



Seal of Department of Defense

TRICARE Management Activity Renewal Request - Data Sharing Agreement



Internal Use Only
DSAA # 09-595B

This template shall be used to **renew** an executed Data Sharing Agreement (DSA) that incorporates an approved Data Sharing Agreement Application (DSAA). Questions about completing this template can be directed to the TMA Privacy and Civil Liberties Office (Privacy Office) at DSA.mail@tma.osd.mil.

DSA #: 09-595B

I. BIHR, II. MILCO, III. DHR

DSA Title:

Deployment Health Research and
Deployment Health Research Department (RADA), etc

Contract Number: W911QY-11-D-0053-0001

Option Period of Performance Dates: 02-Apr-2012 to 01-Apr-2014

Changes (explain): No changes

Applicant/Replication Contract Information

Name & Title / Rank: Chris Phillips, MD, MPH
Senior Epidemiologist

chris.phillips@med.navy.mil

E-Mail Address:

Company / Organization: Henry M. Jackson Foundation
Naval Health Research Center
Deployment Health Research Department

Phone Number: 619-553-7729

Government Sponsor Contract Information

Name & Title / Rank: Martin R. White, BA, MPH
Department Head

martin.white@med.navy.mil

E-Mail Address:

Company / Organization: Naval Health Research Center
Deployment Health Research Department

Phone Number: 619-553-9292

Confirmation

Check as applicable to this renewal request:

- There are **no changes to the executed DSA** or the approved, incorporated DSAA. Applicant / Recipient request renewal.
- The information approved in the **executed DSA has changed**. All changes are documented in the space provided or as an attachment.

Research Requests Only

- The research protocol (if applicable) for the project described in the executed DSA has changed. All changes have been reviewed and approved by:
 - IRB
 - TMA, Human Research Subjects Official, CDO #
 - OMB/WHS licensing (survey), # OMB Control #0720-0029, expiration 3/31/2014, for MILCO

Description of the project included in this document, for reporting.

This submission updates the document from May 2013.

New Government Sponsor, Martin R. White (GS) replaces Nancy F. Crum-Cianflone (GS)

Otherwise, no changes to data request, data use, transmission, storage or reporting.

Three IRB Continuing Review Approval Letters were included with previous submission.

All TMA secondary reviews have been completed and all are currently valid.

By signing below, Applicant/Recipient and Government Sponsor acknowledge that the information above is truthful and accurate. Applicant/Recipient and Government Sponsor further attest that they are authorized to sign this request on behalf of their respective organizations.

Applicant / Recipient


Applicant / Recipient Signature

23 SEP 2013
Date

Government Sponsor


Government Sponsor Signature

9/23/13
Date

Submit the completed template to DSA.mail@tma.osd.mil

Internal Use Only

DSA # _____

The renewal has been approved. Date _____

Signature: _____

TMA Privacy and Civil Liberties Office



**TRICARE Management Activity
Data Sharing Agreement – Addendum for Services**



Internal Use Only
DSAA #:
09-595C

This template is for the sole purpose of documenting approval from a respective Service's data sharing point of contact ("POC") when a contract, grant, Cooperative Research and Development Agreement ("CRADA"), or other project that is the subject of a Data Sharing Agreement Application ("DSAA") is sponsored by a Uniformed Service. This Addendum for Services will be used to supplement a DSAA submitted to the TMA Privacy and Civil Liberties Office ("Privacy Office") requesting data owned and/or managed by TMA.

By signing below, I certify that I have reviewed the request to renew DSA 09-595 as submitted to the Privacy Office and agree that the data requested that is owned and/or managed by TMA, is appropriate in connection with the contract, grant, CRADA, or other project referenced in Section 2 of the DSAA, which is sponsored by my respective Uniformed Service.

I attest that I am authorized to sign this addendum as the data sharing POC for my respective Service.

Print: Amit Adhya Title: Navy Medicine Alternate DSA Representative

Signature: [Handwritten Signature] **Date:** May 15th, 2013



This Addendum has been reviewed and made part of the DSAA file.

