

Tip Sheet-How to Complete CSCHS Data Access Request (DAR) Form

The requester for Data Access needs to:

1. Determine if the project involves “Generative Artificial Intelligence” technology.
2. Complete section 1 (Required): Project details, who is involved, what data elements.
3. Complete section 2 (If Needed): Security Review (How shared/where data is stored).
 - NOTE: “Section 3” is for use of DAR Committee only
4. Submit the PDF fillable form, and any attachments (contracts, business associate agreement, security documents) via email to DataRequest@hhs.sccgov.org and copy the County Counsel advice attorney assigned to the department.

How to complete and submit the DAR form:

1. If the project involves Generative Artificial Intelligence:

- Determine if the project involves Generative Artificial Intelligence (Gen AI). It’s required to asses for Gen AI for projects applying this technology by submitting the AI Form ([Link](#)).

2. Complete Section 1:

- Add the name and email for County employee as the contact person for the request
- Number 1 to 5: Add general information about the request
- Number 6: Select the project type
 - ✓ If contract, add the expiration date
 - ✓ If Data Use Agreement, add the agreement title
 - ✓ If research, add approval date, IRB number, and IRB status
 - ✓ If select other, describe the type of project
- Number 7: Describe the overall project and role of each involved organization (County and Non-County)
- Number 8 and 9: Indicate the dates to start/end receiving data and project start date.
- Number 10: Indicate PHI/PII by selecting the list
 - ✓ If other, attach the data element list to the email when you submit the form.
- Number 11: Add all County involved departments
- Number 12: Add all Non-County involved departments and indicate for each party name, role, point of contact, and contact information
- Number 13: If vendor involved, check the box and attach the agreement /BAA (if applicable) when you submit the form.
- Number 14: If data owned by a third party, check the box and attach the data use agreement (if applicable) when you submit the form.
- Number 15: Indicate if it is a new project by selecting “Yes” or “No”
 - ✓ If “No”, identify what is being changed
- Number 16: Will this data be transferred to another system?
 - ✓ If Yes, describe how and where data will be transferred and the type and volume of data
- Number 17: Identify the number of clinicians/non-clinicians whom access is being requested.
 - ✓ If there is no person in a category, add ZERO
- Number 18: Describe the process for allowing access to data in your department

3. Complete Section 2:

- Number 1 & 2: Add third party Privacy Officer and Security Officer name and contact information if applicable

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- Number 3: specify the most recent annual third party audit report, certification, or attestation covering privacy, security and IT operations and processes
 - ✓ If selected “None”, attach Privacy and Information Security Policy to the email when you submit the form.
 - ✓ If selected “Other”, describe privacy and security process.
 - Number 4: Indicate application authentication information by answering questions in part “a” and “b”
 - Number 5: Describe the hosting environment (such as AWS), back up environment, and geographical location of each hosting environment/back up environment
 - Number 6: Attach the data flow diagram to the email when you submit the form. Indicate connections system that may exchange information with another system.
 - Number 7: Describe information about data transmission by answering questions in part “a” and “b”
 - Number 8: Describe information about securing and encrypting data by answering questions in part “a”, “b”, and “c”
 - Number 9: Describe information about access for users and administrators
 - ✓ Part “a”: Individuals or classes and their access roles as the administrator or user
 - ✓ Part “b”: Methods that users can access the system
 - ✓ Part “c”: Methods that administrators can access the system
 - Number 10: Determine if it’s required to remote access to the County environment to support the hardware and/or software for training and/or troubleshooting purposes. If yes, specify.
- 4. Attach Document:**
- Attach documents as needed/applicable to the email when you submit the form. Documents include but are not limited to:
 - ✓ For request to share PHI/PII
 - Executed or draft contract
 - Executed or draft BAA
 - IRB approval – Only for research project
 - Requested data elements
 - Information Security Evaluation/Review
 - Other document if applicable
 - ✓ For request to share non-PHI/PII
 - Process/workflow to de-identify the data
 - Contract term or scope to support the de-identify data
 - Requested de-identity data elements
 - Other document if applicable