**DATA SHARING AGREEMENT**

BETWEEN

**[AUXILIARY PARTY]**

AND

**COLERIDGE INITIATIVE**

AND

**[AUXILIARY PARTY]**

This Memorandum of Understanding and Data Sharing Agreement (this “Agreement”) is made by and between the **[AUXILIARY PARTY]** (“XXX”) having its offices at [ADDRESS], and **The Coleridge Initiative** (“CI”), having its offices at 370 Jay Street, 12th Floor, Brooklyn, NY 11201, and **[AUXILIARY PARTY]** (“XXX”) having its offices at [ADDRESS], or collectively (“Parties”)

WHEREAS, the Coleridge Initiative is a not for profit organization with the mission of building the capacity needed to accelerate the effective use of new data by delivering applied data analytics programs for programmatic evaluations using administrative data in a secure computing environment.

WHEREAS, [AUXILIARY PARTY] [AUXILIARY PARTY MISSION STATEMENT].

WHEREAS, [AUXILIARY PARTY] [AUXILIARY PARTY MISSION STATEMENT].

WHEREAS, by sharing data, the Parties can improve the services by which they support citizens’ career objectives.

In consideration of the mutual promises contained herein, The Parties agree as follows:

**Section 1. Purpose of the Agreement**

The Parties enter this Agreement to securely share data and to securely analyze data outlined in Exhibit A during a training class in data analytics and/or for the purpose of state and federal programmatic evaluation. The training shall consist of data management, record linkage, data visualization and machine learning. During the training, the data will appear to training participants as de-identified and hashed record-level data. Employees other than from the Parties may participate in the training. The detailed Scope of Work of the training is attached hereto as Exhibit B and is incorporated by reference herein. In case of data use for programmatic evaluations, the scope is defined by **[AUXILIARY PARTY]** outlined in Exhibit B as well.

**Section 2. Consideration**

There are no costs associated with this Agreement. The Parties are making promises, as defined in this Agreement.

**Section 3. Term**

This Agreement is effective from **[START DATE]** to **[END DATE].**

**Section 4. Data Management**

**[AUXILIARY PARTY]** shall provide the data set described in Exhibit A to CI for the purpose set forth in Exhibit B. **[AUXILIARY PARTY]** shall retain ownership of any rights it may have in the Data, and CI does not obtain any rights in the Data other than as set forth herein.

CI shall not use the Data except as authorized under this Agreement. The Data will be used solely for the purpose outlined in Exhibit B by CI’s employees, fellows, students, and agents (“CI Personnel”) that have a need to use, or provide a service in respect of, the Data in connection with the scope of work and whose obligations of use are consistent with the terms of this Agreement (collectively, “Authorized Persons”). A list of authorized persons is attached in Exhibit C. CI agrees to submit changes to the list to **[AUXILIARY PARTY]** as those changes occur. Changes to the list do not require a formal Amendment to this Agreement and may be made by separate writing between the Parties by their designated representatives. Each of the authorized persons identified on Exhibit C shall sign a “Confidentiality Statement.” The Confidentiality Statement is set forth as Exhibit D. Exhibit D is hereby incorporated into and made a part of this Agreement.

Except as authorized under this Agreement or otherwise required by law, CI agrees to retain control over the Data and shall not disclose, release, sell, rent, lease, loan, or otherwise grant access to the Data to any third party, except Authorized Persons, without the prior written consent of **[AUXILIARY PARTY]** .

CI agrees to establish appropriate administrative, technical, and physical safeguards to prevent unauthorized use of or access to the Data and comply with any other special requirements relating to safeguarding of the Data. CI’s system is FedRAMP compliant. The Parties shall coordinate to achieve encryption of the data in motion and at rest. Hashing is required in case data includes PII. All security measures and the protocol for secure transmission of the data is described accurately in Exhibit E.

**Section 5. Applicable Laws**

CI agrees to use the Data in compliance with all applicable laws, rules, and regulations, as well as all professional standards applicable to programmatic policy evaluations. All applicable laws and additional requirements by **[AUXILIARY PARTY]** shall be denoted in Exhibit F.

**Section 6. Security Incident and Notification**

A “Security Incident” occurs when any of the Parties has reason to believe that there either was or may have been unauthorized access to any of the data, damage caused to any of the data or theft of any of the data. CI shall notify **[AUXILIARY PARTY]** of a Security Incident within two hours of discovery. By default CI follows FedRamp protocol for managing incidences outlined in Exhibit E. All parties shall communicate until the Security Incident ends.

**Section 7. Entire Agreement**

The Parties agree that this Agreement is the entire agreement between them with respect to the subject matter hereof and that this Agreement supersedes any previous statements or agreements between them, whether oral or written.

**Section 8. Funding Cancellation**

This Agreement is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the agreement between the Parties to commit resources to implement this Agreement. Unless otherwise agreed in writing, each Party shall bear its own costs in relation to this Agreement. Expenditures by each Party will be subject to each Party’s budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies.

**Section 9. Modification**

CI understands that **[AUXILIARY PARTY]** may request modification of this Agreement to reflect any changes in its policies, procedures or as otherwise required by federal or state law, by an Amendment to this Agreement. CI may request modification of this Agreement. Any amendment to this Agreement shall be executed in the same manner as the Agreement.

**Section 10. Renewal of Agreement**

The Parties may renew this DSA for a term of **[NUMBER OF YEARS]** years. Such renewal shall be in writing and shall become part of this agreement when properly executed by all Parties.

**Section 11. Termination**

Any Party may terminate this Agreement for any reason by providing the other Party written notice of termination thirty (30) days in advance of the termination date. Within thirty (30) days of the termination of this Agreement, CI shall provide to **[AUXILIARY PARTY]** a Certificate of Destruction, showing all data to have been destroyed.

**Section 12. Confidentiality of Information**

CI understands and agrees that data, materials, and information disclosed to CI may contain confidential and protected information. CI covenants that data, material, and information gathered, based upon or disclosed to CI for the purpose of this Agreement will not be disclosed to or discussed with third parties without the prior written consent of **[AUXILIARY PARTY]**.

