**Business Use Case Proposal (BUCP) Template**

Updated: 11/29/16

*\*Subject to testing and refinement*

|  |  |  |
| --- | --- | --- |
| **BUCP Form Fields** | **Required or Disputed Only[[1]](#footnote-1)** | **Field Description** |
| **Business Case Fields** | | |
| Use Case Name | Required | Title for the use case |
| Contact Information | Required | Name, Division/Branch/Section, email, phone for person submitting proposal  Name, email, phone for manager  Name, Division/Branch/Section, email, phone for person receiving proposal  Name, email, phone for manager |
| Use Case Description/Purpose | Required | A general description of:   * The scope for this use case * The reason for sharing * Explanation as to why the recipient wants the data * The benefits to the data recipient department, CHHS, stakeholders (internal and external), and data subjects (clients/customers) |
| Data types/categories | Required | A high-level description of the types of information being shared |
| Output/Use | Required | A description of how the data will be used and resulting outputs:   * What are the anticipated intermediate and final products? Will those products be public or non-public? * For products to be released to the public, who must approve before release? *(Both the data requesting and data providing department must complete this information)* * What analysis or decision-support will be produced? * What business processes are impacted? |
| **Technical Fields** | | |
| Data elements | Required | A detailed description of the data elements being shared |
| Data users | Required | A description of:   * Who will have access to confidential data? * Roles & Responsibilities * A description of whether contractors and/or subcontractors will have access to and use of the data |
| Data transfer/management | Required | A description of how the data will be transferred, stored, and managed |
| Destruction and/or Return | Required | A description of:   * How the data will be destroyed or returned at the end * Whether the products created with the data will be destroyed or returned * Any limitations on the use of the products at the end |
| **Administrative Fields** | | |
| Known risks | Disputed only | A description of the known or anticipated risks:   * Political environment, including stakeholders * Role of outside entities (ex. Advocates) * Consequences of not obtaining the data * Risks to the data provider department and CHHS if data is shared * Risks to the data recipient and CHHS if data is not shared |
| Legal authority | Disputed Only | A description of:   * The data recipient’s authority to access and use * The data provider’s authority to disclose/share |
| Transfer of Funds | Required | Will this project include a separate agreement that details funds in exchange for work (a funds transfer)? Y/N  *If yes, the funds transfer may enter into a separate administrative contracting process. In such cases, the contractual process can run in a parallel track to the BUCP approval process.* |
| Possible alternatives | Disputed only | A description of the possible alternatives to sharing that might work |
| Critical dates | Required | A description of:   * Deadlines * If applicable, the intended duration for the business use case * Establish whether this is on-going or one time sharing; in on-going, indicate the frequency of the data sharing * Date approved and signed |
| Re-disclosure/further disclosure | Required | A description of whether the recipient may further disclose the confidential data. |
| Research (see Appendix A) | Required | Will the data being requested be used for research? See Appendix A for clarification around research. Y/N  *If yes, include a statement that approval from the Committee for the Protection of Human Subjects (or IRB) has been granted* |
| Specialized Security | Required | A description of any specialized or additional security requirements that may apply due to:   * Federal government, law, or policy * Contractual obligation * State government, law, or policy |
| Approvals | Required | Acknowledgement that the use case is not disputed.   * Name, title, email, phone of approvers from both data requestor and data provider * Approver should be Chief Deputy Director or Program Deputy Director level |
| Departments’ positions | Disputed only | A description of:   * Each department’s position on the sharing (the arguments) * Summary of discussions between the departments on the sharing (explanation of attempts to get to “yes”) |

Appendix A: Additional Terms for Clarity

**Research:** a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to the generalizable knowledge. The term research is used widely in the public sector but often for activities that do not meet this definition of research. While it is difficult to define exactly what is research, it is NOT:

1. Quality improvement or assurance activities
2. Public health or health services activities designed to protect the public’s health or for normal program functions
3. Any study or activity specific to or for a program’s normal operations
4. Health care operations activities, such as activities for case management and care coordination, business planning and development, management and administration, or program evaluation or assessment
5. Health oversight activities, including Federal program or grant oversight, audits, or investigations related to law enforcement, fraud and abuse, licensing and professional discipline

An activity may fall both in and out of the research definition depending on purpose, who conducts it, funding, and whether the activity is required by law.[[2]](#footnote-2)

1. This column indicates which fields are required for all BUCPs and which are needed only if the BUCP is disputed. More documentation may be required if a BUCP is disputed by the data providing department. [↑](#footnote-ref-1)
2. Public Health Data Standards Consortium. “PRISM, A Privacy Toolkit for Public Health Professionals.” 2007. <http://www.phdsc.org/privacy_security/prism.asp>. [↑](#footnote-ref-2)