REDCap Data Use Agreement

1. REDCap[1] System Content, Use and Access

REDCap is a secure, web-based application used for data collection. Information related to the Family Support Statewide Database (FSSD) project in REDCap is available to authorized University of Iowa (UI) staff, Iowa Department of Public Health staff (IDPH), and FSSD users. Data collected in REDCap can be used for a variety of purposes including:

- To prepare monthly and semi-annual reports to meet federal requirements
- To support center-specific evaluation
- To support cross-site evaluation

REDCap is not an "open system." Cases are not identified except through a participant identification number supplied by the agency providing direct services so that information can be used for their purposes. Staff members from each organization are assigned membership in a "Data Access Group." This means information in the system can only be accessed for an organization by authorized users within the organization. Only authorized UI staff and IDPH staff are able to view data across user groups. The system allows authorized users access to enter or change data in the system at any time. Individuals in each organization can run reports and export data into Excel or other formats for data manipulation and analysis.

To protect confidentiality and ensure the proper use of the data in REDCap, it is important that REDCap users understand and agree to the terms and conditions that apply to their level of access to the system. This document constitutes the REDCap Data Use Agreement. The Agreement details, for different categories of users, what each user is authorized to do and which rules apply. This agreement also records the user's commitment to abide by these rules.

2. Authorized Uses

FSSD authorized REDCap data users within groups are given access:

- To read all REDCap entries within their user group;
- To run REDCap QA reports or other checks to monitor data entry;
- To run REDCap queries and reports to support program performance monitoring;
- To conduct additional analyses using exports to answer questions, report findings, examine performance measures and support improved management and service delivery.

3. Terms & Conditions

With Regard to REDCap Access and Data Use all users agree:

- To attend a FSSD training session in-person or via webinar;
- To use REDCap only for the purposes of the FSSD program and follow the rules and procedures described in this Agreement and other agreements that may apply;
- To authorize users of the system through communication to IDPH and the UI of staff names and to inform IDPH and the UI when a user should be deactivated;
- To notify the UI when an email address associated with a Hawk ID has been changed;

[1] For purposes of this Agreement, all references to "REDCAP" or "REDCAP data" include any archival data.

- To protect Hawk IDs and passwords and ensure that REDCap users do not share credentials or permit others outside the agency to access REDCap;
- To maintain privacy for service recipients and prohibit sharing of data with parties outside of authorized REDCap users and other staff unless they have been granted approval to do so by the service recipient according local laws;
- To use REDCap data only for its intended purposes;
- To immediately report any use or disclosure of REDCap data other than as permitted by this Agreement and take all reasonable steps to mitigate the effects of such improper use or disclosure;
- To notify IDPH and the UI when a user leaves employment or no longer requires access to the system.

With Regard to Creating Presentations, Reports, Publications, Web Pages, and Other Products Intended for Audiences Outside of the User's Own agency:

- To submit to the UI for prior review and approval any findings, product, or information that includes REDCap data and that will either be shared with parties outside of the user's own agency or will be accessible to the general public.
- In advance of performing any multi-agency analysis, to request consultation from the UI regarding: data quality, changes to REDCap and data entry requirements, and potential issues with data interpretation.
- In advance of performing any multi-agency analysis, to present a brief plan to The University principal investigator, Dr. Brad Richardson, for review and approval which includes the purpose of the study, the questions of interest, and the proposed method(s).
- To maintain confidentiality at all times.

4. Signature of Authorized User

This agreement must be signed by each individual user, documenting the user's authorized uses of the REDCap system and the user's commitment to abide by the terms and conditions for use of REDCap data.

Name (printed):

Title:

Organization/Center Affiliation:

Email address:

Telephone number:

Signature:

Date:

Please return to: Tasha Wells
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