If any Social Security number(s) is/are disclosed by CI, CI agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims

and expenses for which it is liable under the terms of this Agreement.

**Section 13. Indemnification**

CI agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all third party claims and suits including court costs, attorney’s fees, and other expenses caused by any act or omission of CI, if any, in the performance of this DSA. The **[AUXILIARY PARTY]** shall not provide such indemnification to CI.

The undersigned authorized Officials of Provider and Recipient expressly represent and affirm that the contents of any statements made herein are truthful and accurate and that they are duly authorized to sign this Agreement on behalf of their institution.

**[AUXILIARY PARTY]:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CI:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit A: Data Requirements**

ADRF preferes a specific format of data being transferred. This allows CI to compare the data of **[AUXILIARY PARTY]** similar administrative data from other state and federal agencies in the training program. The schema depends on the specific data being transmitted and is outlined in the following. If Data from **[AUXILIARY PARTY]** is not aligned with the ADRF dictionaries please outline the data dictionary in Exhibit A.

**[INSERT DATA DICTIONARY]**

Labor market data:

We recommend structuring labor market data using the LEHD structure for UI wage records and QCEW data according to Standard Operating Procedures 3015.1 and Standard Operating Procedures 3020.4 ES-202. Direct identifiers need to be hashed.

*De-identified LEHD UI-Wage File Layout (Round to the nearest dollar; do not include decimals or fractions in fields containing dollars)*

|  |  |  |  |
| --- | --- | --- | --- |
| Hashed\_SSN | De-identified Social Security Number | 64 | A hashed 9-digit code indicating each worker's Social Security. Numeric. Do not include hyphens. |
| Hashed\_name\_first | Reference Worker's De-identified First Name | 64 | The hashed first name of the reference worker if known. Left justify blank fill. |
| Hashed\_name\_middle | Reference Worker's De-identified Middle Initial | 64 | The hasehd middle name of the reference worker if known. Left justify blank fill. |
| Hashed\_name\_last | Reference Worker's De-identified Last Name | 64 | The hashed last name (surname) of the reference worker if known. Left justify blank fill. |
| State | Reference State | 2R | 2-digit FIPS State code for the location of establishment. (See http://129.6.13.40:80/fipspubs/cocodesstates.htm). Right justify zero fill. |
| Empr\_no | UI Account Number | 10R | State Employment Security Agency Identification number for the employer (UI account). Right justify zero fill. |
| Seinunit | Reporting Unit Number | 5R | Reporting Unit Number. Right justify zero fill. If unknown zero fill. |
| EIN | Employer Identification Number (EIN) | 9R | Federal Employer Identification Number (EIN). Numeric right justified. If EIN is unknown zero fill. |
| Year | Reference Year | 4 | Four digits of the calendar year covered by the report. Numeric. |
| Quarter | Reference Quarter | 1 | Quarter identification number within the data year. 1=First calendar quarter (January to March), 2=second calendar quarter (April to June), 3=Third calendar quarter (July to September), 4=Fourth calendar quarter (October to December) |
| Wage | Quarterly Wages | 10R | The total amount of wages (both taxable and non-taxable) paid to the Reference Worker during the entire reference quarter that are subject to Unemployment Insurance taxes. The wages for all worksites should match the wages paid that are reported on that States' Quarterly Contribution Report. Numeric (no $signs or commas) right-justified zero fill. If no wages were paid zero fill. Round to the nearest dollar (Omit cents). |
| Hours | Hours | 3R | Hours worked in the quarter if available. Right justify zero fill. If unknown zero fill |
| Weeks | Weeks | 3R | Weeks worked in the quarter if available. Right justify zero fill. If unknown zero fill |
| Filler | Filler | 10 | blank |

