

When to Use The
CHHS Data
Exchange
Agreement

Does your Department collect the data you need to address your policy/program questions or objectives?

YES

No

Proceed without the need for a CHHS Data Exchange Agreement proposal, MOU, or IAA.

[See the Data Playbook for tools and resources.](#)

Does another CHHS Department collect the necessary data?

[See List of CHHS Data Coordinators to contact department data stewards.](#)

YES

No

Is the data publicly available?

[See the CHHS Open Data Portal.](#)

Perhaps discuss how existing data collection methods could be leveraged to collect the data or look to external entities that might collect the data.

YES

No

Proceed without a need for a CHHS Data Exchange Agreement, MOU, or IAA.

[See the Data Playbook for tools and resources.](#)

[See List of CHHS Data Coordinators to contact department data stewards.](#)

Proceed by utilizing the CHHS Data Exchange Agreement (no need for “point-to-point” agreement). If there is a dispute between departments, the Business Use Case Proposal will need to be submitted through the CHHS governance process.

[See Business Use Case Proposal form.](#)

[See CHHS Data Exchange Agreement process flow.](#)

How to Use The CHHS Data Exchange Agreement

**Department has need to access data through the
CHHS Data Exchange Agreement**

Data requesting department develops Business
Use Case Proposal.

[See Business Use Case Proposal form.](#)

[See the Data Playbook for tools and resources.](#)

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

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

[See List of CHHS Data Coordinators to contact department
data stewards.](#)

Is a transfer of funds involved?

YES

No

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

**Does the providing department dispute
the Business Use Case Proposal?**

Consider if the BUCP meets “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.

[See the Business Use Case Proposal document repository.](#)

CHHS Data
Exchange
Agreement Dispute
Process

**Data Providing Department Disputes the Business
Use Case Proposal**

The data providing department submits documented explanation for dispute along with the Business Use Case Proposal to the CHHS Governance Liaison.

[See the CHHS Information Strategic Plan.](#)

The CHHS Governance Liaison logs the dispute in the Business Use Case Proposal document repository and routes the dispute to the Risk Management Subcommittee.

See the Business Use Case Proposal document repository.

The Risk Management Subcommittee convenes representatives from both the data requesting department and data providing department to mediate the dispute.

Is the dispute resolved?

YES

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.

See the Business Use Case Proposal document repository.

No

The Risk Management Subcommittee makes a documented recommendation and escalates the decision to the CHHS Governance Advisory Council.

Is the dispute resolved?

YES

No

The Advisory Council makes a documented recommendation and escalates the dispute to the CHHS Governance Executive Council for final resolution.