

**Application for Obtaining a CHKS Dataset
Local Education Agency**

This application form is for use by a Local Education Agency (LEA) to request from the California Department of Education (CDE) and the California Healthy Kids Survey (CHKS) Project at WestEd an electronic copy of its own local CHKS survey results (dataset). All applicants must agree to the requirements for preserving anonymity and confidentiality of the data specified below.

Name of Requesting Agency: _____ Date of Application: _____

Responsible Contact Person: _____

Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Use the following checklist to insure that you are providing all required materials.

- Application Cover Sheet
- Application Description, with application signature
- Security Pledges, with ALL signatures

Processing of application will not begin until the application is complete.

Send signed documents to your Regional CHKS Center:

Southern California
4665 Lampson Ave
Los Alamitos, CA 90720
Fax: 562.799.5151

Northern & Costal California
300 Lakeside Drive, 25th Floor
Oakland, CA 94612
Fax: 510.302.4354

Northern Inland California
55 Hanover Lane
Chico, CA 95973
Fax: 530.893.0409

I. Definitions and Rules

- A. "Receiving Institution" is the local education agency (LEA) that requests the dataset.
- B. "Staff" are all employees of the receiving institution who have any access to the sensitive data obtained through this agreement.
- C. "Contractors" are individuals or institutions that are under contract to the receiving institution for the purpose of conducting research or an evaluation that involves the use of CHKS data.
- D. "Dataset" is the full and complete digital set of CHKS student responses supplied to the Receiving Institution through this agreement.
- E. "Sensitive data" includes any CHKS data from CDE/WestEd that might compromise the anonymity or privacy of individual respondents in that study.

II. Obligations of WestEd

- A. Provide the dataset and electronic documentation of the general content of the dataset.

III. Obligations of the Receiving Institution, Researcher and Staff

- A. Complete this Application with all signatures, pledges, and assurances.
- B. If new personnel are added during the period of this contract, security pledges must be obtained and sent to WestEd/CDE.

IV. Application Description

Instructions: You may reproduce this format in a word processing document. Take as much space as necessary to make your plans clear.

- A. Time frame for the analysis of the data:

Start Date: _____
End Date: _____

- B. Purpose of the study (be specific about goals, planned analysis, and reporting):

- C. Plan for publication or public sharing of the data, analysis, and/or report(s):

D. Description of data needed:

CHKS administration year(s):

Specify; complete LEA dataset or only specific school(s) (please list).

E. Requested dataset delivery date (allow 2-4 weeks minimum): _____

V. Application Assurance

A. Provide to WestEd a non-refundable fee in the amount of \$ _____ (to be determined), in the form of a check made payable to “WestEd,” to cover the expenses of consulting, administering this agreement, and of producing and shipping data files and documentation.

B. Agree that the receiving institution hereby acknowledge that any breach of the confidentiality provisions herein will result in irreparable harm to CDE and WestEd, not adequately compensable by money damages. The receiving institution hereby agrees to the imposition of injunctive relief in the event of breach, in addition to money damages.

VI. Receiving Institution Application Signature

Signature Date

Name, typed or printed

Title, typed or printed

WestEd/CDE approval granted

Signature Date

Name, typed or printed

Title, typed or printed

Security Pledge for the Use of Sensitive Data from CDE/WestEd

Pledge of Confidentiality

Must be signed by ALL Staff and Contractors who will access the CHKS dataset

Through my involvement with and work on the CHKS dataset I will have access to the data provided by CDE/WestEd. I have access to confidential information and use of data about respondents (individuals, schools, and school districts) generally perceived as personal and private, which was collected with the strict assurance of anonymity. I understand that access to this confidential information and data carries with it the responsibility to guard against unauthorized use and to abide by this pledge. To treat information as confidential means to assure that no one will see it that has not signed this pledge.

I agree to all of the following:

- 1) Only one complete copy of the WestEd data is permitted; however, time-delimited temporary data analysis files may be created.
- 2) The dataset, and all temporary data analysis files, will be deleted upon completion of the project as specified as the “end date” in the Application Description.
- 3) I agree not to analyze the CHKS dataset, alone or in combination with other data, in any way that reveals the identity of a student, or links a personally identifiable student to a survey response.
- 4) I agree that, if the identity of any person should be discovered inadvertently, then (1) no use will be made of this knowledge; (2) CDE and WestEd will be advised of the incident; (3) that such identifying information will be safeguarded or destroyed as requested by CDE/WestEd; and (4) no one else will be informed of the discovered identity.
- 5) I agree to not to permit access to these sensitive data by anyone not signing this agreement (as sent to WestEd or later modified), either electronically or hard copy.
- 6) I agree not to produce a report or publication in any form that displays disaggregated or cross-tabulated data in a way that might reveal an identifiable student, or associate a survey response with an identifiable individual.
- 7) I agree that violation of this agreement by myself or any other signer will result in the loss of access to this and any other CHKS dataset for a period of not less than five years.
- 8) I also agree to abide by the following rules regarding data management.

Personal Computers

Stand-alone personal computers with CHKS data and documentation stored on the hard drive.

1. Access to and use of the computer is restricted to project personnel only. In order to use the computer a password must be supplied before access is granted.
2. The original CD-ROM is the only backup copy of the data allowed and should be kept in a locked drawer or file cabinet. The backup copy of the data must be stored in compressed format and be password protected.
3. Any hard copy printout of the data must be stored in a locked drawer or file cabinet when not being referenced by the researchers. Printed information that is no longer needed must be disposed of. Printouts of data are not to be distributed to anyone outside of project personnel.

Mainframe and Network Computing

1. Access to the data are restricted to project personnel only. In order to access data files, account and file password(s) must be supplied.
2. The original copy of the data on CD-ROM should be kept in a locked drawer or file cabinet separate from the documentation and access information.
3. Any hard copy printout of the data must be stored in a locked drawer or file cabinet when not being referenced by the researchers. Printed information that is no longer needed must be disposed of. Printouts of data from WestEd are not to be distributed to anyone outside of project personnel.

Each person using data collected by CDE/WestEd is reminded that disclosing confidential information directly or allowing non-authorized access to such information may subject that individual to criminal prosecution and/or civil recovery.

I agree to fulfill my responsibilities on this project in accordance with the preceding guidelines:

_____	_____	_____
Name and Agency	Signature	Date
_____	_____	_____
Name and Agency	Signature	Date
_____	_____	_____
Name and Agency	Signature	Date
_____	_____	_____
Name and Agency	Signature	Date
_____	_____	_____
Name and Agency	Signature	Date

Additional copies of the Pledge, with additional signatures, are permitted.