

# Nondisclosure Agreement

## RTI CCC-TCP Partnership Study Non-Disclosure Agreement

Hello RTI CCC/TCP Partnership Case Study Team,

By replying YES to this message (click on the “[Yes, I accept this agreement](#)” button above) you agree to work on the RTI CCC-TCP Partnership Study in accordance with the guidelines and restrictions specified below. You understand that compliance with the terms of this agreement is a condition of your assignment with the 0211965.013 project and are supplementary to those listed in your contract of employment with RTI.

(1) You can share information that you gain in this study with other members of the Case Study team. Beyond this, all information provided throughout this study including the interviews and document review of program materials is to be treated in a secure manner.

(2) In the course of conversations with CCC-TCP partners, you will encounter instances in where you know that another CCC/TCP state has handled a similar problem successfully. The convention in these situations should be, "Another CCC/TCP state handled something like this... let me check with that site and see if they would be willing to let you talk with them about this for more details." If you do this, please be sure to get back to the program staff (whether the other site decides or does not allow their information to be shared), so that in any case RTI looks responsive.

(3) Several of us work with other CDC programs. I ask that our team keep information gained from CCC-TCP states within the Partnership Study.

Safeguarding the privacy of all records and files containing names, contact information, group level information, identifiers, and study information is of critical importance to this project. By accepting this agreement, **you agree not to divulge or allude to any of the individual information with which you are being provided.** You also agree not to attempt to find or contact any of these individuals, for any purpose other than that required by the study. By accepting this document, you agree with the requirements and the spirit of this policy intended to safeguard the privacy of the individuals involved in this initiative. Any reports or presentations of these data will be created with the utmost sensitivity to the privacy of the youth and adult participants who are involved in this initiative.

Thank you,

Sonya Goode Green, MPH  
Project Leader, Partnership Case Study