Date Processed: _____

Signature: _____
Data Sharing Compliance Officer, TMA Privacy and Civil Liberties Office



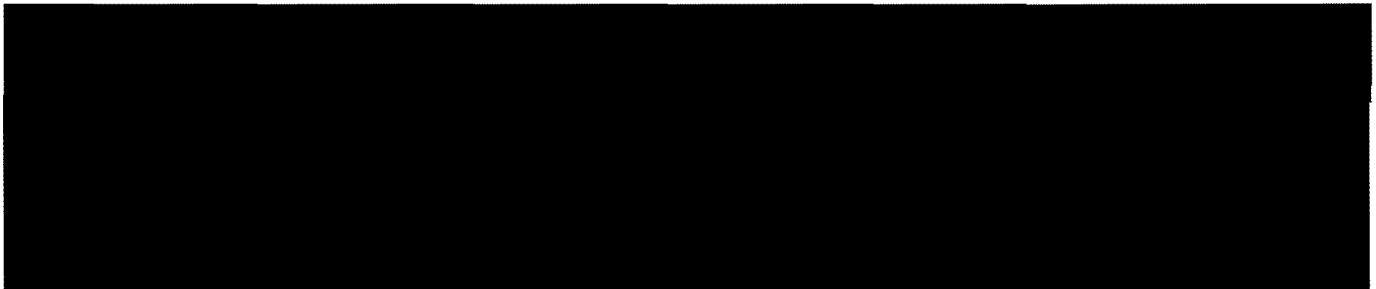
**TRICARE Management Activity
Data Sharing Agreement Application**

Internal Use Only DSAA #: 09-595.1B, .2B, .3B

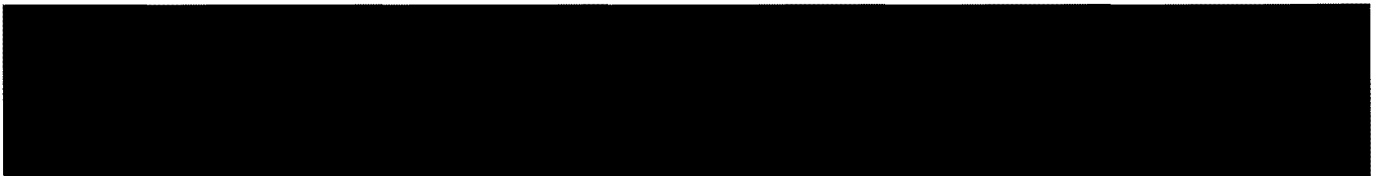
The TRICARE Management Activity (“TMA”) Privacy and Civil Liberties Office (“Privacy Office”) conducts compliance reviews of requests for data owned and/or managed by TMA. This Data Sharing Agreement Application (“DSAA”) is designed to assist in reviewing data requests for compliance with regulatory requirements, including Department of Defense (“DoD”) Health Information Privacy Regulation (DoD 6025.18-R), which implements the Health Insurance Portability and Accountability Act (“HIPAA”) Privacy Rule, and DoD Privacy Program (DoD 5400.11-R), which implements the Privacy Act of 1974, as amended. **Data access and extractions are handled through separate offices within the Military Health System (“MHS”), but prior approval of the data request is required by the Privacy Office.**

This application to request data must be completed by both the Applicant and the Government Sponsor, as defined below. Each will be asked to provide **initials** in order to certify the accuracy of a completed DSAA. Upon approval, this application will be incorporated into a Data Sharing Agreement (“DSA”) that the Applicant, Government Sponsor, and Privacy Office Director must execute. Questions can be directed to DSA.mail@tma.osd.mil.

1. DATA REQUESTORS



Name & Title / Rank Chris Phillips, MD, MPH / Senior Epidimiologist	E-Mail Address chris.phillips@med.navy.mil
Company / Organization Henry M. Jackson Foundation	Phone Number 619-553-7729
Mailing Address (Street, City, State, and Zip Code) 140 Sylvester Road, San Diego, CA 92106-3521	



Name & Title / Rank Nancy F. Crum, MD, MPH / Director	E-Mail Address nancy.crum@med.navy.mil
Company / Organization DOD Center for Deployment Health Research, NHRC	Phone Number 619-553-7335
Mailing Address (Street, City, State, and Zip Code) 140 Sylvester Road, San Diego, CA 92106-3521	

Data Sharing Agreement Application, Last Update 6/1/11

Prime Contracting Organization(s) [including the Applicant, if applicable]:

Henry M. Jackson Foundation

Subcontracting Organization(s):

None

2. SOURCE OF THE DATA REQUEST

Select the one below that forms the source of your data request:

Contract

Grant

CRADA

List Other Project Type: _____

Contract / Grant / CRADA / Other Project Number or Tracking Number (as applicable)

N66001-04-D-2506/009

Contract / Grant / CRADA / Other Project Name

I. BIHR, II. MILCO, III. DHR

Current Option Year Period of Performance Dates

9/26/11 - 3/25/12

Expiration Date of Contract / Grant / CRADA / Other Project

3/25/12

Has standard Business Associate Agreement (“BAA”) language been incorporated into the above-referenced contract, grant, CRADA, or other project documentation?

