

## **RCHC Relevant Aggregated Analytics Database – Usage Agreement**

August 2018

RCHC's 2016-2020 Strategic Plan establishes that RCHC's major focus is to strengthen the capacity of member health centers to act as a regional network of comprehensive primary care providers that provide access to consistently high quality clinical care, effective care coordination and reduce health disparities.

RCHC implemented a data warehouse analytics tool to deploy a software platform to provide analytics and reporting services to its member clinics and participants of RCHC's HRSA Health Center Controlled Network. RCHC procured a centralized data warehouse with vendor partner Relevant in November 2017.

The primary objective of RCHC's aggregate analytics database is to adopt an infrastructure for regional quality improvement initiatives to achieve better health outcomes, increase patient and family engagement, and lower health care costs. The data warehouse is the core tool to strengthen quality, efficiency, and safety through the data-driven support of clinical best practices, PCMH models, improved clinic workflows, optimization of the clinics' EHRs, and ultimately result in healthier patients. Further, as California explores alternative payment methodologies, RCHC will position its health centers to be able to participate in value-based payment and associated reporting. RCHC health centers recognize the need to own their own data; to have data to inform appropriate clinical interventions, to have data to manage health center performance as part of regional improvement initiatives focused on improving value, efficiency, and effectiveness.

Authorized individuals from participating health centers who access RCHC's Relevant aggregated database each agree to the following guidelines for use and distribution of the data.

1. RCHC Data Standards and Integrity Council, whose purpose is to improve data quality, increase data literacy and maximize the use of data, will be the governing body that will make determinations for changes to the user agreement.
2. Health centers will have the ability to author reports, quality measures and care gaps in health center instances of Relevant. Only RCHC staff will have ability to author reports, and quality measures in the RCHC aggregated instance of Relevant. Health centers may request aggregate reports from RCHC.
3. No PHI will be available to health center users through RCHC's aggregate database to maintain compliance with privacy and security regulations.
4. Health center authorized users may access and share data identified as another health center only by displaying the data in the database application. Authorized users are prohibited from printing, emailing, electronically posting or publically reporting data identified as another health center. Data accessed for the purposes of continuous quality improvement which reflects another health center may be printed or emailed for distribution when the other health center's name is de-identified. Participating health centers may request de-identified data from RCHC as needed.

5. Designated individuals from participating health centers will be given role based access to RCHC's aggregate data warehouse.
6. Each participating health center may have up to 10 individual logins to RCHC's aggregate Relevant database for users who function in the following roles:
  - Data Analyst, Data Coordinator, Programmer
  - Quality Improvement Director, Manager, Quality Lead
  - Chief Information Officer, Director of IT
  - Chief Operating Officer, Chief Administrative Officer, Clinical Director, Director of Nursing Quality
  - Chief Medical Officer, Chief Medical Informatics Officer or Medical Director
  - Chief Executive Officer, Executive Director
  - Chief Financial Officer, Controller or Director of Finance
7. Each participating health center will name a lead user to be responsible for health center user's access to RCHC's aggregate database who will communicate to RCHC. The health center's lead users must notify RCHC of additions/deletions of users with access to RCHC aggregate database to Colleen Petersen at [RCHCanalytics@rhc.net](mailto:RCHCanalytics@rhc.net).
8. Participating health centers agree to report discrepancies in data between individual databases and RCHC's aggregate database to RCHC for correction. Communicate discrepancies through Colleen Petersen at [RCHCanalytics@rhc.net](mailto:RCHCanalytics@rhc.net).
9. Participating health centers agree to complete an annual questionnaire and renewed usage agreement for RCHC's aggregate database.

**I acknowledge that I have read and agree to abide by the entire contents of this agreement.**

Participating Health Center: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_

Mark the User Role for which you are requesting access to RCHC's Aggregate Analytics database.

<input type="checkbox"/> Data Analyst, Data Coordinator, Programmer <input type="checkbox"/> Quality Improvement Director, Manager, Quality Lead <input type="checkbox"/> Chief Information Officer, Director of IT <input type="checkbox"/> Chief Operating Officer, Chief Administrative Officer, Clinical Director, Director of Nursing Quality <input type="checkbox"/> Chief Medical Officer, Chief Medical Informatics Officer or Medical Director <input type="checkbox"/> Chief Executive Officer, Executive Director <input type="checkbox"/> Chief Financial Officer, Controller or Director of Finance	<p><i>For Office RCHC Use Only:</i></p>  <p><i>Date Issued/User Notified:</i></p>
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