to be completed.
4. Click a **Remediation Plan ID** (the first column) to view or edit an IRCAP.
5. The IRCAP components are displayed in the **Plan Details section**, including proposed steps to compliance, estimated cost, and estimated start/completion dates. Complete each component, providing as much detail as possible. Items marked with a red asterisk are required.
6. You may delegate the IRCAP to another SPECTRIM user in the **Workflow section**.
7. You may use the **Milestones** and **Comments sections** as needed to monitor your agency's progress toward compliance.
8. Save the IRCAP record at any time under **Actions > Save** (or **Save and Close**).
9. When you have completed all the components of an IRCAP, click **Actions > Submit Plan**. This completes the submission of that IRCAP.
10. When you have submitted **all** your agency's assigned IRCAPs, we will confirm your submission(s) and notify you of next steps.

¹ See Government Code Section [2054.097](#).

² See Government Code Section [2054.097 \(a-1\)](#).

11. When you have completed your plan, or if you believe your agency is already in compliance on a question, you may enter dates in the **Actual Start Date** and **Actual Completion (Compliance) Date** fields then save. At that point, the status of the IRCAP will automatically be **Closed**.

For More Information

For further details, see DIR's [IRDR and IRCAP webpage](#). For questions about the IRCAP process or your agency's IRCAP submissions, please contact IRDR@dir.texas.gov. Direct questions on the SPECTRIM sign-on process to GRC@dir.texas.gov.