Standard BAA language is set forth at

<http://www.tricare.mil/tma/privacy/downloads/2010630/Protected%20Business%20Associate%20Agreement.doc>

Yes No

If your response is “No” to the question above and the Privacy Office determines that this application is requesting or will provide access to data elements containing protected health information (“PHI”), you may be contacted and required to modify your contract, grant, CRADA, or other project documentation to incorporate BAA language before the application can be approved. PHI is defined in Appendix B.

3. PURPOSE OF THE DATA REQUEST

I. National Surveillance for Birth Defects Among Department of Defense (DoD) Health Care Beneficiaries - The Birth and Infant Health Registry (BIHR) = To establish a surveillance program for birth defects among Department of Defense Health Care Beneficiaries. Such a registry will provide baseline data, assist with medical surveillance, and gather statistics about reproductive outcomes. The primary objective establishes surveillance for major birth defects among DoD beneficiary infants and provide annual prevalence data on birth defects diagnosed in infancy, beginning with all military infants born in 1998.

In support of the recommendations of the United States Senate Committee on Veterans' Affairs, the Institute of Medicine's Committee to Review the Health Consequences of Service During the Persian Gulf War, and the Presidential Advisory; Committee on Gulf War Veterans' Illnesses. This DoD registry concept has been endorsed by the Surgeons General of the US Army, Navy and Air Force, and by DoD/HA. (See attachment, Statement of DoD/HA Policy from Dr. Sue Bailey for BIHR.)

II. Prospective Study of U.S. Military Forces: The Millennium Cohort Study (MILCO) = To determine how the health of US military veterans change over time, and to determine the health impact of military deployments upon the adjusted incidence of chronic disease and serve as the foundation for a portfolio of future studies of the impact of military service. Including anthrax vaccination, on the health of members of the armed forces. See also <http://www.millenniumcohort.org>.

This study was designed in response to the Institute of Medicine's report "Measuring Health" and funded by DoD/HA. The study designed has been favorably reviewed by the American Institute of Biological Sciences (AIBS). (See attachment, IOM Report Executive Summary, Measuring Health.pdf)

III. Deployment Health Research (DHR) = To conduct epidemiological studies investigating the health experience of military personnel and their families. Studies focus on frequency of symptoms, hospitalizations, reproductive outcomes, risks for autoimmune disorders, cancer risk factors and surveillance, mental health outcomes, mortality and other health outcomes among DoD beneficiary populations, both military and civilian.

Section 743 of the Strom Thurmond National Defense Authorization Act for Fiscal Year 1999 authorized the Secretary of Defense to establish a center devoted to "...longitudinal study to evaluate data on the health conditions of members of the Armed Forces upon their return from deployment ..." On September 30, 1999, the Assistant Secretary of Defense for Health Affairs executed Section 743 to establish the DoD Center for Deployment Health Research, designated to have remote access to personnel and health data maintained by all DoD organizations.


For all three protocols above, SSN, EDIPN, Date of Birth, and Gender codes are required to link data from key tables in the MDR (SADR, SIDR, HCSR-I, HCSR-NI, TED, DEERS, Pharmacy, Laboratory, Radiology). The DDS, FMP and other Family Relationship codes to confirm familial relationships for the BIHR and MILCO.

Studies include investigations of personnel who remain on active duty and personnel who have left military service, as well as their families. Records are collected and assembled to permit investigative examination and analysis of reports of possible exposure to biological, chemical, radiological, disease, or environmental agents incident to service in military deployments or related operations, exercises, or tests, to conduct scientific or related studies or medical follow-up programs, and to assist in the resolution of deployment related issues. All studies conducted at the DoD Center for Deployment Health Research are conducted using protocols that are approved by the Naval Health Research Center, and other appropriate Institution Review Boards.



