

**County of San Diego, Health and Human Services Agency (HHS)A)  
Policy and Procedures**

**CalWIN System Data Use Agreements**

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**Issue date:**

12/22/2014

**Effective date:**

12/22/2014

**Background:**

The CalWIN System Data Use Agreement (SDA) is an agreement between San Diego County Health and Human Services Agency and another party to receive data matches from CalWIN. The SDA determines the purposes of the information and who will be authorized to view the information.

**Policy:**

There are two SDAs to be used depending on what is being requested and the purpose of the request.

1. **The System Data Agreement Data Extract Template:** is to be used for USDA Free or Reduced-Price School Lunch or Breakfast Program Data Extract is to be used when a Public, Private or Charter School requests a data match of the students to qualify for this program.
2. **The General System Data Agreement Web Inquiry Template:** is to be used when other parties (i.e. other County departments or Law enforcement) request a read only inquiry for purposes related to County or law enforcement business.

**Procedure:**

When the appropriate need has been identified, follow the steps below:

1. Choose the appropriate SDA template
2. Have the other party complete all the **highlighted** areas in the SDA.
3. Once the other party has signed the SDA, forward with the HHS)A coversheet to the following for signatures in the order below;
  - a. Director of Eligibility Operations
  - b. Agency Contract Support
  - c. County Counsel
  - d. Director of Health and Human Services Agency
4. Once all signatures are received, Eligibility Operations will provide the other party a copy of the executed SDA.
5. The original SDA will be placed in the Cobblestone System and entered in the Eligibility Operations MOU listing.

**Templates:**

[The General System Data Agreement Web Inquiry Template](#)

[The System Data Agreement Data Extract Template](#)

**Sunset Date:**

This policy will be reviewed for continuance by 12/31/2017.

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Approval for release:

 12-22-14

Rick Wanne, Director  
Eligibility Operations