

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**

**No**

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.*

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.