

## Instructions for Completing the Data Disclosure Questionnaire

These instructions are designed to assist you with answering the questions as completely as possible on the *Data Disclosure Questionnaire* (DE 667). Detailed information provided by the requestor 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 must be provided in the questionnaire to ensure accuracy.

### Data Disclosure Questionnaire Questions

**1. Requesting Agency Information**

Provide the requesting agency's name and address.

**2. What is the business need and/or justification for this request?**

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

**3. How will the data be utilized? Will the data be re-disclosed?**

State how the data will be utilized within your agency. Include any potential downstream processes, publications, or if you are requesting approval for the re-disclosure of this data to another vendor outside of your agency. If so, list the name of the vendor and purpose of the re-disclosure.

**4. Legal authority: What are the federal and/or state statutes that allow the Employment Development Department (EDD) and/or your agency/company to exchange information?**

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

**5. 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, also state what data elements your agency will submit in a tickler file to the EDD in order to obtain the requested data elements. If you will be submitting a tickler file to the EDD, how many records will be contained in each file?

**6. For what time period(s) 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 SFY 20XX-20XX, data for second quarter of 20XX, etc. This will assist in determining how far back the request goes, and if the data is available.

**7. What is the requested start date of the exchange?**

Provide the requested start date of the exchange. Generally all contracts (with the exception of a one-time request) should start at the beginning of a State Fiscal Year (SFY) (July 1). Any other start date will need to be discussed.

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

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

**9. How frequently is the data needed? Based on the frequency, what is the anticipated number of requests to 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.

**10. 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.

**11. What are the ramifications of not receiving the data?**

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

**12. 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 secure file transfers (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 mail, email, 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.