- Yes
- No

<p>If “Yes,” address the following two items:</p>	<p>Set forth the precise type of data that will be published, reported, or otherwise released: If your response exceeds the space available, please attach additional pages. Identifiable data will not be disclosed or reused, and will only be used to meet the stated study objectives.</p>
	<p>Describe the method that will be used to ensure that there is minimal risk of identifying or re-identifying individuals: If your response exceeds the space available, please attach additional pages. Only the minimal amount of data needed to accurately identify an individual will be used, this is usually the EDIPN or the combination of gender, ssn, and dob. Aggregate data and post analysis results for publication will NEVER include any PHI. Results which have the potential to identify any individual by identifiers other than EDIPN, gender, ssn, or dob will be not be reported in aggregate tables.</p>

	<p>Requirement: For research requests that undergo review by an Institutional Review Board (“IRB”), any intent to publish, report, or otherwise release data, results, or findings must be included in materials submitted to that respective IRB for approval. The Government Sponsor is responsible for ensuring DoD requirements are met for publication/release.</p>
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4. DATA FLOW, USE AND MANAGEMENT

PHI data, to include SSN, EDIPN, Date of Birth, Gender, FMP, DDS, Family Relationship codes are required to link data from core MDR tables, aka the "pub" tables (SADR, SIDR, HCSR-I, HCSR-NI, TED, DEERS, Pharmacy, Laboratory, Radiology). In addition, the personal identifiers are required to link MDR data with MILCO survey data and declassified deployment history data.

For BIHR, a birth defect case will be defined as a DoD beneficiary birth with a date of birth, on or after January 1, 1998, and a congenital anomaly diagnosis that is classified as a birth defect by the CDC. This selection of birth defects is a standard for US state birth defects registries. It includes diagnoses (ICD-9 codes) that are defined as structural, or adversely affecting an individual's health functioning or social acceptability; and diagnosed before a child's first birthday.

For MILCO, the prospective methodology will permit the accurate description of the incidence and natural history of medical conditions in this population. Most importantly, the impact of future deployments will be captured and addressed by determining whether conditions brought to medical attention post-deployment represent new occurrences or pre-deployment health states. The data from the survey will not be weighted, and findings from all subgroups will be reported. Baseline healthcare data and exposure history obtained from the survey will be joined to deployment history data and DoD healthcare utilization data (using ICD-9, CPT codes) to study any associations and/or interactions from baseline health status, exposure history, deployment history and health outcomes.


For DHR, personal identifiers are required to link data with recruit assessments, deployment history data and medical outcomes, with emphasis on mental health to include PTSD, TBI, and for cancer surveillance and risk factors.

5. FOR RESEARCH REQUESTS ONLY

Name of Research Project if other than the name stated in section 2 above	I. BIHR, II. MILCO, III. DHR		
Principal Investigator	Nancy Crum, MD, MPH		
Complete Mailing Address	140 Sylvester Road, San Diego, CA 92106-3521		
Telephone Number	619-553-7335	E-Mail Address	nancy.crum@med.navy.mil
Has this project been reviewed by an IRB?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has this research been reviewed by TMA's Exemption Determination and Secondary Review Officer? (Contact DSA.mail@tma.osd.mil with any questions)			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this research involve a survey or information collection from ten (10) or more individuals?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to the previous question, indicate the type of approval below and provide the associated number and expiration date: <input checked="" type="checkbox"/> Report Control Symbol ("RCS") = MILCO <input type="checkbox"/> Office of Management and Budget ("OMB")			RCS / OMB Number: DD-HA(AR)2106
			Expiration Date: 1/31/13


6. SOURCE AND TYPE OF DATA REQUESTED

<input type="checkbox"/> AHLTA	<input type="checkbox"/> M2	<input type="checkbox"/> TMDS
<input type="checkbox"/> CDM (from the MDR)	<input checked="" type="checkbox"/> MDR	<input type="checkbox"/> TOL
<input type="checkbox"/> CHCS	<input type="checkbox"/> MHS Learn	[space reserved]
<input type="checkbox"/> DMHRSi	<input type="checkbox"/> PDTS	
<input type="checkbox"/> EAS	<input type="checkbox"/> PEPR	
<input type="checkbox"/> Other systems (please specify):		

 **Requirement:** Except for requests made by a health care provider for treatment purposes, all data requests must be limited to data elements that are minimally necessary to accomplish the intended purpose of the request.

