

Department Has Need To Access Data Through the CHHS Data Exchange Agreement

Data requesting department develops [Business Use Case Proposal](#).



Requesting department consults **program, legal, security, privacy, contracts**, and other **stakeholders** in development of the use case.

Data requesting department works with data providing department in development of the use case.

Requesting department develops supporting SOW and IAA, as appropriate, to accompany the Business Use Case Proposal.



Is a transfer of funds involved?

YES

NO



Does the providing department **dispute** the Business Use Case Proposal?
Does it meet "minimum necessary" and "consistent with collection purpose" requirements?

YES

NO



The providing department submits the Business Use Case Proposal dispute to the **Governance Liaison**. The disputed Business Use Case Proposal enters into the CHHS governance process for resolution.
See the Business Use Case Proposal dispute process.

The Business Use Case Proposal is approved by either the Chief Deputy Director or the Program Deputy Director of both the requesting and providing departments.
Both departments retain a copy of the proposal and a copy is submitted to the Governance Liaison.