



Colorado Department
of Public Health
and Environment

Data Use Agreement

This Data Use Agreement is between the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and Colorado Access. WIC allows data sharing under CFR 246.26(d). Colorado Access will use WIC participant information to match with Medicaid clients records and do outreach to Medicaid clients not currently enrolled in WIC. Colorado Access will work with local WIC agencies whose services areas overlap with those of Colorado Access to gather data and determine the method for outreach.

Colorado WIC Program (Data Owner) Obligations:

- a. The Colorado WIC Program may provide the following types of information to COLORADO ACCESS:
 - Participant name
 - Participant WIC ID number
 - Participant date of birth
 - Address
 - Parent or endorser's name
 - Primary language spoken
 - Participant ethnic origin
 - Phone number
 - Gender
 - Medicaid participant number
 - Date of last WIC visit
 - Date of next WIC visit
 - Clinic location
- b. Colorado WIC Program staffs obtain the endorser/participant's signature on the *CO WIC Participant Rights and Responsibilities*. This signature indicates permission for the Colorado WIC Program to share information collected at the WIC visit with Colorado Access.
- c. The Colorado WIC Program staffs shall provide the WIC participant information in the format requested by Colorado Access and mutually agreeable to both parties.

Colorado Access (Data User) Obligations:

- a. COLORADO ACCESS will use and disclose the WIC participant information only for the purposes specified above.
- b. COLORADO ACCESS shall limit access to confidential information strictly to those individuals or classes of individuals who shall have access in order to perform the purposes specified above.
- c. When requesting confidential WIC participant information from WIC, COLORADO ACCESS staff will indicate the specific data elements requested and the desired format (paper or electronic).
- d. COLORADO ACCESS agrees to exercise appropriate administrative, technical and physical safeguards to protect the data from any unauthorized use or disclosure not provided for in this Agreement.
- e. In the event that a privacy or security breach occurs of the file(s) provided by Colorado WIC Program, Colorado Access shall notify the CDPHE Privacy Officer and provide de-identified information as to the date(s), the cause, the actions taken to prevent re-occurrence, and the number of individuals involved
- f. No confidential WIC participant information shall be publicly released.

Signed by: _____

Date: _____

1/31/17

Director, Colorado WIC Program

Signed by: _____

Date: _____

1/31/2017

Director, Colorado Access