<input type="checkbox"/>	<p>To request specific data elements within a system:</p> <p>Go to Data Request Templates at http://www.tricare.mil/tma/privacy/Templates.aspx to create a data element list specific to your contract, grant, CRADA, or other project. The most frequently used systems owned and/or managed by TMA will have a corresponding template. Use the default template entitled "General Data Request Template" for any system not otherwise listed. <u>You must complete a template for each separate system indicated above from which you are requesting data.</u> Within the template, you can select the data elements available for that system. After completing each applicable template, press the button to print out your data element list and attach it to this DSAA for submission.</p> <p><u>This DSAA will not be considered complete until you submit all applicable Data Request Templates.</u></p>
<input checked="" type="checkbox"/>	<p>To request all data elements within a system:</p> <p>List each system below from which you are requesting "all data elements" and provide a detailed justification for this request. <i>Note: Requests for "all data elements within a system" should be avoided, whenever possible, and will be carefully scrutinized.</i></p> <p>If your response exceeds the space available, please attach additional pages.</p> <p>Core files in "pubs" (All fields/All years) - SIDR, SADR, Ancillary HCSRN, HCSRI, DEERS, TEDN, TEDNI, Death, PDTS, NMOP. Login via non OOB account to: program in SAS, start jobs, monitor job completion status.</p>

<input type="checkbox"/>	<p>Receive as an extraction (i.e., data will be physically removed from a system owned and/or managed by TMA and provided to the data requestors)</p> <p>Indicate the name of the MHS Office and/or its appointed designee that will prepare the extraction:</p> <p>_____</p>
<input checked="" type="checkbox"/>	<p>Directly access via login (i.e., data requestors will directly log in to a system owned and/or managed by TMA)</p>


	<p>Notice: Based on the specific data elements that you request and any access you may have to systems owned and/or managed by TMA, as indicated by your responses to the above questions, the Privacy Office will determine the type/category of your data request under applicable privacy regulations. You are not asked to decide if your request meets the regulatory definitions of a limited data set, PHI, de-identified data and/or personally identifiable information (“PII”) that excludes PHI. The Privacy Office will make this determination for you and will then review your request under the applicable privacy regulations. The Privacy Office will contact you if there are questions or issues that arise in making this determination.</p>
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<input type="checkbox"/>	One-time only
<input type="checkbox"/>	Weekly
<input type="checkbox"/>	Bi-weekly
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Annually
<input checked="" type="checkbox"/>	<p>Other (please specify): Continuous "ad hoc" access via SAS Sessions as needed, approximately twelve sessions per month.</p>

7. DATA FROM NON-TMA SYSTEMS

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If "Yes," explain why and how you will associate the requested data with data from non-TMA Systems: If your response exceeds the space available, please attach additional pages.</p> <p>For DMDC active duty rosters are used to create accurate denominators for deployment health research and to verify, by month, active duty status. Database joins to these DMDC files by either EDIPN or the combination of gender, ssn and dob.</p> <p>For JTTR, PDHA, PHDRA; these databases are also important data sources for deployment health research. Database joins to these files are by EDIPN (if populated) or the combination of gender, ssn and dob.</p>

<input checked="" type="checkbox"/> DMDC	<input checked="" type="checkbox"/> PDHRA	<input type="checkbox"/> Other (please list):
<input checked="" type="checkbox"/> JTTR	<input type="checkbox"/> TRAC2ES	
<input checked="" type="checkbox"/> PDHA	[space reserved]	

	<p>Requirement: Be advised that you are required to obtain separate permission to use or disclose data from each of the respective non-TMA system owners and/or managers. The Privacy Office cannot approve data requests from these systems.</p>
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8. ADDITIONAL INFORMATION

<p>Are you <u>electronically</u> collecting, maintaining, using, or disseminating PII? (PII is defined in Appendix B.)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are you creating an item, collection, or grouping of information, <u>in any media (e.g., paper and/or electronic)</u>, from which you will have the ability to retrieve the data by the name of an individual or some other personal identifier?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

9. INFORMATION SYSTEM PROTECTION



Organization Name	System Name(s)	ATO or IATO	Expiration Date
Henry Jackson Foundation	Naval Medical Center San Diego (NMCS D) Local Area Network (LAN)	ATO	2/28/2014



None



Requirement: A System Security Verification (“SSV”) template must be completed by each organization indicated in section 9b above with respect to any information system on which it intends to store, transmit, process, or otherwise maintain the requested data that has not been granted an ATO or IATO.

