

Project AWARE-TISS Cross-Site Evaluation Data Access and Use Agreement

As the AWARE-TISS Online Data System (ATODS) Site Administrator you have the highest level of privileges assigned to the ATODS and that includes data download privileges. All data sets have been de-identified; however, to ensure the highest level of rights protection for respondents represented in these data sets you are required to review and sign this data access and use agreement. There are two fundamental aspects to this agreement, described below. The first relates explicitly to ATODS access and use, and the second to data use and reporting.

I. ATODS Access: User IDs and Password

The purpose of this section of the agreement is to specify the conditions related to accessing/using the grantee-specific Project AWARE-TISS Cross-Site Evaluation data from the Project AWARE and TISS Programs sponsored by the Center for Mental Health Services (CMHS) of the Substance Abuse and Mental Health Services Administration (SAMHSA).

Site Administrators of the ATODS are assigned the highest level of privilege to the system, including the ability to assign other users and to download grantee-specific data. No other level of user access allows data download capability. As an ATODS Site Administrator you are expected to adhere to the security standards of the ATODS to the fullest, in respect to their interaction with other users and in handling suicide prevention information. As a user, you are required to change the system-generated password to a self-generated password.

The undersigned gives the following assurances with respect to using the ATODS:

- You will not allow any other person to share your user ID and password and will accept responsibility for all logins to the ATODS using your user ID and password.
- You will not provide your user ID and/or password to any third party.
- You will not leave the ATODS web site unattended while logged on to the system.
- If you believe any breach of security has occurred, such as the disclosure, theft, or unauthorized use of your user ID and password, you will contact ICF immediately.

II. Data Use

The purpose of this section of the agreement is to specify the conditions related to accessing/using the grantee-specific Project AWARE-TISS Cross-Site Evaluation data from the Project AWARE and TISS Programs sponsored by CMHS.

The data sets should be used for the express purposes of local program monitoring, evaluation and sustainability. No identifying information will be included in the grantee-specific data sets.

The undersigned gives the following assurances with respect to use of grantee-specific data:

- I must adhere to and be knowledgeable of relevant IRB regulations regarding the proposed use of the data. In compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations, distributed data will have all personal and identifying information removed from the dataset.

- I will not use nor permit others to use the Project AWARE-TISS Cross-Site Evaluation data in any way except for aggregate statistical reporting.
- I will require others in the organization (specified below) who use the data to sign this agreement and will keep those signed agreements on file and will submit copies of those signed agreements to SAMHSA upon request.
- I will not use, release, nor permit others to release any information that identifies persons, directly or indirectly.
- I will not, nor will others, report aggregate information based on sample sizes fewer than 10.
- I will not use or release nor permit others to use or release the data sets or any part of them to any person who is not a member of the organization (specified below), except with the approval of SAMHSA and the project officer for the grant programs under analysis.
- I will not attempt to use nor permit others to use the Project AWARE-TISS Cross-Site Evaluation data sets to learn the identity of any person included in any set.
- I will not contact nor permit others to contact establishments or persons in the data sets to question, verify, or discuss data in the Project AWARE-TISS Cross-Site Evaluation dataset.
- I will make no statement nor permit others to make statements indicating or suggesting that interpretations drawn from analyses of these data are those of ICF or SAMHSA.
- I will acknowledge in all reports based on these data that the source of the data is the Project AWARE-TISS Cross-Site Evaluation funded by the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration.