

INSTRUCTIONS for Completing the Data Disclosure Questionnaire

These instructions will help you answer the questions on the *Data Disclosure Questionnaire* (DE 667). Your detailed responses will assist with timely and accurate processing of the request.

For renewals or amendments, most of the requested information is contained within the existing contract, but you must also complete the questionnaire to ensure accuracy.

Data Disclosure Questionnaire Questions

1. Select from one of the following.

New contract, contract renewal, or contract amendment:

- If new contract is selected, move to question 2.
- If contract renewal is selected, list the existing contract number, summarize the changes requested, and move to question 2.
 - If requesting a renewal with no changes, document “No Change” and move to question 16.
- If contract amendment is selected, list the existing contract number, mark “Yes” for changes to the prior contract, summarize the changes requested, and move to question 2.

2. Select the appropriate exchange category.

Select appropriate box for the request:

- One-way Data Exchange: the requesting agency will only receive data from the Employment Development Department (EDD).
- Two-way Data Exchange: the requesting agency will provide a tickler file to the EDD for use in a match process, and the EDD will provide output data back to the agency.
- Two-way Data Exchange: both the requesting agency and the EDD will exchange data.

3. Requesting agency information.

Provide the requesting agency’s name and address.

4. What is the business need or justification for this request?

Identify the program business need, justification, or other circumstances making the disclosure of this information necessary. Indicate if the request is pursuant to a directive, mandate, legally authorized, etc.

5. How will the data be utilized?

State how the data will be utilized within your agency. Include any potential downstream processes or publications.

6. Legal authority. What federal or state statutes allow the EDD and your agency/company to exchange information?

Provide the federal or state statutes that allow the EDD to provide this data to your agency. List the specific code section, reference, legislative bill, etc.

7. What specific data elements are being requested? If applicable, what data elements will be provided to the EDD and how many records will be contained in each request?

Identify the specific data elements that are needed. For example, employee name, Social Security number, wages, etc. If applicable, state what data elements your agency will submit in a tickler file to the EDD to obtain the requested data elements. If you will submit a tickler file to the EDD, how many records will be in each file?

8. Will the data be re-disclosed?

If you are requesting approval for the re-disclosure of this data to another vendor outside of your agency, list the name of the vendor, legal authority and purpose of the re-disclosure. Provide detailed information including, but not limited to, specific data elements, if data would be identified or de-identified prior to the re-disclosure, and how the recipient will use the data.

9. For what time-periods or actual quarters is the data needed?

What are the actual quarters for the data you are requesting? For example, data for calendar year of 20XX, data for State Fiscal Year (SFY) 20XX-20XX, data for second quarter of 20XX, etc. This will help determine how far back the request goes, and if the data is available.

10. What is the requested start date of the exchange?

Provide the requested start date of the exchange. Generally, all contracts (except for a one-time request) should start at the beginning of a SFY (July 1). Any other start date will need to be discussed.

11. What is the desired length of the Data Sharing Agreement (DSA)?

Select the desired length of the contract your agency would like to request.

12. How frequently is the data needed? Based on the frequency, how many requests will be submitted?

Identify how often the data will be needed. For example, a one-time request, monthly request, annual request, as-needed request, etc. Provide the number of requests your agency will submit based on the frequency. For example, 10 requests monthly, 12 requests annually, etc.

13. When will the need for the data expire? How long is the intended need and use of the data?

Identify and justify how long the data will be needed. For example, one year, five years, data will be de-identified, etc. Make sure to include justification.

14. What method will be used to access the EDD confidential information? How will the request/data file be transmitted to the EDD?

State how the data will be transmitted between your agency and the EDD. For example, Secure File Transfer (SFT), USPS mail, fax, etc.

15. What are the consequences of not receiving the data?

State the potential consequences of not receiving the data. For example, the inability to meet federal guidelines, not being able to identify improvements or effects of your program, etc.

16. Points of Contact.

List the requesting agency's points of contact (pending the determination of a contract, or the determination to release confidential information). A single point of contact can be used in multiple areas.

Agency Requestor. Individual requesting the contract with the EDD.

Contract Negotiator. Individual responsible for negotiating the terms contained in the contract and will act as the point of contact for negotiation and communication between the agency and the EDD.

Contract Signatory. Signatory authority that will provide signature to execute the contract.

Contract Accounts Payable. Individual responsible for receiving and processing invoices and will act as the point of contact for invoicing.

Information Technology (IT) Analyst. Individual responsible for troubleshooting data files, executing SFT, and will act as the point of contact for technical issues.

Privacy and Disclosure Coordinator. Individual responsible for the handling of confidential data within requesting agency.

Information Security Officer. Individual responsible for the protection of systems, IT security, destruction, and the handling of the EDD's confidential data.

Once completed, submit the DE 667 by email, mail, or fax to the EDD.

Factors to consider when requesting EDD data:

- A DSA/contract will need to be executed prior to providing data, which may include costs for implementation and ongoing provisions.
- A new agreement/contract may take between 4-12 months to fully execute.
- The EDD may only share data with agencies that are legally authorized to receive it.
- The EDD requires the receiving agency to meet specific information security requirements, which include, but are not limited to, completing privacy, security, and disclosure training and signing a confidentiality statement. Additional details will be provided during the processing of the DSA/contract.
- As the EDD must abide by the standards and regulations specified in the California Unemployment Insurance Code (CUIC), the EDD reserves the right to approve or deny modifications to contract documents. Because the EDD's data is confidential in nature, each contract must be written so the data is protected.