



# CDC UNIFIED PROCESS PROCESS GUIDE



## SDN APPLICATION HOSTING

### Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the [SDN Application Hosting](#) process as it applies to project teams.

### Process Overview

The Secure Data Network (SDN) allows field staff, researchers, and public health partners to securely exchange data that is considered Controlled Unclassified Information (CUI) or critical in nature with Center/Institute/Office (C/I/O) programs. The SDN also provides access to critical CDC tools, program applications, and sensitive or critical data resources that can be conveniently implemented by programs. For additional information about the Secure Data Network and all the services it provides, please refer to the [CDC UP Secure Data Network Overview Guide](#).

The Secure Data Network's **application hosting service** provides an environment to host applications containing information considered to be sensitive but not classified or critical in nature. SDN application hosting services are distinguished from other application hosting services that are offered within the Center/Institute/Office (C/I/O) because the SDN provides the highest level of authentication and authorization of all the available environments. In addition to the production hosting environment, SDN also includes system integration support, which allows users to develop and test applications that will eventually be hosted in the SDN production environment. Programs building SDN-enabled applications will frequently connect to their back end test systems or databases through the SDN test environment.

If your project involves deploying an information system that will be accessed by external users and must be hosted in an environment with a high-level of security controls, your application may be a candidate for SDN hosting. If you are not sure if your application needs to be hosted on the SDN, contact the SDN team. Contacting the SDN team in the planning phase of your project prior to defining your system's architecture will help to increase the efficiency and effectiveness of integrating your system into SDN.

### Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

| PROCESS ATTRIBUTE                       | DESCRIPTION  |
|---|--|
| Process Owner(s)                        | SDN Team   |
| Process Criteria                        | All IT systems that exchange sensitive, but not classified, data with partners.                                    |
| Timing of Process in Project Life Cycle | Planning Phase   |
| Estimated Level of Effort               | Depending upon the type and size of the project it requires approximately between 15-45 days to test and deploy an |



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| PROCESS ATTRIBUTE             | DESCRIPTION   |
|-------------------------------|---|
|                               | application to the SDN environment.<br><br>This time includes meeting and communicating with the SDN team. It excludes person to person communications external to SDN.   |
| <b>Associated Costs</b>       | No costs to the project for hosting services. Other costs consist of the estimated level of effort described above.   |
| <b>Process Prerequisites</b>  | <ul style="list-style-type: none"> <li>Conducting a system characterization and data categorization to determine the sensitivity or integrity of your project's data.</li> <li>An application Vulnerability Assessment (VA) must be completed. Programs must take remediation steps as advised by OCISO on any critical security deficiencies before deployment into the production environment.</li> </ul> |
| <b>Process Dependencies</b>   | OCISO Certification and Accreditation (C&A), Security Change Risk Assessment ( <a href="#">CRA</a> ) and <a href="#">VA</a> , and <a href="#">Change Management</a>   |
| <b>Related Systems/Tools</b>  | None  |
| <b>Available Training</b>     | None  |
| <b>Additional Information</b> | None  |

### Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

| NATIONAL CENTER                                       | ROLE                       | NAME         |
|---|----------------------------|--------------|
| National Center for Public Health Informatics (NCPHI) | Operations Project Manager | Peter Cheung |

### Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

### Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

| ACTIVITY  | RELATED DOCUMENTS/TOOLS  | PERFORMED BY    |
|---|--|-----------------|
| 1. Email the SDN Operations Manager in NCPHI to schedule a meeting to determine if your project's application needs to be hosted on the SDN. To minimize the impact to your project of unforeseen requirements, this should be done prior to developing your system's architecture. | <a href="#">CDC UP Applications Hosting Overview Process Guide</a> | Project Manager |



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| ACTIVITY  | RELATED DOCUMENTS/TOOLS   | PERFORMED BY    |
|---|---|-----------------|
| 2. If it is determined that your application does not need to be hosted on the SDN, you will be directed to contact your program's Information System Security Officer (ISSO) and your program's Technical Service Executive (TSE) to host the application in another environment.  |   | Project Manager |
| 3. If it is determined that your application needs to be hosted on the SDN, complete the process dependencies above as applicable. Here are several items you will have to consider and discuss with the SDN team. <ul style="list-style-type: none"> <li>• The amount and sensitivity of data in your application.</li> <li>• The architecture of the application (e.g., platform, application server, database server).</li> <li>• The projected utilization of the application (e.g., number of end users).</li> <li>• The expected availability of the application (e.g., 24 x 7 availability).</li> <li>• The database host - either Mid-Tier Data Center (MTDC) for more sensitive information or is a Designated Server Site (DSS) for less sensitive information.</li> <li>• The user login procedures for your application (e.g., will users be able to access the application directly after logging into the SDN or will a second level login be required).</li> <li>• The project's schedule (e.g., testing and deployment dates).</li> </ul> |   | Project Manager |
| 4. Prior to deploying, a Vulnerability Assessment will be required to ensure that your C&A requirements have been met.  |   | Project Manager |
| 5. When you are in the process of deploying your application to the SDN, begin the user enrollment and digital certificate process.   | <a href="#">CDC UP SDN User Enrollment and Digital Certificate Management Process Guide</a> | Project Manager |
| 6. Once the application has been deployed, notify the SDN team whenever a change is being made to the application by submitting a Change Request to <a href="mailto:SDNChangeTeam@cdc.gov">SDNChangeTeam@cdc.gov</a> .  |   | Project Manager |



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### Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

