

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.](#)