



State of California—Health and Human Services  
Agency  
**California Department of  
Public Health**



**EDMUND G. BROWN JR**  
*Governor*

April 13, 2015

**TO: CALIFORNIA LOCAL HEALTH JURISDICTIONS THAT DO NOT  
CURRENTLY HAVE DATA USE AND DISCLOSURE AGREEMENTS**

**SUBJECT: RECOMMENDATION TO OBTAIN DATA USE AND DISCLOSURE  
AGREEMENT (DUA) FOR LOCAL HIV SURVEILLANCE**

The California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA) has a Data Use and Disclosure Agreement (DUA) with over 30 of our Local Health Jurisdictions (LHJs). The intent of this letter is to encourage all remaining LHJs to obtain a DUA from OA to enhance their local HIV surveillance and research activities.

**What is a DUA?**

A DUA is an agreement between OA and an LHJ allowing OA to provide the LHJ a quarterly dataset containing data about all HIV/AIDS cases originally reported by their jurisdiction, or for which they contributed case information (e.g., a laboratory report), to use for local HIV surveillance and research activities. Among other uses, these datasets can be used to generate lists of out-of-care cases, statistics about new cases, and local surveillance summary reports (e.g., local continuums of care). There is no cost to the LHJ for the DUA, and executed DUA agreements last for 5 years. An example DUA is available at: <http://www.cdph.ca.gov/programs/aids/Pages/OASSDUAQuestions.aspx>.

**What is in a DUA Dataset?**

DUA datasets are person-based files containing demographic and geographic variables, diagnosis data, and recent laboratory results for all HIV/AIDS cases for which the LHJ has primary or secondary ownership. A separate file containing all laboratory results for these cases is also available on request. The datasets—which are available in Excel or SAS formats—are updated and released quarterly via Secure File Transfer (SFT).

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**What are the benefits of the DUA?**

- Enhanced local HIV surveillance and research activities—Data on all LHJ HIV/AIDS cases for use in research and surveillance activities, such as creating summary reports, and identifying out-of-care cases.
- No cost—DUA datasets are uploaded quarterly at no cost to the LHJ.
- Case Checks—LHJs can run case checks using the DUA. Keep in mind, the DUA will contain cases that you have contributed to (primary or secondary ownership) through the current DUA. Any cases reported after the current DUA will not be listed until the next file is received.
- Up-to-date information about cases—LHJs can run reports and generate statistics on cases earlier than is allowed by OA release policy (<1 year old).
- Improve HIV care activities—Identify apparently out-of-care cases to initiate local Data to Care activities.
- Smoother transition to Electronic Laboratory Reporting (ELR)—The background information needed to check ELR results and enter laboratory data into the Laboratory Data Entry Tool will be right at your fingertips.

We would like to encourage all remaining LHJs to enter into a DUA agreement with OA immediately. If you would like to initiate the process to establish a DUA for your LHJ, please contact OA's DUA coordinator, Emily Phillips, at [Emily.Phillips@cdph.ca.gov](mailto:Emily.Phillips@cdph.ca.gov) or (916) 322-6804. For information and help using DUA datasets, contact Brian Bannister at [Brian.Bannister@cdph.ca.gov](mailto:Brian.Bannister@cdph.ca.gov).

Sincerely,

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Chief, Office of AIDS  
California Department of Public Health

cc: Brian Bannister, LDET Analyst, Data Management and Analysis Unit