



2024 Information Resources Deployment Review Frequently Asked Questions

What does DIR do with the information collected from the IRDR?

DIR uses the IRDR to produce several legislatively mandated reports, including the [Biennial Performance Report](#) and [Cybersecurity Report](#).

Are the IRDR responses confidential?

DIR complies with the [Texas Public Information Act](#) for all public information requests. Due to the inherently sensitive nature of system-level cybersecurity information, DIR treats the information collected through the IRDR as confidential and will request a decision from the Office of the Attorney General for all public information requests seeking IRDR information.

What is the deadline to submit our IRDR?

The mandatory statutory deadline for submission is no later than Sunday, **March 31, 2024**.

What should we do if our organization is not required to submit the IRDR, but would like to report our results voluntarily?

You can email IRDR@dir.texas.gov to obtain additional instructions for completing the IRDR through SPECTRIM.

If my organization voluntarily submits its IRDR through SPECTRIM, could we be subject to potential audits based on the responses?

IRDR responses are not currently audited by any external agencies; however, responses may be subject to audits depending on individual agency policies.

How do I access SPECTRIM?

DIR opens SPECTRIM for 2024 IRDR data entry in January 2024. You may [log in to SPECTRIM](#) at any time to view your agency's past IRDR responses. For help with SPECTRIM, email GRC@dir.texas.gov.

Is it possible to obtain additional credentials for doing data entry?

Yes. Email GRC@dir.texas.gov and provide the email addresses needing access to your agency's IRDR questionnaire.

I'm a SPECTRIM user, but I can't edit any of the content. What do I do?

The agency's Information Resources Manager (IRM) is the designated IRDR submitter and must select your account using the **Delegated to** field in SPECTRIM before you can edit the IRDR content.

Can you have more than one person delegated to and/or as a reviewer in SPECTRIM?

Yes. You can have multiple active SPECTRIM users in both the **Reviewer** and **Delegated to** fields, provided they have appropriate credentials to access the IRDR. However, only one user can edit the IRDR at a time.

What is an IRCAP, and how does it relate to the IRDR?

An Information Resources Corrective Action Plan (IRCAP) is a detailed plan that outlines the steps and timeframe for an agency to achieve compliance with state IR standards. Part 2 of the IRDR is the basis from which IRCAPs are launched; if an agency is out of compliance with a requirement of Part 2, the agency will be required to submit an IRCAP no later than **May 31, 2024**.

Where can I find my agency's previous IRDR and IRCAP responses?

You can access your agency's previous IRDR and IRCAP responses at any time through SPECTRIM. You can also export the content into various file formats.

Is it possible to print the IRDR questions?

Yes. You can find a PDF of the IRDR instructions on the [IRDR webpage](#) or under the resources pane of the IRDR dashboard in SPECTRIM.

Can previous IRDR and IRCAP responses be printed?

Yes. Use the **Export function**, in the upper-right hand-corner of the IRDR questionnaire in SPECTRIM to export your responses to various file formats.

Why are some answers already filled out in my questionnaire?

To reduce the burden on agencies, DIR prepopulated agency responses from the previous IRDR for several questions; please ensure the responses are still accurate.

For agencies participating in the statewide data center, DIR linked, through an applications programming interface (API), the devices inventory in ServiceNow to SPECTRIM. The API updates the IRDR devices inventory daily to synchronize it with the ServiceNow devices inventory. It does not update the IRDR applications inventory. You must carefully review and update both the devices and applications inventories to ensure that both are accurate and complete.

Are institutions of higher education (IHEs) required to complete the IRDR?

IHEs are required to complete an electronic information resources (EIR) agency accessibility survey. IHEs meet this requirement by submitting IRDR Sections 1.03, 2.02, and 2.03 through SPECTRIM. IHEs are only required to submit these sections of the IRDR to DIR.