



Data Use Agreement

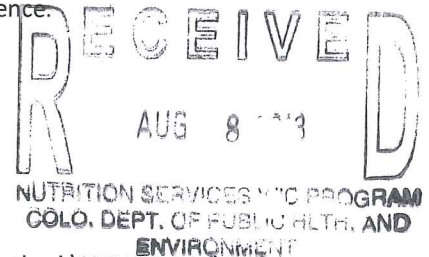
This Data Use Agreement is between the Colorado Women, Infants and Children Special Supplemental Nutrition (WIC) Program, located within the Colorado Department of Public Health and Environment, and the Expanded Food and Nutrition Education Program (EFNEP) and CSU-Extension Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Program, located within Colorado State University. EFNEP and CSU-Extension SNAP-Ed Program staff will use confidential WIC participant information solely for the purposes of conducting outreach, referral, and/or eligibility determination.

Colorado WIC Program (Data Owner) Obligations:

- a. The Colorado WIC Program may provide the following types of information to EFNEP and CSU-Extension SNAP-Ed Program staff:
 - Participant name
 - Participant WIC ID number
 - Participant date of birth
 - Participant address
 - Parent or endorser's name
 - Primary language spoken
 - Participant ethnic origin
 - Phone number
 - Gender
 - Height/date
 - Weight/date
 - Hematocrit/hemoglobin
 - Participant's nutrition risk factors
 - Date of last WIC visit
 - Date of next WIC visit
 - Last WIC benefit date
 - Household gross income
 - WIC 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 WIC participant information collected at the WIC visit with EFNEP and the CSU-Extension SNAP-Ed Programs.
- c. The Colorado WIC Program staffs shall provide the WIC participant information in the format requested by the EFNEP and CSU-Extension SNAP-Ed Programs and mutually agreeable to both parties.

EFNEP/CSU-Extension SNAP-Ed Program (Data User) Obligations:

- a. The EFNEP and CSU-Extension SNAP-Ed Programs will use and disclose the WIC participant information only for the purposes specified above.
- b. The EFNEP and CSU-Extension SNAP-Ed Program 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, the EFNEP and CSU-Extension SNAP-Ed Program staffs will indicate the specific data elements requested and the desired format (paper or electronic).
- d. The EFNEP and CSU-Extension SNAP-Ed Programs agree 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. The EFNEP and CSU-Extension SNAP-Ed Programs agree to report to the Colorado WIC Program any use or disclosure of the confidential information that violates either this Agreement or applicable state or federal regulations within 48 hours following identification of such occurrence.
- f. No confidential WIC participant information shall be publicly released.





Signed by: Patricia Dandak

Date: 8-6-13

Director, Colorado WIC Program

Signed by: Susan A. Baker

Date: August 6, 2013

Director, Expanded Food and Nutrition Education Program (EFNEP)
and the CSU-Extension Supplemental Nutrition Assistance
Program-Education (SNAP-Ed) Program

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