*Standard Enhanced Quarterly Unemployment Insurance (EQUI) File Layout*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start** | **End** | **Length** | **A/N** | **Data Element** |
| 1 | 1 | 1 | A | Transaction Code |
| 2 | 3 | 2 | N | State FIPS Numeric Code |
| 4 | 7 | 4 | N | Year |
| 8 | 8 | 1 | N | Quarter |
| 9 | 18 | 10 | N | UI Account Number |
| 19 | 23 | 5 | N | Reporting Unit Number |
| 24 | 32 | 9 | N | EIN (Employer Identification Number) |
| 33 | 42 | 10 | N | Predecessor UI Account Number |
| 43 | 47 | 5 | N | Predecessor Reporting Unit Number |
| 48 | 57 | 10 | N | Successor UI Account Number |
| 58 | 62 | 5 | N | Successor Reporting Unit Number |
| 63 | 97 | 35 | A | Legal/Corporate Name |
| 98 | 132 | 35 | A | Trade Name/DBA |
| 133 | 167 | 35 | A | UI Street Address--Line 1 |
| 168 | 202 | 35 | A | UI Street Address--Line 2 |
| 203 | 232 | 30 | A | UI Address--City |
| 233 | 234 | 2 | A | UI Address--State |
| 235 | 239 | 5 | A | UI Address--5-Digit ZIP Code |
| 240 | 243 | 4 | A | UI Address--ZIP Code Extension |
| 244 | 278 | 35 | A | Physical Location (PLA) Street Address--Line 1 |
| 279 | 313 | 35 | A | Physical Location (PLA) Street Address--Line 2 |
| 314 | 343 | 30 | A | Physical Location Address (PLA)--City |
| 344 | 345 | 2 | A | Physical Location Address (PLA)--State |
| 346 | 350 | 5 | A | Physical Location Address (PLA)--5-Digit ZIP Code |
| 351 | 354 | 4 | A | Physical Location Address (PLA)--ZIP Code Extension |
| 355 | 389 | 35 | A | Mailing/Other (MOA) Street Address--Line 1 |
| 390 | 424 | 35 | A | Mailing/Other (MOA) Street Address--Line 2 |
| 425 | 454 | 30 | A | Mailing/Other (MOA) Address--City |
| 455 | 456 | 2 | A | Mailing/Other (MOA) Address--State |
| 457 | 461 | 5 | A | Mailing/Other (MOA) Address--5-Digit ZIP Code |
| 462 | 465 | 4 | A | Mailing/Other (MOA) Address--ZIP Code Extension |
| 466 | 466 | 1 | N | Mailing/Other (MOA) Address Type |
| 467 | 501 | 35 | A | Reporting Unit Description |
| 502 | 504 | 3 | N | Area Code |
| 505 | 507 | 3 | N | Phone Prefix |
| 508 | 511 | 4 | N | Phone Suffix |
| 512 | 515 | 4 | N | Setup Date--Year |
| 516 | 517 | 2 | N | Setup Date--Month |
| 518 | 519 | 2 | N | Setup Date--Day |
| 520 | 523 | 4 | N | Initial Date of Liability--Year |
| 524 | 525 | 2 | N | Initial Date of Liability--Month |
| 526 | 527 | 2 | N | Initial Date of Liability--Day |
| 528 | 531 | 4 | N | End of Liability Date--Year |
| 532 | 533 | 2 | N | End of Liability Date--Month |
| 534 | 535 | 2 | N | End of Liability Date--Day |
| 536 | 539 | 4 | N | Reactivation Date--Year |
| 540 | 541 | 2 | N | Reactivation Date--Month |
| 542 | 543 | 2 | N | Reactivation Date--Day |
| 544 | 544 | 1 | N | Status Code |
| 545 | 545 | 1 | A | CES Indicator |
| 546 | 547 | 2 | N | ARS Response Code |
| 548 | 551 | 4 | N | ARS Refile Year |
| 552 | 554 | 3 | N | Old County Code |
| 555 | 555 | 1 | N | Old Ownership Code |
| 556 | 559 | 4 | N | ARS Verification Year |
| 560 | 562 | 3 | N | Old Township Code |
| 563 | 567 | 5 | N | Maximum Reporting Unit Number |
| 568 | 568 | 1 | A | MWR Mail Indicator |
| 569 | 574 | 6 | N | Old NAICS Code |
| 575 | 575 | 1 | A | Data Source |
| 576 | 576 | 1 | A | Special Indicator Code |
| 577 | 580 | 4 | A | Agent Code |
| 581 | 584 | 4 | N | SIC Code |
| 585 | 590 | 6 | blank | NSTA Code |
| 591 | 596 | 6 | N | NAICS Code |
| 597 | 597 | 1 | N | Ownership Code |
| 598 | 598 | 1 | A | Organization Type Code |
| 599 | 601 | 3 | N | County Code |
| 602 | 604 | 3 | N | Township Code |
| 605 | 605 | 1 | N | Auxiliary Code |
| 606 | 611 | 6 | N | First Month Employment |
| 612 | 612 | 1 | A | First Month Employment Indicator |
| 613 | 618 | 6 | N | Second Month Employment |
| 619 | 619 | 1 | A | Second Month Employment Indicator |
| 620 | 625 | 6 | N | Third Month Employment |
| 626 | 626 | 1 | A | Third Month Employment Indicator |
| 627 | 637 | 11 | N | Total Wages |
| 638 | 638 | 1 | A | Total Wages Indicator |
| 639 | 649 | 11 | N | Taxable Wages |
| 650 | 658 | 9 | N | Contributions (Due) |
| 659 | 659 | 1 | N | Type of Coverage Code |
| 660 | 660 | 1 | N | MEEI Code |
| 661 | 661 | 1 | N | Reporting Change Indicator |
| 662 | 663 | 2 | N | First Comment Code |
| 664 | 665 | 2 | N | Second Comment Code |
| 666 | 667 | 2 | N | Third Comment Code |
| 668 | 724 | 57 | A | Narrative Comment |
| 725 | 726 | 2 | N | Collection Mode Indicator |
| 727 | 728 | 2 | N | Economic Code Change Indicator |
| 729 | 729 | 1 | N | UI Address Type Code |
| 730 | 737 | 8 | N | Date PLA Changed |
| 738 | 738 | 1 | A | Geocoding Software (G) |
| 739 | 739 | 1 | A | Geocoding Source (B) |
| 740 | 743 | 4 | A | Match Code |
| 744 | 746 | 3 | A | Location Code |
| 747 | 755 | 9 | N | Latitude |
| 756 | 766 | 11 | N | Longitude |
| 767 | 771 | 5 | N | Year/Quarter of New Latitude & Longitude |
| 772 | 776 | 5 | N | Place Code |
| 777 | 778 | 2 | N | Class Code |
| 779 | 793 | 15 | N | Census Block |
| 794 | 797 | 4 | N | Census Tract |
| 798 | 798 | 1 | A | Address/Contact Source |
| 799 | 799 | 1 | A | P/S Partial/Full Indicator |
| 800 | 803 | 4 | N | P/S Transfer Year |
| 804 | 805 | 2 | N | P/S Transfer Month |
| 806 | 807 | 2 | N | P/S Transfer Day |
| 808 | 808 | 1 | A | Multiple Successors |
| 809 | 809 | 1 | A | Multiple Predecessors |
| 810 | 810 | 1 | A | Predecessor Source Code |
| 811 | 811 | 1 | A | Successor Source Code |
| 812 | 827 | 16 | A | First Supplemental Predecessor/Successor (Future Use) |
| 828 | 843 | 16 | A | Second Supplemental Predecessor/Successor (Future Use) |
| 844 | 844 | 1 | A | ARS Third Party Agent |
| 845 | 849 | 5 | N | Phone Extension |
| 850 | 884 | 35 | A | ES-202 Contact (Attention Line) |
| 885 | 919 | 35 | A | ES-202 Contact Title |
| 920 | 979 | 60 | A | ES-202 Contact e-mail |
| 980 | 989 | 10 | N | ES-202 Contact Fax |
| 990 | 1049 | 60 | A | Website Address |
| 1050 | 1060 | 11 | A | Future Use |
| 1060 |  |  |  | A = Alphanumeric, N = Numeric |

Education data:

Education data are generally structured along categories provided by the Common Education Standard Model (<https://ceds.ed.gov/dataModel.aspx>). This is the preferred data structured to be transferred to CI. A complete data dictionary can be found here: <https://ceds.ed.gov/data/xls/NDS-Reference-v7_1.xlsx>

