

# Data Use Agreement

## Healthy Kids Colorado Survey & Smart Source

Updated April 2022

### Purpose of Data Use Agreement

The Healthy Kids Colorado Survey (HKCS) is a statewide youth survey that assesses the health-related attitudes and behaviors of middle school and high school students in Colorado. Smart Source is an assessment of school health and wellness best practices completed by a team of school staff. Schools and communities frequently use these survey results to support needs assessment and program evaluation work. A third party, such as a community coalition, local government agency, non-profit, etc. (herein referred to as “partner”), may request results from a school or district to use in conducting this work.

We encourage schools/districts and their partners to use a Data Use Agreement (DUA), such as this template, to stipulate which results are shared and how those results are used by the partner. We encourage schools/districts to seek the appropriate official to sign the DUA.

### Background on Results

- A. The analysis of HKCS and Smart Source data is conducted by the Colorado School of Public Health (CSPH) School and Youth Survey Team at the University of Colorado Anschutz Medical Campus (herein referred to as “CSPH Team.”)
- B. No individual student identifiers are collected; therefore, information on individual students is never reported.
- C. In order to protect student confidentiality in the HKCS, data suppression criteria are implemented. Criteria typically include when an estimate is 0% or 100%, if the number in the numerator is 3 or fewer, or the number in the denominator is 30 or fewer, unless otherwise agreed.

### Conditions of Releasing Results

- A. The CSPH Team will not release school- or district-level results outside of the school or district without a signed DUA. Reports will be released only to the recipients identified in the DUA.
- B. Only an Authorized District/School Official can sign the DUA. An Authorized District/School Official is a person at the school or district level with the authority to release sensitive results or enter into data sharing agreements with other entities, such as a Superintendent or Principal, Director of Research, Director of Data, or similar title.
- C. By signing this DUA, the Authorized District/School Official:
  - i. Agrees that upon receipt of the signed DUA, the CSPH Team will share an electronic copy of the specified HKCS and/or Smart Source report(s) with the recipient(s) listed below.
  - ii. Understands that the district/school is responsible for establishing agreements with identified recipients concerning the use of results, under the stipulations of this DUA (described in detail on page 2).

### Report Names and Descriptions

- **HKCS Frequency Report** – Longest report that contains data for each indicator on the survey. This report is created for each school that participates and for district aggregates, with separate reports for middle school and high school levels (when available). Special requests for other aggregates, for example that combine districts, may also exist in this format.
- **HKCS Snapshot** – Shortest report (5 pages) with select indicators represented in tables and figures next to state and regional comparisons (when available). This report is created for each school that participates and for district aggregates, with separate reports for middle school and high school levels.
- **HKCS Trend Report** – Districts that have participated in HKCS consecutively for three or more survey cycles, starting in 2015 or later, will receive a trend report. This report contains estimates for indicators that are consistent across all included HKCS administrations with a correlating trend (i.e., increasing, decreasing, no change) for each indicator.
- **Paired Indicator Report** – For schools and districts that participate in both HKCS and Smart Source, a short report that pairs indicators for each survey by topic area. Used to help align student-level health data with school-level health practices, for planning and prioritizing wellness efforts.
- **Smart Source Immediate Report** – Returned to participating schools within one week of survey submission. Includes the school’s response to each indicator as compared to best practice.
- **Smart Source Final Report** – Includes two report types, PDF and spreadsheet, that include district, regional, and state comparisons (when available). Created for each participating school and district. Year-to-year comparisons are available in the spreadsheet report.

**Report(s)/Results to be released** *(add additional rows as needed):*

<b>Report(s) or results to be released</b> <i>School or District name, year(s), report title (see list of examples on pg. 1)</i>	<b>Recipient Name</b>	<b>Recipient Email</b>

**Describe how the partner/recipient plans to use the results.** *We encourage schools and partners to discuss the limits of sharing and describe in detail how results and reports can be used and document that below.*

<p><b>Internal (e.g., grant applications, setting benchmarks, informing needs assessment and planning, providing technical assistance to the school)</b></p>
<p><b>External (e.g., community presentations, reports to the community)</b></p>

**Signatures**

By signing below, the Authorized District/School Official acknowledges that they have read the Data Use Agreement (DUA) and understands that the DUA gives permission for the CSPH Team to release the reports named above to the listed recipients.

\_\_\_\_\_  
Signature of District/School Official

\_\_\_\_\_  
Signature of Partner Organization Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title & District/School Name

\_\_\_\_\_  
Printed Title & Organization Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date