



Healthy Maine Partnerships
Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention

Data Use Agreement Regarding Communities Promoting Health Coalition Use of School Level MYDAUS Data

Introduction

Communities Promoting Health Coalition (CPHC), a program of the People's Regional Opportunity Program (PROP), has been awarded a grant through the Maine Office of Substance Abuse. The intention of the grant, entitled Strategic Planning and Environmental Programming for Substance Abuse Prevention (SPEP), is to conduct a comprehensive substance abuse assessment and create a strategic plan for Cumberland County. CPHC has fulfilled the requirements of numerous state and federal grants over the past 6 years and has a history of collaboration with the local community.

As part of the SPEP project, CPHC is requesting access to individual school district level MYDAUS data, for all schools within Cumberland County. The purpose of the data sharing is to enlighten our countywide substance abuse assessment, and to assist in the identification of data trends and information gaps. The comprehensive assessment will then be used to inform the strategic planning process.

In order to ensure security, confidentiality and appropriate use of the data, the CPHC Project Leaders will maintain their responsibilities and requirements for protecting the data as outlined in the following agreement.

Authorized Users

This data is provided for the sole use of CPHC, and CPHC accepts full responsibility for ensuring that all school level data obtained through the MYDAUS system is securely stored. Access to identifiable data will be restricted to the minimum number of project leaders necessary to perform the activities permitted by this agreement. Identifiable school level data **will not be shared** with other researchers or analysts outside of CPHC.

All questions or inquiries regarding CPHC data use can be directed to:

Liz Blackwell-Moore, MPH
SPEP Grant Manager
Communities Promoting Health Coalition
874-1140 ext. 361 or lbm@propeople.org

Amanda Beal
Drug Free Communities Program Grant Manager
Communities Promoting Health Coalition
874-1140 ext. 319 or aeb@propeople.org

Data Security Procedures

CPHC recognizes that it is critical to keep identifiable school level data secure and confidential. Therefore, all identifiable school level data will be stored securely so that only authorized users within the organization have access to it. This means that computer databases will be password protected; that precautions are taken to ensure that access through modems, networks, and the Internet is carefully monitored and limited to authorized users; and that data tapes, disks, paper files and other storage media are kept in secure locations.

Restrictions on the Use of Data

Data is to be used for analysis, planning and evaluation purposes only. CPHC agrees that the data will be used for assessment and planning activities. Identifiable school level data will not be used for any public or other commercial purposes.

Only aggregate data is to be reported. School level data will be analyzed for the purpose of obtaining and creating aggregate information. If data at the school level is used in a report for illustrative purposes, data will be obscured in such a way that the school district's identity cannot be inferred or discovered.



Signature of Data Access Provider

As a designated representative of _____
School District, I am authorizing CPHC to view our MYDAUS data only for purposes as outlined in this document. I will contact Liz Blackwell-Moore, SEEP Grant Manager, and provide necessary access codes to retrieve our data.

Print Name

Job Title

Signature

Date

Signature of CPHC Representative

As a designated representative of CPHC, I am authorized to assure that CPHC will act in accordance with this Data Use Agreement and all procedures outlined in this document.

Print Name

Job Title

Signature

Date

Please return this signed form to:

**Liz Blackwell-Moore, MPH
Communities Promoting Health Coalition
510 Cumberland Avenue
Portland, ME 04101**