



**Data Use Agreement**

This Data Use Agreement is between the Colorado Women, Infants and Children Special Supplemental Nutrition (WIC) Program and the Family Planning Program of Colorado, co-located within the Colorado Department of Public Health and Environment. The Family Planning Program will use 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 Family Planning Program:
  - 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
  - Participant's nutrition risk factors
  - Height/date
  - Weight/date
  - Hematocrit/hemoglobin
  - Medicaid participant number
  - Date of last WIC visit
  - Date of next WIC visit
  - Last WIC benefit date
  - Household gross income
  - 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 Family Planning Program.
- c. The Colorado WIC Program staffs shall provide the WIC participant information in the format requested by Family Planning Program and mutually agreeable to both parties.

**Family Planning Program (Data User) Obligations:**

- a. Family Planning Program will use and disclose the WIC participant information only for the purposes specified above.
- b. Family Planning 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, Family Planning Program staff will indicate the specific data elements requested and the desired format (paper or electronic).
- d. Family Planning Program 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. Family Planning Program agrees 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 Dandolk Date: 2-18-13

Director, Colorado WIC Program

Signed by: Jody Camp Date: 2/15/2013

Unit Manager, Family Planning Program