

Source Code Management Policy

Version	Approval Date	Owner
1.2	November 8, 2019	Chief Information Security Officer

1. Purpose

This policy establishes the requirements for HealthShare Exchange (HSX) to manage source code, ensure proper version control, manage associated documentation and mitigate risk of loss of source code.

2. Scope

This policy applies to all source code assets supporting, or necessary to support, the HSX exchange systems, including but not limited to actual source code, technical specifications, business requirements documents, program elevation documentation, release notes and any other necessary supporting documentation.

3. Policy

HSX shall take deliberate actions to minimize risks to HSX systems resulting from loss of source code versions and associated documentation. HSX shall also take action to ensure that HSX source code and associated documentation remain HSX property in the event that HSX severs its relationship with its source code development partner.

Source Code Management Requirements:

- All HSX contracts shall include provisions that source code developed for HSX shall be “work made for hire” with HSX retaining all rights and title to the source code and related documentation. HSX shall require all business partners contracted to develop source code to:
 - Utilize and maintain an industry standard source code management system following industry best practices for source code control and change management.

- Maintain the coordination of all elements of program changes within the same “packaged elevation” at a level necessary for coordinated deployments and back outs in the event of a production error or failure. Such elements to include, but not limited to releases, code branches, etc.
- Maintain all necessary documentation linked or attached to the appropriate source code assets / packages. Such documentation to include, but not limited to technical specifications, business requirements, program elevation instructions and release notes.
- Maintain version control over source code assets to support recovery from prior versions
- Maintain appropriate segregation of responsibilities between developers and source code librarian functions at a level necessary to protect source code from unauthorized changes.
- Maintain appropriate version control between production, test and development libraries.
- Manage deployments consistent with *HSX Change Management Policy*, requiring HSX written approval prior to any source code elevation to production.
- Additionally, protect source code from unintended loss by:
 - Ensuring that production, development and test libraries cannot be altered without appropriate approvals
 - Ensuring that backup copies of source code management system are taken daily and rotated to off-site protected storage
- Provide HSX with a full and recoverable backup copy of the source code libraries and related documentation noted within this policy in an agreed upon media and format. Frequency of these backups shall be aligned with authorized deployment schedules and shall be provided business partner shall provide to HSX within five (5) business days following deployment.
- Provide HSX with agreed upon statistics for each backup file to facilitate reconciliation; such statistics to be mutually agreed upon based on capabilities.
- HSX shall maintain the source code backup files as a secondary backup to HSX’s business partner(s). HSX shall:
 - Maintain a log of all backups received to include date received, version information, date deployed, and reference to HSX change management ticket number maintained within its change management system.
 - Label all media for ease of identification. At minimum include date received, deployment date and change management ticket number.

- Retain source code backup files for all major releases for one (1) year. Additionally, retain the current version plus three (3) prior versions of the source code backup files.
- Reconcile backup statistics provided with files received and perform a high-level comparison to prior files received.
- Store backup files off-site.

4. Procedures

None

5. Enforcement

It is the responsibility of HSX Technical Operations to ensure that backup files are received within five (5) business days of deployment. HSX Technical Operations is responsible for escalation through defined channels when necessary.

It is the responsibility of source code development partners to establish and maintain source code management controls, source code management systems and appropriate segregation of responsibilities in accordance with this policy.

HSX does not currently develop source code nor does HSX plan to develop source code in the foreseeable future. In the event that HSX does intend to develop source code in the future, then HSX shall ensure that this policy is revised to require HSX to meet the requirements of this policy at the same level required of its business partners contracted to develop source code.

6. Definitions

For a complete list of definitions, refer to the *Glossary*.

7. References

Regulatory References not applicable at this time.

Policy Owner	Information Technology	Contact	Brian.Wells@healthshareexchange.org
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Related Documents	Change Management Policy Configuration Management Policy Glossary Risk Management Plan Risk Management Policy		