



# INTERGOVERNMENTAL DATA SHARING AGREEMENT

Agreement Number; DCA-DSA-12059-2020

This Intergovernmental Data Sharing Agreement (aka; “IGA/DSA”, or “Agreement”) is between Clackamas County, Multnomah County, Washington County, and Yamhill County, each a political sub-division of the State of Oregon. Each are referred to individually as a “Party” and collectively as the “Parties”.

**Contract Documents.** This Agreement includes the following attached documents;

**ATTACHMENTS:**

Attachment Name	Description
PDR-001	Program Data Requirements (“PDR”)
Data Flow Diagram	State of Oregon / Multnomah County ORPHEUS - Data Flow Diagram

**RECITALS:**

- A. The purpose of this Agreement is to establish standards and procedures for access to and disclosure of Orpheus Data (as further defined) which is to be shared among the Parties
- B. Each Party as a Local Public Health Authority (as further defined) authorizes Multnomah County to receive Orpheus Data generated by the participating Party from the Oregon Health Authority (“OHA”) for the purposes set forth below
- C. Each Party agrees to share Orpheus Data with each of the other participating Parties for the purposes set forth below
- D. Each Party has previously signed a cross-jurisdictional data sharing arrangement with the OHA granting permission to each other Party’s data contained in OHA’s Orpheus surveillance system (as further defined)
- E. Multnomah County agrees to accept and securely share the Orpheus Data for the purposes set forth below, however, Multnomah County shall not warrant the quality of the Orpheus Data

**DEFINITIONS:**

- o Orpheus = Oregon Public Health Epidemiologists' User System, [Orpheus](#), is an integrated electronic disease surveillance system intended for local and state public health epidemiologists and disease investigators to efficiently manage communicable disease reports
- o Orpheus Data = Individually identifiable case and person reports entered into Orpheus by LPHAs. This includes reportable disease diagnosis, laboratory results, treatment, immunizations, demographics, housing status, race and ethnicity, disability, language, risk and follow up questions, and details on close contacts
- o “LPHA” = Local Public Health Authority
- o “ORP” = Overall Responsible Party
- o “LPHA ORP” = Local Public Health Authority Overall Responsible Party
- o “RPHLG” = Regional Public Health Leadership Group
- o Definitions not listed here are defined throughout this Agreement

## **GOALS:**

1. To establish a responsive framework for the RPHLG interagency leadership to affect and assent the sharing, exchange, and use of Orpheus Data across jurisdictional boundaries to develop regional public health response and priorities; and
2. To utilize a collective sharing, use, and interpretation of Orpheus Data to enhance the assessment of health status across Party boundaries; and
3. To improve regional epidemiology and disease tracking; and
4. To strengthen the RPHLG partnership to advance health equity, population health, and community engagement.

## **BACKGROUND:**

Epidemiology, assessment, and the capacity to exchange data and share assessment information are inextricable to the practice of public health. The Parties believe that coordinating organizational capabilities (i.e., Epidemiology and assessment) and responses is imperative to meet the needs of a growing and diverse regional population. An intentionally thoughtful coordination of efforts is necessary to establish opportunities for sharing data and measuring programmatic successes. An interjurisdictional collaboration regarding the practices and principles of data collection and metric development will afford the effective replication and scaling of solutions. Meaningful advancement of health equity requires consistent and intentional investments in building relationships across county lines to serve the broader regional community.

Under Oregon law, information received by a LPHA in the course of an investigation of a reportable disease or disease outbreak is confidential pursuant to ORS 433.008(1). The LPHA may release information obtained during an investigation of a reportable disease or disease outbreak to state, local or federal agencies authorized to receive the information under state or federal law. ORS 433.008(2)(a).

Orpheus functionality includes reporting cases of communicable diseases electronically from LPHAs to OHA and from OHA to the Center for Disease Control and Prevention (“CDC”).