The SSV template is available on the Privacy Office website link below. Please provide the completed SSV template(s), as required, with this DSAA.

http://www.tricare.mil/tma/privacy/downloads/FINAL_APPROVED_SSV_Locked.doc

10. APPLICABLE SUPPORTING DOCUMENTATION

Check all documents noted below that will be submitted in support of this DSAA:

- Data Flow, Use and Management Diagram/Illustration (see section 4)
- Data Request Template(s) for each system from which you are requesting data (see section 6b)
- SSV Template(s) (see section 9b)
- Other (briefly describe): _____



Requirement: You must submit all necessary and supporting documents before your DSAA is considered complete for processing.

11. CERTIFICATIONS

By electronically typing our initials in the respective boxes below, we certify that the information provided in this DSAA and all supporting documents is truthful and accurate. We understand that we are required to promptly notify the Privacy Office of any change(s) to this DSAA.

Applicant

Chris Phillips, MD, MPH / Senior Epidemiologist, Henry M. Jackson Foundation, NHRC

Printed Name and Rank/Title

March 12, 2012

Date

CJP

By initialing here, I further certify that this application is submitted by me personally.

Government Sponsor

Martin R. White for Nancy Crum, MD, MPH / Director DoD Center for Deployment Health Research, NHRC

Printed Name and Rank/Title

March 12, 2012

Date

MRW

By initialing here, I further certify that this application is submitted by me personally.



Notice: The names and electronic initials above will be associated with the respective contact information provided in section 1 above and will be used for all communications by the Privacy Office related to this DSAA.

Internal Use Only

Other Related DSA Numbers: _____

Type of data request:

Based on data elements requested and level of access, if applicable. (see section 6)

- De-Identified pursuant to DoD 6025.18-R, C8.1
Indicate method of de-identification:
 - Statistical Method; or
 - Safe Harbor Method
- Limited Data Set ("LDS") for the purpose of research, public health, or health care operations, pursuant to DoD 6025.18-R, C8.3
- PHI pursuant to DoD 6025.18-R, DL1.1.28
- PII pursuant to DoD 5400.11-R, DL1.14, *excluding PHI*

For PHI requests, purpose of the data request pursuant to DoD 6025.18-R (check all that apply):

- Research (C7.9), and confirm the following prerequisite approvals:
 - Exemption Determination and Secondary Review Officer approval received
 - TMA Privacy Board approval received, if applicable
- Treatment (C4.2)
- Healthcare Operations (C4.2)
- Payment (C4.2)
- Required by Law (C7.1)
- Public Health Activities (C7.2)
- Health Oversight Activities (C7.4)
- Law Enforcement (C7.6)
- Judicial and Administrative Proceedings (C7.5)
- Avert a Serious Threat to Health or Safety (7.10)
- Cadaveric Organ, Eye or Tissue Donation (C7.8)
- About Decedents (C7.7)
- Workers' Compensation (C7.12)
- Specialized Government Functions (C7.11)
- Victims of Abuse, Neglect, or Domestic Violence (C7.3)

- Has required BAA language been incorporated? (see sections 2 and 3a) Yes No N/A
- Are required SSV templates approved? (see section 9) Yes No N/A
- Is there intent to publish, report, or otherwise release data? (see section 3b) Yes No N/A
- Has a Privacy Impact Assessment been reviewed? (see section 8) Yes No N/A
- Is a System of Records (SOR) Notice needed for a new SOR? (see section 8) Yes No N/A
- Has a Privacy Act Statement been reviewed? (see section 8) Yes No N/A
- Does the data request invoke the need for a Computer Matching Agreement? (see sections 2 and 7) Yes No
- Does the data request invoke the need for an agreement with DoD Quality Management Programs? (see section 3) Yes No

Applicable SORN Number(s): DHA 07

This DSAA is Approved by signing below:

Signature: RSD Shields
Data Sharing Compliance Officer, TMA Privacy and Civil Liberties Office

Date: 5/2/12

APPENDIX A

Responsibilities

Applicant / Recipient responsibilities are as follows:

