



Data Use Agreement

This Data Use Agreement is between the Colorado Women, Infants and Children Special Supplemental Nutrition (WIC) Program and the Health Care Program for Children with Special Needs, co-located within the Colorado Department of Public Health and Environment. The Health Care Program for Children with Special Needs 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 Health Care Program for Children with Special Needs:
 - 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 Health Care Program for Children with Special Needs.
- c. The Colorado WIC Program staffs shall provide the WIC participant information in the format requested by Health Care Program for Children with Special Needs and mutually agreeable to both parties.

Health Care Program for Children with Special Needs (Data User) Obligations:

- a. Health Care Program for Children with Special Needs will use and disclose the WIC participant information only for the purposes specified above.
- b. Health Care Program for Children with Special Needs 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, Health Care Program for Children with Special Needs staff will indicate the specific data elements requested and the desired format (paper or electronic).
- d. Health Care Program for Children with Special Needs 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. Health Care Program for Children with Special Needs 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 Dawiduk Date: 2-18-13

Director, Colorado WIC Program

Signed by: Jennifer M. Munthal Date: 2/15/2013

Unit Manager, Health Care Program for Children with Special Needs