- o Multnomah County granted access to their ORHPEUS Data to the following counties on 4/15/2019, and;
- o On 11/15/2016, Washington County granted Multnomah County access to their Orpheus Data,
- o On 9/19/2017, Clackamas County granted Multnomah County access to their Orpheus Data,
- o On 7/8/2019, Yamhill County granted Multnomah County access to their Orpheus Data.

## **Technical Overview / Other**

Multnomah County currently receives Orpheus Data from the State of Oregon for the use and benefit of the Parties.

The goal of sharing Orpheus Data is to provide access to a shared database, which contains data extracted from Orpheus for the use of all Parties from a location accessible by all Parties. The shared database shall be available to facilitate data visualization using Tableau or other similar tools, and data analysis, using

any data analysis tool that can connect to a SQL database. Examples of such tools include R, SAS and SPSS.

### **Ownership of Orpheus Data**

The Parties agree that the Orpheus Data is, and shall remain, the joint property of each Party and OHA.

### **The Parties agree as follows:**

1. **TERM.** The term of this agreement shall be:
  - a) from August 13, 2020 to August 12, 2025.
  - b) State Grant funding until 6-30-2021 will support the development of Multnomah County's Business Intelligence 'datamart' and support of the 'Azure cloud' database. The Parties agree to develop a mutually agreeable alternative funding method to support the sharing environment.
2. **CONSIDERATION.**
  - a) The Parties will be responsible for their own costs under this Agreement, including all expenses and their own reporting and analysis tools (i.e.; Tableau, etc.) and for post grant funding, if any.
  - b) The datamart and database costs are currently covered by the State Public Health Modernization Grant, but in case such grant expires, the Parties will need to develop a mutually agreeable alternate funding method which may be accomplished before such time by a Change Order to this Agreement.

### **3. ROLES, RESPONSIBILITIES and DELIVERABLES of EACH PARTY:**

**Clackamas County, Washington County and Yamhill County** agree to the following:

Orpheus Data is held by each Party in its capacity as LPHA and not as a HIPAA covered entity.

Each Party listed above authorizes Multnomah County to receive their Orpheus Data from OHA and store it in a cloud database accessible by all Parties so that all Parties may receive all other Party's Orpheus Data.

Each disclosing Party represents that it has the authority to disclose the Orpheus Data to Multnomah County and allows Multnomah County to re-disclose such Orpheus Data as allowed pursuant to this Agreement.

Each Party warrants that the data and terms herein are the minimum necessary information needed for fulfilling the purpose of this Agreement.

### **User IDs and Passwords.**

Each Party's User Names (and initial password) will be generated and issued by Multnomah County. Each Party is responsible for any use of their assigned User Names or passwords, and are required to manage and protect them as follows:

- a) No Party shall share their User Names or passwords with any other person, or allow anyone else to use those User Names or passwords.

- b) Each Party must protect their User Names and passwords against being seen, copied or stolen by anyone. If a Party believes anyone else may have used, learned, seen, copied or stolen any of their User Names or passwords, that Party must notify Multnomah County immediately.
- c) Parties will immediately notify Multnomah County if a user account needs to be terminated.

**Multnomah County** shall;

Not use or disclose the Orpheus Data other than as set forth herein or as required by law.

Not use or disclose the data in a manner that would violate law if done by the other Parties as LPHAs.

Maintain, access, use and further disclose Orpheus data in an individually identifiable format for the objectives and purposes of this Agreement.

Coordinate and align meaningful public health information for the promotion of a meaningful understanding of community health needs, to develop and share metrics for health improvement, and support local planning.

Create, enable/disable, modify or terminate user accounts upon request from the LPHA ORPs and maintain a list of LPRH ORP users and designees and will only respond to written requests from persons on the list.

Will automatically disable any accounts that have not been used for a period of 180 days and will inform the LPHA ORP on an annual basis of any accounts that have been disabled.

Will be responsible for receiving Orpheus Data from the OHA, processing it and loading the data into the 'Azure database'.