In case you are not able to provide the data according to the full range of the CEDS education data classification, at a minimum, ADRF would need a list of following variables to make the data comparable to educational data of other agencies. Direct identifiers such as names, addresses and SSN need to be de-identified.

|  |  |
| --- | --- |
| SSN hashed | Hashed Social Security Number |
| birth year | Student's birth year |
| gender | Student's gender |
| location | Student's County, State, or Country of origin |
| ethnicity/race | Student's ethnicity or race |
| reporting year | Year for which the student's enrollment records are being reported on |
| entry type | Status of student at entry of program |
| degree level | Code corresponding to the degree level of the student |
| campus id | Unique identifier for public higher education campus where student is enrolled |
| ssn flag | Indication if SSN was found using fuzzy matching or not |
| residency status | Residency or non-residency of the student |
| cip code | Federal ID for Academic program in which the student is pursuing |
| degree conferred date | The month-year the student received their degree |
| Start Month | Program Start Date (month) |
| Sector | 2 or 4 year institution |
| Start Year | Program start date (year) |
| Mission | Selectiveness of the Institution |
| Degree Seeking | Degree or non degree seeking student |
| student ID | Student ID |
| Program Name | Program Name |
| Previous Degree | Previously Earned Degree |
| End Month | Month degree was earned |
| End Year | Year degree was earned |

Temporary Assistance for Needy Families (TANF):

Chapin Hall has generated a data product consisting of a person month and case month data set. We recommend transferring the data using their model (see <https://harris.uchicago.edu/files/tanf_data_model_-_final.pdf> and <https://chapinhall.github.io/FSSDC/sample_TANF_data/>). Direct identifiers, such as addresses, names and SSN.

*Person-Month Data:*

|  |  |  |
| --- | --- | --- |
| Field | Type | Description |
| SSN HASHED | text | Hashed Social Security Number |
| CASEID | text | caseid |
| FIPS | text | fips |
| MONTH | numeric | reporting month |
| TANF | Boolean | Boolean indicating if this person received TANF this month |
| SSP | Boolean | Boolean indicating if this person received ssp this month |
| TANF\_start | date | Boolean indicating if this record is the first in a TANF spell |
| TANF\_end | date | Boolean indicating this record is the last in a TANF spell. |
| TANF\_spell\_months | numeric | Running counter of months in this TANF spell. |
| TANF\_total\_months | numeric | Running counter of months in all TANF spells. |
| Ssp\_start | date | Boolean indicating if this record is the first in a ssp spell. |
| Ssp\_end | date | Boolean indicating if this record is the last in an ssp spell. |
| Ssp\_spell\_months | numeric | Running counter of months in this ssp spell |
| Ssp\_total\_months | numeric | Running counter of months in all ssp spells. |
| Benefit\_start | date | Boolean indicating if this record is the first in a spell for either benefit. |
| Benefit\_end | date | Boolean indicating if this record is the last in a spell for either benefit. |
| Benefit\_spell\_months | numeric | Running counter of months in this spell for either benefit. |
| Benefit\_total\_moths | numeric | Running counter of months in all either benefit spells. |
| AFFIL | categorical | Family Affiliation |
| NCP | categorical | Noncustodial Parent Indicator |
| DOB | date | Date of Birth |
| HISPAN | categorical | Race/Ethnicity - Hispanic or Latino (1=Yes, 2=No) |
| NATIVE | categorical | Race/Ethnicity - American Indian or Alaska Native (1=Yes, 2=No) |
| ASIAN | categorical | Race/Ethnicity - Asian (1=Yes, 2=No) |
| BLACK | categorical | Race/Ethnicity - Black or African American (1=Yes, 2=No) |
| HAWAIA | categorical | Race/Ethnicity - Native Hawaiian or Other Pacific Islander (1=Yes, 2=No) |
| WHITE | categorical | Race/Ethnicity - White (1=Yes, 2=No) |
| GENDER | categorical | Gender (1=Male, 2=Female) |
| DSABLA | categorical | Receives Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act) (1=Yes, 2=No) |
| DSABLB | categorical | Receives Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (1=Yes, 2=No) |
| DSABLC | categorical | Receives Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act (1=Yes, 2=No) |
| DSABLD | categorical | Receives Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act (1=Yes, 2=No) |
| DSABLE | categorical | Receives Supplemental Security Income Under Title XVI-SSI of the Social Security Act (1=Yes, 2=No) |
| MARIT | categorical | Marital Status |
| RELAT | categorical | Relationship to Head-of-Household |
| PARENT | categorical | Parent With Minor Child In the Family |
| NEEDPG | categorical | Needs of a Pregnant Woman |
| EDUL | categorical | Educational Level |
| CITZN | categorical | Citizenship/Alienage |
| CHDSUP | categorical | Cooperation with Child Support |
| FTIME | numeric | Number of Months Countable toward Federal Time Limit |
| STIME | numeric | Number of Countable Months Remaining Under State's (Tribe's) Time Limit: |
| STEXEM | categorical | Is Current Month Exempt from the State's (Tribe's) Time Limit |
| EMPLOY | categorical | Employment Status |
| WELIG | categorical | Work-Eligible Individual Indicator |
| WPS | categorical | Work Participation Status |
| USEMP | numeric | Unsubsidized Employment (average number of hours of participation per week for the report month) |
| PRVEMP | numeric | Subsidized Private-Sector Employment (average number of hours of participation per week for the report month) |
| PUBEMP | numeric | Subsidized Public-Sector Employment (average number of hours of participation per week for the report month) |
| JEXPR\_HOP | numeric | Work Experience - hours of participation |
| JEXPR\_EA | numeric | Work Experience - excused absences |
| JEXPR\_HOL | numeric | Work Experience - holidays |
| OJT | numeric | On the job Training (average number of hours of participation per week for the report month) |
| JSRCH\_HOP | numeric | Job Search and Job Readiness Assistance - hours of participation |
| JSRCH\_EA | numeric | Job Search and Job Readiness Assistnace - excused absences |
| JSRCH\_HOL | numeric | Job Search and Job Readiness Assistnace - holidays |
| COMSER\_HOP | numeric | Community Service Programs - hours of participation |
| COMSER\_EA | numeric | Community Service Programs - excused absences |
| COMSER\_HOL | numeric | Community Service Programs - holidays |
| VOCAT\_HOP | numeric | Vocational Educational Training - hours of participation |
| VOCAT\_EA | numeric | Vocational Educational Training - excused absences |
| VOCAT\_HOL | numeric | Vocational Educational Training - holidays |
| JSKIL\_HOP | numeric | Job Skills Training Directly Related to Employment - hours of participation |
| JSKIL\_EA | numeric | Job Skills Training Directly Related to Employment - excused absences |
| JSKIL\_HOL | numeric | Job Skills Training Directly Related to Employment - holidays |
| EDEMP\_HOP | numeric | Education Directly Related to Employment for an Individual with NO High School Diploma or Certificate of High School Equivalency - hours of participation |
| EDEMP\_EA | numeric | Education Directly Related to Employment for an Individual with NO High School Diploma or Certificate of High School Equivalency - excused absences |
| EDEMP\_HOL | numeric | Education Directly Related to Employment for an Individual with NO High School Diploma or Certificate of High School Equivalency - holidays |
| SCHAT\_HOP | numeric | Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency - hours of participation |
| SCHAT\_EA | numeric | Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency - excused absences |
| SCHAT\_HOL | numeric | Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency - holidays |
| CSERV\_HOP | numeric | Providing Child Care Services to an Individual Who Is Participating in a Community Service Program - hours of participation |
| CSERV\_EA | numeric | Providing Child Care Services to an Individual Who Is Participating in a Community Service Program - excused absences |
| CSERV\_HOL | numeric | Providing Child Care Services to an Individual Who Is Participating in a Community Service Program - holidays |
| OTWRK | numeric | Other Work Activities (average number of hours of participation per week for the report month) |
| DEEMED\_ALL | numeric | Number of Deemed Core Hours for Overall Rate |
| DEEMED\_2PRT | numeric | Number of Deemed Core Hours for Two-Parent Rate |
| ERNED | numeric | Amount of Earned Income |
| EITC | numeric | Amount of Unearned Income |
| SOCTY | numeric | Social Security (dollar amount of Social Security benefits ) |
| SSI | numeric | SSI Benefits (dollar amount) |
| WCOMP | numeric | Worker's Compensation |
| XUNEN | numeric | Other Unearned Income |

