

Name: _____

Checklist: IRP Data Access Requirements

Complete this checklist as it relates to your role on IRP projects using admin data on Silo

I have a [UW NetID](#) and an [SSCC member agency account](#) (Non-UW collaborators do not need a UW NetID. The SSCC member account is used to access Silo or other SSCC resources)

My project(s) has all required state agency approvals

I am working on a project(s) that is considered human subjects research:

I am already listed on the [Study Team](#) for the approved IRB protocol for project(s)

I have completed the [UW online human subjects training](#) (non-UW collaborators do not need to take the UW training, but can use their institution's training certification)

I have completed an [Outside Activities Report](#) for the current year (UW faculty, staff, and students only. Look up your 2021 OAR status [here](#)).

I have completed IRP Data Security Training. I have read the Data Security Manual, and understand that IRP data security training is renewed annually for continued access. I have returned the following forms to Maggie Townsend:

IRP Confidentiality and Data Security Agreement (page 2)

Project Data Descriptions (page 3, or 4 if Project PI)

I already have access to Silo:

I have completed this year's [UW HIPAA Training Requirement](#) (non-UW collaborators can use their institution's HIPAA training or take the UW public-facing version)

I do not already have access to Silo, and will need access for the first time:

I have completed this year's [UW HIPAA Training Requirement](#) (or home institution training)

I have read the [Using Silo](#) documentation

I have completed the online [SSCC Silo Access Agreement](#)

I have [changed my SSCC account password](#) to a new one, which is at least 14 characters long

I have set up DUO multi-factor authentication for my SSCC account

I have downloaded the Citrix Receiver and have tested my multi-factor authentication

IRP Confidentiality and Data Security Agreement

I understand that to uphold professional ethical standards, the work I conduct for the Institute for Research on Poverty involving access to confidential data is directed and regulated by this confidentiality agreement. Furthermore, I realize that public assistance records and documents are subject to strict confidentiality requirements imposed by state and federal law, including Wisconsin Statute 49.83.

I certify that I have received training regarding the state and federal laws and University and IRP policies that govern access to and use of confidential information collected by or on behalf of IRP and administrative data collected by federal and state agencies and provided to IRP for research purposes.

I understand that I am being granted access to this information and data based on my agreement to comply with the following terms and conditions:

(initial)

I WILL protect the confidentiality of individuals in research data and materials. I understand that all information concerning studied individuals is privileged information and must never be released or reported to any person not immediately involved in the research.

State agencies (data owners) must provide support and approval for any and all uses of data.

I understand that access to Wisconsin State administrative data is provided for only the projects on which I am an authorized data user, and that data cannot be used for any other purpose or project.

All data containing personal identifiers remain on the Silo "RD" environment (accessible to IRP programming staff).

I WILL NOT attempt to identify any individuals in IRP data provided for analysis on Silo.

I WILL NOT remove files with individual-level data from the Silo server. Only aggregate information may be removed.

I WILL prevent others' access to my Silo session by locking my screen (ctrl+alt+delete) or by logging out of Silo when I temporarily leave my computer.

I WILL NOT share screen images of IRP data on Silo while in a virtual meeting or through photo images or screenshots.

I WILL NOT share any of my passwords that allow access to data, nor will I use these password(s) for other purposes, such as to gain access to an internet site.

I WILL only access IRP confidential data on Silo from non-public locations, such as a campus or home office.

I WILL NOT release any results or analyses using admin data without the prior review of the agencies providing the data. I will provide presentations using administrative data (paper, slides, or poster) to IRP for state agency review at least 30 days prior to the presentation. Any submissions for publication will be provided to IRP at the time of submission, and copies of contracted reports at the time of delivery to grantor. I will include any required disclaimers with publicly released materials. www.irp.wisc.edu/irp-data-security-and-access/

I WILL NOT include cell sizes with observations <10 in publications or presentations.

I understand that by signing this document I have pledged to adhere to these principles. Furthermore, I realize that any unauthorized reporting, use, or distribution of privileged information obtained in the course of my work for I may be grounds for my dismissal from employment and may subject me to other penalties, both civil and criminal.

Signature

Date

Project Data Descriptions

Use this form to enter info on projects on which you are personnel.
Use the following page for projects on which you are the PI.

PROJECT NAME and PI

PROJECT DATA:

- ☐ Child care subsidies
- ☐ Child support
- ☐ Child welfare (SACWIS)
- ☐ W-2/TANF/AFDC
- ☐ DOC/Milwaukee Jail
- ☐ SNAP/Food Stamps
- ☐ Medicaid/BadgerCare enrollment
- ☐ Medicaid claims and encounters
- ☐ UI wages/benefits
- ☐ Housing subsidies
- ☐ SS/SSI/SSDI/CTS
- ☐ 4K-12 Public School Records (DPI)
- ☐ Other: _____

Data core version: ☐ WADC2019 ☐ WADC2020

Other: _____

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- ☐ 4K-12 Public School Records (DPI)
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Data core version: ☐ WADC2019 ☐ WADC2020

Other: _____

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Data core version: ☐ WADC2019 ☐ WADC2020

Other: _____

Principal Investigator Project Descriptions

(this form is for Project PI's only)

List data information and data access personnel for each project for which you are PI

Project Title: _____

Approved Data: ☐ MSPF2017 ☐ MSPF2018 ☐ WADC2019 notes: _____

☐ Child support ☐ W-2/TANF/AFDC ☐ Child care subsidies ☐ Child Welfare
☐ SNAP/Food Stamps ☐ Medicaid/BadgerCare ☐ Housing subsidies ☐ SS/SSI/SSDI/CTS
☐ UI benefits/wages ☐ DOC/Milwaukee Jail ☐ DPI ☐ Other: _____

Project Personnel: _____

Project Title: _____

Approved Data: ☐ MSPF2017 ☐ MSPF2018 ☐ WADC2019 notes: _____

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Project Personnel: _____

Project Title: _____

Approved Data: ☐ MSPF2017 ☐ MSPF2018 ☐ WADC2019 notes: _____

☐ Child support ☐ W-2/TANF/AFDC ☐ Child care subsidies ☐ Child Welfare
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Project Personnel: _____

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