CalSAWS Ad Hoc Access Request Form

Overview and Contact Information

Overview: The purpose of this CalSAWS Ad Hoc Data Access Request Form is to apply for secured authorized access to CalSAWS data sources for ad hoc development.

Contact: If you have any questions about this form, please email the CalSAWS Ad Hoc Team at AdHoc.Requests@CalSAWS.org

How to Complete this Form

The executive manager completes this form to permit their employee CalSAWS data source access and takes the steps below.

1.The executive manager must complete this fillable access request form.

2. The executive manager and employee must read the attached terms of use.

3. The employee must sign the terms of use.

4. The executive manager and employee must both sign the fillable access request form.

5. This form must be attached to the service request in Service Now for submission.

How long will this access be needed:

Has your employee been cleared by your organization or department to access to PII and PHI? ☐ Yes ☐ No

Has your employee been trained on the safeguards and protocols to protect, use, and transfer PII or PHI? ☐ Yes ☐ No

Employee	
Last Name:	
First Name:	
Phone Number:	
Email:	
Section/Job Title:	
Agency:	

Executive Manager	
Last Name:	
First Name:	
Phone Number:	
Email:	
Section/Job Title:	

Enter below, the name of the CalSAWS data source for which access is being requested (if specific source is not known please indicate such and be sure to provide enough information below so that the need can be matched with the appropriate source:

Business Need:
**Please provide a brief justification/reason for your employee to access CalSAWS data sources:*

Proposal:
**Please provide as much detail as possible about the tools, solution, or architecture you are requesting to connect to a CalSAWS data source:*

Employee Signature:

Exec. Mgr. Signature:

Date:

Date:

**Employee must also provide agreement to attached Terms of Use*

CalSAWS

CalSAWS

Ad Hoc Data Source Access

Terms of Use

07/09/2021

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CalSAWS	DOCUMENT APPROVAL HISTORY	
	Work Product Owner	CalSAWS Consortium
	Prepared By	Marc Petta/David Bruhn
	Reviewed By	Joseph Nelson
	Approved By	Consortium CISO

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/3/2021	.01	Original Template	CalSAWS Consortium
7/8/2021	.02	Initial content	Marc Petta
7/9/2021	1.0	Template updates and added references	Joseph Nelson

APPROVAL DATE	APPROVED VERSION	APPROVER
07/09/2020	1.0	CalSAWS Consortium

How to contact us

If you have questions about this document, please contact CalSAWS Consortium Security at: Consortium.SecPolicy@calsaws.org

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1. DOCUMENT OVERVIEW

1.1. PURPOSE

The purpose of this document is to provide the terms of use for ad hoc access to CalSAWS data sources.

1.2. SCOPE

The CalSAWS data sources are available only to California ad hoc developers and the rules of behavior are subject to the CalSAWS Privacy and Security Agreements (PSAs) with the California Department of Healthcare Services (DHCS) and California Department of Social Services (CDSS).

Each county has their own Privacy and Security Agreement with CDSS and DHCS. Ad hoc users should contact their county privacy officer if they have questions or if they would like a copy of their county PSA.

2. TERMS OF USE

To access and use CalSAWS data sources, ad hoc developers must agree to the terms of use as outlined below.

2.1. DATA RIGHTS AND USAGE

To access the CalSAWS data, ad hoc developers are required to provide contact information as part of the registration process. Registration information must be kept up to date and changes to contact information must be reported immediately.

The credentials issued to you to authenticate and access data must be kept confidential. Credentials may not be embedded in applications.

All SQLs, ETL jobs and any such processes must be performance efficient and meet the normal criteria of performance standards to keep connectivity and network usage free from conflicts.

CalSAWS reserves the right to terminate long running SQLs, Scripts, ETL jobs or process where the execution time is beyond normal usage time.

CalSAWS data sources will not be available during maintenance periods or down time.

2.2. SERVICE TERMINATIONS

Ad hoc developers may terminate this agreement at any time by discontinuing the use of the data sources and notifying CalSAWS Consortium so the account can be disabled. CalSAWS reserves the right to

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refuse data access if the method of access or the use violates CalSAWS policies or flow-down regulations.

2.3. SECURITY

Ad hoc developers agree to secure the data to ensure that all data transmissions are authorized and protect all beneficiary-specific data from unauthorized access. Ad hoc developer is responsible for the privacy and security of all data source transactions as per CalSAWS policies.

2.4. RULES OF BEHAVIOR

Ad hoc developers are prohibited from accessing data outside of their county. Ad hoc queries and access will be audited and recorded. CalSAWS has implemented fine grain access controls which limits user access to their appropriate county. These controls apply to tables that contain County Code. In addition to fine grain access controls that are in place, users must ensure inclusion of tables in their query that contain County Code or similar field(s) to limit access to the appropriate county data.

This self-directed limiting must be applied when accessing tables outside of the fine grain access control implementation. A list of these tables can be made available on request.

As an additional compensating control CalSAWS will audit ad hoc user access and queries. Users are allowed to write SQL statements that join with the CASE and CASE_PERS tables. CalSAWS reserves the right to terminate or restrict access without any advance notice at any time for policy violations.

To use the CalSAWS data sources, ad hoc developers must attest, upon registration and whenever any software makes any connections to CalSAWS data sources that the software meets CalSAWS security requirements. These requirements include CalSAWS' security policies, NIST Special Publication 800-53[1], FedRAMP moderate security control baseline[2], Health Insurance Portability and Accountability Act (HIPAA), as well as your county's PSA agreements with DHCS and CDSS.

If you have questions on the software or security requirements, please send an email to Consoritum.Tech.Security@CalSAWS.org.

3. REFERENCES

No.	Reference
1	Joint Task Force Transformation Initiative Interagency Working Group (2013) Security and Privacy Controls for Federal Information Systems and Organizations. (National Institute of Standards and Technology, Gaithersburg, MD), NIST Special Publication (SP) 800-53, Rev. 4, Includes updates as of January 22, 2015. https://doi.org/10.6028/NIST.SP.800-53r4

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2	Federal Risk and Authorization Management Program (FedRAMP) (2021) FedRAMP Security Controls Baseline. (General Services Administration, Washington, DC) https://www.fedramp.gov/documents-templates/

Signee

Last Name	
First Name	
Phone Number	
Email	
Section/Job Title	
Agency	
Date	
Signature	

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