*Case-Month Data:*

|  |  |  |
| --- | --- | --- |
| Field | Type | Description |
| Caseid | text | caseid |
| MONTH | numeric | reporting month |
| TANF | Boolean | Boolean indicating if this person received TANF this month |
| SSP | Boolean | Boolean indicating if this person received ssp this month |
| TANF\_start | date | Boolean indicating if this record is the first in a TANF spell |
| TANF\_end | date | Boolean indicating this record is the last in a TANF spell. |
| TANF\_spell\_months | numeric | Running counter of months in this TANF spell. |
| TANF\_total\_months | numeric | Running counter of months in all TANF spells. |
| TANF\_CASE\_TYPE\_start | Date | Boolean indicating if this record is the first in a TANF case type spell |
| TANF\_CASE\_TYPE\_END | Date | Boolean indicating this record is the last in a TANF case type spell. |
| TANF\_CASE\_TYPE\_SPELL\_MONTHS | numeric | Running counter of months in this TANF case type spell. |
| TANF\_CASE\_TYPE\_SPELL\_TOTAL\_MONTHS | numeric | Running counter of months in all TANF case type spells. |
| SSP\_START | date | Boolean indicating if this record is the first in a ssp spell. |
| SSP\_END | date | Boolean indicating if this record is the last in an ssp spell. |
| Ssp\_spell\_months | numeric | Running counter of months in this ssp spell |
| Ssp\_total\_months | numeric | Running counter of months in all ssp spells. |
| SSP\_CASE\_TYPE\_END | date | Boolean indicating if this record is the first in a ssp case type spell. |
| SSP\_CASE\_TYPE\_START | date | Boolean indicating if this record is the last in an ssp case type spell. |
| SSP\_CASE\_TYPE\_MONTHS | numeric | Running counter of months in this ssp case type spell |
| SSP\_CASE\_TYPE\_TOTAL\_MONTHS | numeric | Running counter of months in all ssp case type spells. |
| Benefit\_start | date | Boolean indicating if this record is the first in a spell for either benefit. |
| Benefit\_end | date | Boolean indicating if this record is the last in a spell for either benefit. |
| Benefit\_spell\_months | numeric | Running counter of months in this spell for either benefit. |
| Benefit\_total\_moths | numeric | Running counter of months in all either benefit spells. |
| Benefit\_case\_type\_start | date | Boolean indicating if this record is the first in a spell for either benefit and case type. |
| Benefit\_case\_type\_end | date | Boolean indicating if this record is the last in a spell for either benefit and case type. |
| Benefit\_case\_type\_spell\_months | numeric | Running counter of months in this spell for either benefit case type. |
| Benefit\_case\_type\_total\_moths | numeric | Running counter of months in all either benefit spells case type. |
| NUM\_ADULT | numeric | number of adults on the case |
| NUM\_ELIG\_ADULT | numeric | number of eligible adults on the case |
| NUM\_CHILD | numeric | number of children on the case |
| NUM\_ELIG\_CHILD | numeric | number of eligible children on the case |
| CHILD\_ONLY | Boolean | indicates a child only case |
| FIPS | text | State FIPS Code |
| COUNTY | text | County FIPS Code |
| RPTMN | numeric | Reporting Month |
| STRATUM | categorical | Stratum |
| CASEID | text | Case Number - TANF |
| ZIP | text | ZIP Code |
| FUNDING | categorical | Funding Stream |
| DISP | categorical | Disposition |
| NEW\_APP | categorical | New Applicant |
| NO\_FAM | numeric | Number of Family Members |
| TYPE\_FAM | categorical | Type of Family for Work Participation |
| REC\_HOUS | categorical | Receives Subsidized Housing |
| REC\_MA | categorical | Receives Medical Assistance |
| REC\_FS | categorical | Receives Food Stamps |
| AMT\_FS | categorical | Amount of Food Stamp Assistance |
| REC\_CC | categorical | Receives Subsidized Child Care |
| AMT\_CC | categorical | Amount of Subsidized Child Care |
| CHDSPORT | categorical | Amount of Child Support |
| CASH\_RES | categorical | Amount of the Family's Cash Resources |
| CASH | numeric | Cash and Cash Equivalents (dollar amount) |
| NUM\_MTHS | numeric | Cash and Cash Equivalents (number of months) |
| CCARE | numeric | TANF Child Care (amount) |
| CHD\_COV | numeric | TANF Child Care (children covered) |
| CC\_MNTHS | numeric | TANF Child Care (number of months) |
| TRANSPA | numeric | Transportation (amount) |
| TRANSPN | numeric | Transportation (number of months) |
| TRANSITA | numeric | Transitional Services (amount) |
| TRANSITN | numeric | Transitional Services (number of months) |
| OTH\_AMT | numeric | Other (amount) |
| OTH\_MTHS | numeric | Other (number of months) |
| SANC\_RED | numeric | Total Dollar Amount of Reductions due to Sanctions |
| WORKSANC | categorical | Work Requirements Sanction |
| SANC\_ADL | categorical | Family Sanction for an Adult with No High School Diploma or Equivalent |
| SANCTEEN | categorical | Sanction for Teen Parent not Attending School |
| NON\_COOP | categorical | Non-Cooperation with Child Support |
| F2COMPLY | categorical | Failure to Comply with an Individual Responsibility Plan |
| OTH\_SANC | categorical | Other Sanction |
| RECOUP | numeric | Recoupment of Prior Overpayment |
| OTH\_REDU | numeric | Total Dollar Amount of Reductions due to Other Reasons |
| FAM\_CAP | categorical | Family Cap |
| RED\_RECP | categorical | Reduction Based on Length of Receipt of Assistance |
| OTH\_NSAN | categorical | Other, Non-sanction |
| TLEXEMPT | categorical | Is the TANF Family Exempt from the Federal Time-Limit Provisions |
| NEW\_CHLD | categorical | Is the TANF Family A New Child-Only Family |

