# Sample Data Collection, Use, and Sharing Agreements

This sample data collection, use, and sharing memorandum of understanding contains basic provisions that can guide the data collection responsibilities of the High Need Communities and service area colleges and universities.

This document outlines key considerations when developing data sharing agreements (DSAs) and Memorandum of Understanding (MOU). A DSA is a document that includes a detailed description of the ways that data is shared among two or more parties. A DSA can stand alone or be part of an MOU. An MOU is a written agreement that outlines the relationship between two or more parties.

This document is only a sample and should be revised to fit the needs of the high need community and college or university based on the performance measures determined in the communities’ local needs assessment.

Collaboration with the PFS lead data evaluator, Eric, and the schools in designing your data sharing procedures is strongly encouraged.

## TTA Contact for Data Agreements and MOU:

Eric Canen

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307-760-0307

# Data Agreement

This agreement is entered into by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“High Need Community (HNC)”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“College/University”) for data collection, use and sharing and the implementation of the PFS grant.

**Term of the Agreement**

This agreement is effective from date of signature through September 30, 2028.

**Scope of Agreement**

This agreement is regarding the results reports from the National College Health Assessment Results (NCHA) reports for the college/university. As the NCHA reports become available, the college/university and HCN will release and allow the institution specific 2023, 2025, and 2027 NCHA results to be used by North Dakota Department of Health and Human Services (DHHS) to fulfill PFS grant data reporting and project evaluation requirements. They agree to allow these institution-level NCHA results to be included in the PFS project’s data reporting to the Substance Abuse and Mental Health Services Administration (SAMHSA) to fulfill the project’s data reporting requirements. The parties also recognize that the results will be included in the PFS project specific grant evaluation reports. Only the summary results from the NCHA reports will be used in the data reporting and PFS project evaluation, as described above.

**Amendment of Agreement**

This agreement may be amended by mutual agreement of the parties. Amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties.

**Termination of Agreement**

The work of the PFS grant will be guided by the ND State Department of Human Services Behavioral Health Division PFS project managers. Either party signing below may agree to terminate this agreement at any time, with a 10-day notice in writing prior to dissolving the agreement.

**Agreement Deadlines**

All deadline requirements will be determined by the ND PFS project team. Dates are subject to change, as determined by the PFS project managers.

**ONCE ALL SIGNATURES ARE COMPLETED THE PARTIES HAVE EXECUTED THIS AGREEMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| “High Need Community” Signature: |  | Date: |  |
| “School” Signature: |  | Date: |  |