- Agree to and execute a DSA after the DSAA is reviewed by the Privacy Office
- Provide and maintain accurate and complete responses to the DSAA and promptly notify the Privacy Office of any change(s)
- Maintain current information with the Privacy Office and, if necessary, complete a DSA – Change of Applicant / Recipient template to reflect any transition within fifteen (15) days
- When a change is required to an executed DSA (which incorporates an approved DSAA), promptly submit to the Privacy Office the appropriate template(s): DSA – Renewal Request, DSA – Modification Request, or DSA – Extension Request
- Safeguard the integrity of the data received and comply with all applicable standards for protecting its privacy and security
- Ensure that TMA breach notification and response procedures are followed in the event of potential or actual loss, theft, or compromise of data as outlined on the Privacy Office website at <http://www.tricare.mil/tma/privacy/breach.aspx>
- Adhere to BAA requirements, if applicable
- Submit a completed and signed DSA – Certification of Data Disposition to the Privacy Office within thirty (30) days of the expiration of the DSA or the date of notification that the data are no longer necessary, *whichever comes first*

Government Sponsor responsibilities are as follows:

- Agree to and execute a DSA once the DSAA is reviewed by the Privacy Office
- Confirm and/or provide accurate and complete responses to the DSAA and promptly notify the Privacy Office of any change(s)
- Maintain current information with the Privacy Office and, if necessary, complete a DSA – Change of Government Sponsor template to reflect any transition within fifteen (15) days
- When a change is required to an executed DSA (which incorporates an approved DSAA), ensure the appropriate template(s) is promptly submitted to the Privacy Office: DSA – Renewal Request, DSA – Modification Request, or DSA – Extension Request
- Ensure compliance with applicable standards for protecting the privacy and security of the data received
- Ensure that TMA breach notification and response procedures are followed in the event of potential or actual loss, theft, or compromise of data as outlined on the Privacy Office website at <http://www.tricare.mil/tma/privacy/breach.aspx>
- Ensure adherence to BAA requirements, if applicable
- Ensure that a completed and signed DSA – Certification of Data Disposition is submitted to the Privacy Office within thirty (30) days of the expiration of the DSA or the date of notification that the data are no longer necessary, *whichever comes first*
- Oversee the work performed by the Applicant / Recipient for the duration of the DSA
- Ensure that the publication or release of any data, results, or findings adheres to applicable DoD requirements

APPENDIX B

Definitions

Accreditation Decision: A formal statement by a Designated Accrediting Authority (“DAA”) regarding acceptance of the risk associated with operating a DoD information system (“IS”) and expressed as an Authorization to Operate (“ATO”), Interim Authorization to Operate (“IATO”), Interim Authorization to Test (“IATT”), or Denial of an Authorization to Operate (“DATO”). The accreditation decision may be issued in hard copy with a traditional signature or issued electronically signed with a DoD Public Key Infrastructure-certified digital signature. [DoDI 8500.1, DoD Information Assurance Certification and Accreditation Process (“DIACAP”), E2.2.]

Personally Identifiable Information (“PII”): Information that can be used to distinguish or trace an individual’s identity, such as his or her name, social security number, date and place of birth, mother’s maiden name, biometric records, including any other personal information that is linked or linkable to a specified individual.

Protected Health Information (“PHI”): Individually identifiable health information that is transmitted or maintained by electronic or any other form or medium, except as otherwise contained in employment records held by TMA in its role as an employer.

APPENDIX C

Acronyms for Systems Owned and/or Managed by TMA

CDM	Clinical Data Mart
CHCS	Composite Health Care System
DMHRSi	Defense Medical Human Resources System - internet
EAS	Expense Assignment System
M2	Management Analysis and Reporting Tool
MDR	MHS Data Repository
MHS Insight	Military Health System Insight
MHS Learn	Military Health System Learn
PDTS	Pharmacy Data Transaction Service
PEPR	Patient Encounter Processing & Reporting
TOL	TRICARE Online
TMDS	Theater Medical Data Store

APPENDIX D

Acronyms for Non-TMA Systems

DMDC	Defense Manpower Data Center
JTTR	Joint Theater Trauma Registry
PDHA	Post Deployment Health Assessment
PDHRA	Post Deployment Health Reassessment
TRAC2ES	Transportation Command (“TRANSCOM”) Regulating and Command & Control Evacuation System