**Exhibit B: Scope of Work**

This exhibit describes the Purpose and Scope of the data sharing agreement.

Purpose:

**[AUXILIARY PARTY]** data will be available during CI’s Applied Data Analytics Training and/or for purposes of federal and state programmatic evaluations. The data will be available to course participants and/or **[AUXILIARY PARTY]**’s employees and researchers via the Administrative Data Research Facility (ADRF) to link to administrative records from other states or agencies to conduct analyses for the purpose of programmatic evaluation of **[AUXILIARY PARTY]** program:

**[insert topic]**.

Scope:

**[insert description of class or programmatic evaluation]**

**Exhibit C: List of People who will be provided access to the data**

Access to the data described in Exhibit A will be given to all CI employees solely for the purpose outlined in Exhibit B. This includes but is not limited to activities such as onboarding, data transfers, preparation of notebooks, instructing the class and users, user support, IT administration, and disclosure proofing. Each staff member will be provided access only to the sources needed to perform their duty. All activities are overseen by the Director of the Coleridge Initiative Julia Lane.

* Julia Lane, Director
* Nathan Caplan, Data Engineer
* Ismail Coskun, Senior Manager, Data Facility Security Operations
* Ben Feder, Instructor
* Graham Henke, Software Developer
* Daniela Hochfellner, Chief Privacy Officer
* Clayton Hunter, Deputy Director
* Rafael Ladislau, Software Developer
* Ekaterina Levitskaya, Instructor
* Sophie Rand, Instructor
* Abhishek Balaji Venkataraaman Sangeetha, Software Developer

The list of CI employees will be updated if needed and sent to **[AUXILIARY PARTY]** in electronic form. Amendments and changes to this list do not require an amendment of the data sharing agreement. A written notification to **[AUXILIARY PARTY]** is sufficient.

### In case the purpose of this agreement is the applied data analytics training, class participants of the applied data analytics training will be provided data access during the duration of the training only to answer programmatic questions outlined in Exhibit B. Class participants will be provided access to data via a secure database. Access will be revoked after the final presentations in class. CI will send a list of class participants to **[AUXILIARY PARTY]** after the enrollment period closes and before the class starts.

### In case the purpose of this agreement is federal or state programmatic evaluation, **[AUXILIARY PARTY**] will grant access to their employees researchers**. Access will be provided for the** duration of the programmatic policy evaluation only to answer programmatic questions outlined in Exhibit B. Approved users will be provided access to data via a secure database. Access will be revoked after the programmatic evaluation is done.

Furthermore CI partners with third party entities for specific IT tasks necessary for FedRAMP compliance. This includes but is not limited to security assessments, monitoring, and software development work. In addition, this can include employees of partnering agencies or universities. Employees of these third party entities will not be given direct access to the data outlined in Exhibit A. However, they will be given access to the system to perform their tasks.

All class participants, users, researchers, CI employees, and third party collaborators take yearly security awareness training, according to FedRAMP Audit compliance. The objective is based around the policies and procedures in place to properly inform employees of security risks and provide the appropriate training to identify and mitigate the common issues that put organizations at risk. Additionally, the controls assist in providing sufficient audit evidence and also being able to hold employees accountable for their actions. After completing the training, class participants, CI employees, and third party collaborators sign the Non-Disclosure Agreement outlined in Exhibit D, as well as the ADRF terms of use policy.

**Exhibit D: Non-Disclosure Agreement**

This Exhibit holds a template for a Non-Disclosure Agreement. If you prefer to use your own Non-Disclosure agreement you can replace the template, or you can add to this template as needed.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge all outlined requirements in the following Non-Disclosure Agreement and agree to abide by all applicable state and federal status and rules and all Department policies and rules, in addition to specific laws outlined in Exhibit F.

**Data Privacy and Confidentiality**

All data accessed during the applied data analytics training is confidential and must be protected from unauthorized disclosure and use. Thus, I agree that any rights of privacy, confidentiality and protection from harm are met in accordance with accepted professional and scientific ethics.

I have been instructed by the Director of the Program and/or the Instructor on the permissible use of the data outlined in Exhibit A and will not use the data for any other purpose than the purpose outlined in Exhibit B.

I understand that I may not share the data with any other entity or person, including but not limited to other employees, agents or contractors of participating institutions of Coleridge Initiative who are not authorized to access the data. I have received instructions from the Chief Privacy Officer on the proper way to manage and protect the confidentiality of the data and shall take all necessary steps to reduce the risk of unauthorized disclosure or use.

I understand that data will be accessed only as specified in the Data Management plan outlined in Exhibit E. No raw data shall be duplicated by being copied onto, transferred to, or maintained by paper, data disks, flash drives, hard drives, cameras, or mobile communication devices or any other electronic or physical medium. **[AMEND AS NEEDED]**

I understand that all output for the programmatic policy evaluation performed during the applied data analytics training has to undergo disclosure proofing.

**Monitoring**

I hereby agree that all my activities on the ADRF to conduct analyses for programmatic evaluation purposes are monitored and reported to **[AUXILIARY PARTY]** on a continuous basis.

**Violations and Breaches**

Violations of this data sharing agreement constitute leakage of confidential data or disclosing confidential information as outlined in this data sharing agreement (for example taking screenshots while working with the data or any other removal of data from the ADRF without going through an export process).

I understand that I must report all violations of this non-disclosure agreement and any other data breaches to the Director of the Coleridge Initiative and/or the Instructor of the applied data analytics training which will in turn initiate the incidence response process outlined in the Incident Communication Procedure for the Federal Risk and Authorization Management Program (FedRAMP) and contact **[AUXILIARY PARTY]** as referenced in this data sharing agreement in Section 6.

I shall fully cooperate with any investigation conducted during the Incidence Response Procedure in relation to unauthorized use or disclosure or security incident.

**Consequences of Violations and Breaches**

I understand that I will be responsible for any violation that leads to re-identification of personal information or unauthorized data access comply with possible penalties in case of breaches.

I understand that any violation of this Non-Disclosure Agreement may result in revoking immediate access to the data outlined in Exhibit A as well as suspension from the applied data analytics training and prohibition of any further programmatic policy evaluation studies.

I understand that any unauthorized disclosure of confidential information may illegal as provided in **[INSERT APPLICABLE LAW]**. The penalty for unlawful disclosure is a fine of not more than $**[INSERT FINE AMOUNT IF APPLICABLE]**  or imprisonment for not more than **[INSERT TERM]**, or both.

I understand that other federal and state privacy laws protect confidential data not otherwise detailed above and I acknowledge my duty to maintain confidentiality of that data as well.

I shall bear all costs related to its investigation of any unauthorized use or disclosure or security incident related to: (1) providing notice to individuals affected by such unauthorized use or disclosure or security incident; and (2) all reasonably measures in mitigation of the harmful effects of such unauthorized use or disclosure or security incident including, but not limited to, credit monitoring services for the affected individuals, and any other preventive measure.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Data User:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Authorized to Legally Bind Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit E: Data Management Plan**

The data management plan outlines how data will be used, stored, accessed, and protected. In addition, the plan contains how the output of the programmatic policy evaluation can be made accessible outside of the environment. The data management approach follows the five safes framework.

Safe projects. The design of the ADRF ensures that only approved projects which follow the relevant legal and ethical considerations are allowed (IRB if needed). **[AUXILIARY PARTY]** and class participants will get access to a contained safe workspace inside the ADRF. Access will only be granted to the data that class participants need for the program and is granted by **[AUXILIARY PARTY]**. By policy, all class participants' access to projects is revoked upon completion of the project. Projects are then retained unless otherwise stated in this data sharing agreement.

Safe people. The best data protection is having responsible users. To achieve this the ADRF

promotes a culture of continuous and collaborative learning about how data can be accessed.

This learning starts with security trainings during onboarding, continuous refreshers, providing

interactive documentation and learning videos, to giving class participants access to collaborative spaces where they can help and learn from each other. Class participants will learn best practices and policies addressing safe data usage. For example, the security training informs them about confidentiality, personally identifiable information (PII), information security and regulations that mandate the protection of IT assets, personal responsibility and best practices to protect information systems from within their offices and when working remotely, and common threats to information and privacy and proper responses.

Safe data. Data will be de-identified as required by **[AUXILIARY PARTY]**: this means data sources do not contain any direct identifiers such as names, account numbers, or residential addresses. Direct identifiers will be hashed prior to being transmitted to the ADRF using the Hash-based Message Authentication Code (HMAC) algorithm. A random seed, known as a “salt” is used to create an encryption key that is then used to encrypt a “message”, which is then hashed using SHA256. The hashing is one way and cannot be ‘decrypted’ and allows for joins of hashed values in two different tables that used the same salt. This allows linkage across agency borders without compromising the privacy of the agencies’ clients.

Safe settings. The data will be hosted in the Administrative Data Research Facility (ADRF), a

secure computing environment in the cloud. The ADRF has achieved FedRAMP Moderate

certification, which is a government-wide program that provides a standardized approach to

security assessment, authorization, and continuous monitoring for cloud products and services.

ADRF is built on Amazon GovCloud, which is designed to host sensitive data and run regulated

workloads. GovCloud includes facilities for Virtual Private Cloud (VPC) in addition to the

benefits of scalable on-demand infrastructure. GovCloud also provides AWS Shield as an

always- on protection service that safeguards applications from Distributed Denial of Service

(DDoS) attacks. The ADRF is equipped with various tools and services for ongoing and

continuous security and infrastructure monitoring and administration. Key capabilities include

secure remote access, security scanning and vulnerability management, virus and malware

protection and application monitoring. ADRF also uses security APIs for encryption and identity

management. Overall ADRF adheres to all FedRAMP Moderate controls based on NIST

800–53 Revision 4 standards plus additional controls specific to cloud computing. A list of all technical security controls can be requested here: <https://marketplace.fedramp.gov/#/product/administrative-data-research-facility-adrf?sort=productName&productNameSearch=ADR>

Safe outputs. Work products to be exported from the project or user spaces must follow all relevant export policies from **[AUXILIARY PARTY]** in addition to the standard ADRF export process. ADRF operations will follow its standard process for identifying export requests. The general flow of this process is:

(i) The participant creates a folder for a given export, then place files that need to be reviewed for export into that folder.

(ii) The participant submits the bundle of files in the folder for review

(iii) The participant iterates review and correction as needed until export is approved. Once export is approved, ADRF operations will:

a. record specific version of each file for export

b. package the files for export and

c. export out of the ADRF environment.

If **[AUXILIARY PARTY]** has additional export process requirements, ADRF operations will work to incorporate these procedures and provide access to the appropriate agency personnel to oversee the export process.

Incidence response. The ADRF also has formal, documented incident response policies and

Procedures following the FedRAMP Continuous Monitoring Strategy. These policies and procedures mandate the process for ensuring security incidents, are properly identified, reported, and monitored for the system and its associated components. They address the purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance. The policies are reviewed at least every three years and the procedures are reviewed at least annually; updates are made on an as needed basis.

Controlled workflows. All workflows that are directly associated with data are managed through the ADRF. This includes the ingestion of data, the actual data work, obtaining additional resources, documentation, knowledge exchange, export of output, provision of reports. The user interface is designed to promote collaboration, facilitate documentation, and provide information about data. This interactive design accelerates data-driven programmatic evaluation and policy around human beings and their interactions, for program management and policy development.

Data ingestion and curation. **[AUXILIARY PARTY]** can initiate a data transfer through the user interface and will then be guided through the ingestion process. All data files are encrypted for transmission to ADRF using a unique public-private key pair for each transfer. This public-private key pair used to encrypt these data are used for transfers associated for a given data provider, and will be deleted on completion of the transfer. This ensures that the data will be encrypted in motion up to the point of getting decrypted on the ADRF. Upon ingestion the data will be curated, metadata will be extracted and uploaded to the ADRF.

Data Retention and Removal. Data are retained only for as long as is necessary to accomplish the documented purpose for which the data were created or collected. Data are retained if the data usage agreement does not specifically preclude long-term archiving of the data. Data removal may take place as a result of the default retention period ending, a specific data agreement expiring, at the request of the Data Provider, or for other legal or regulatory compliance purposes. Data, regardless of the medium on which they are stored, will be destroyed, erased, or otherwise made unreadable prior to disposal. Restricted data are removed from all media using platform-appropriate utilities in order to ensure deletion from the system while also safeguarding from any attempt to reconstruct the data. Projects may contain subsets of datasets in the ADRF and are also subject to review and removal should access expire to a dataset used in a project. All user work on a project should take place in the project workspace and not in any given user’s home directory. Project removal will be conducted the same way that secure data are removed, using platform-appropriate utilities in order to ensure deletion from the system while also safeguarding from any attempt to reconstruct the data.

**FedRAMP Certification**

The ADRF FedRAMP Moderate level certification requires that all systems adhere to the regulations below and are regularly assessed by our third-party assessment organization. The controls defined in our System Security Plan are designed to safeguard the confidentiality, integrity and availability of data hosted on the platform.

**APPLICABLE LAWS AND REGULATIONS**

· Computer Fraud and Abuse Act [PL 99-474, 18 USC 1030]

· E-Authentication Guidance for Federal Agencies [OMB M-04-04]

· Federal Information Security Management Act (FISMA) of 2002 [Title III, PL 107-347]

· Freedom of Information Act As Amended in 2002 [PL 104-232, 5 USC 552]

· Guidance on Inter-Agency Sharing of Personal Data – Protecting Personal Privacy [OMBM-01-05]

· Homeland Security Presidential Directive-7,Critical Infrastructure Identification, Prioritization and Protection [HSPD-7]

· Internal Control Systems [OMB Circular A-123]

· Management of Federal Information Resources [OMB Circular A-130]

· Management’s Responsibility for Internal Control [OMB Circular A-123, Revised 12/21/2004]

· Privacy Act of 1974 as amended [5 USC 552a]

· Protection of Sensitive Agency Information [OMB M-06-16]

· Records Management by Federal Agencies [44 USC 31]

· Responsibilities for the Maintenance of Records About Individuals by Federal Agencies

· Security of Federal Automated Information Systems [OMB Circular A-130, Appendix III]

**APPLICABLE STANDARDS AND GUIDANCE**

· A NIST Definition of Cloud Computing [NIST SP 800-145]

· Computer Security Incident Handling Guide [NIST SP 800-61, Revision 2]

· Contingency Planning Guide for Federal Information Systems [NIST SP 800-34,Revision 1]

· Engineering Principles for Information Technology Security (A Baseline for Achieving Security) [NIST SP 800-27, Revision A]

· Guide for Assessing the Security Controls in Federal Information Systems [NIST SP 800-53A, Revision 1]

· Guide for Developing Security Plans for Federal Information Systems [NIST SP 800-18,Revision 1]

· Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach [NIST SP 800-37, Revision 1]

· Guide for Mapping Types of Information and Information Systems to Security Categories [NIST SP 800-60, Revision 1]

· Guide for Security-Focused Configuration Management of Information Systems [NIST SP 800-128]

· Information Security Continuous Monitoring for Federal Information Systems and Organizations [NIST SP 800-137]

· Managing Information Security Risk: Organization, Mission, and Information System View [NIST SP 800-39]

· Minimum Security Requirements for Federal Information and Information Systems [FIPS Publication 200]

· Personal Identity Verification (PIV) of Federal Employees and Contractors [FIPS Publication 201-2]

· Recommended Security Controls for Federal Information Systems [NIST SP 800-53, Revision 4]

· Guide for Conducting Risk Assessments [NIST SP 800-30, Revision 1]

· Security Considerations in the System Development Life Cycle [NIST SP 800-64, Revision 2]

· Security Requirements for Cryptographic Modules [FIPS Publication 140-2]

**Exhibit F: Applicable Laws**

Education data:

Data on Education are protected under FERPA. FERPA is a Federal education law that is administered by the U.S. Department of Education’s (Department or we) Family Policy Compliance Office (FPCO). CI agrees to comply with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) for all uses of education data in programmatic policy evaluations.