Receive Orpheus Data from the OHA each day at 01:00 (AM) and process the files at 03:00 (AM). Note: Import issues may occur and cause delays of the ingestion of the data. When this happens, the current process is for Multnomah County to work with the OHA to get the input files, which are then processed the next day. As a result, data in the shared database may be more than a day old. In the event of a delay beyond one day, Multnomah County will notify the Parties and provide a timeline of delivery.

Reserve the right to make changes to the architecture as long as there is no decrease in functionality, and will provide other Parties with ten (10) days advance written notice by email.

**System Support.**

Multnomah County will provide group email support for all Parties who post questions and system performance issues. The group email will normally operate during normal business days & hours, (i.e.; Monday through Friday (except on county holidays) 8AM to 5PM PT). Non-critical responses to new emailed inquires may be expected within 72 hours.

The group support e-ddress is; [BIHD.ORBHEUS-Support@multco.us](mailto:BIHD.ORBHEUS-Support@multco.us).

## All Parties:

The Parties are committed to protecting the confidentiality of the Orpheus Data exchanged.

The Parties enter into this Agreement to safeguard the privacy and security of the Orpheus Data and to comply with the requirements of applicable law. In addition, the Parties agree to be in compliance with the OHA's Orpheus Security Policies and Procedures and the Orpheus confidentiality statement as applicable to the Orpheus Data described in this agreement.

No Party functions as a business associate to the other Party, as that term is defined under HIPAA.

No Party will disclose or seek information protected by 42 CFR Part 2. Each Party represents that it is not a program defined under and directly subject to 42 CFR Part 2. No Party will disclose to the other any Part 2 records received by it as a Lawful Holder, as such term is defined under 42 CFR Part 2, unless as required by law.

No Party believes this activity to be research as such term is defined under the Common Rule or HIPAA. Any use of Orpheus Data for research will require an Institutional Review Board ("IRB") or Privacy Board approval. A "third party" IRB, such as an academic institution, cannot supplement the Public Health IRB without the consent of the Public Health IRB.

The Parties agree to use appropriate administrative, physical, and technical safeguards to prevent use or disclosure of the Orpheus Data other than as provided for by this Agreement.

The Parties agree to: (i) disclose to the other only the minimum data necessary to accomplish the receiving Party's identified purpose, and only as permitted under the Agreement and relevant laws; (ii) keep and maintain the other's data in strict confidence, using such degree of care as is appropriate and consistent with its obligations described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; and (iii) not use, sell, rent, transfer, distribute, or otherwise disclose or make available the other Party's data for any purpose not directly related to its performances under the Agreement or for the benefit of anyone other than the disclosing Party without that Party's prior written consent. To avoid ambiguity, a Party receiving data from the other is prohibited from using or further disclosing that data other than as permitted or required by the Agreement or as required by law.

All data exchanged hereunder will remain the property of the disclosing Party. Except for the uses expressly permitted herein, nothing contained in this Agreement will be construed as a grant of any right or license or an offer to grant any right or license by any Party to another Party with respect to the data exchanged hereunder, or any derivative works thereof.

## Policies.

Access to the Orpheus Data will only be granted to users who already have access to Orpheus and/or have signed the 'confidentiality oath'. These users must be in compliance with this Agreement, and with any terms or conditions of the Orpheus Security Policies and Procedures ("OSPP") and 'confidentiality oath' that apply to usage of the Orpheus Data in the Azure cloud.

1. For each Party, the Local Public Health Authority Overall Responsible Party (LPHA ORP) as defined in the Orpheus Security Policies and Procedures or their designee shall:

- a) Authorize and request access for each authorized user requiring access to the Orpheus Data
- b) Authorize access only for authorized users who have access to the Orpheus application and have signed the confidentiality oath
- c) Ensure that their Party complies with the terms of this Agreement, including all future updates
- d) Keep a current list of authorized Orpheus Azure cloud users and roles in their jurisdiction
- e) Promptly notify Multnomah County if any Orpheus Data user has terminated employment, changed job responsibilities such that they no longer require access to the data mart, or has had their access to Orpheus revoked for any reason. The LPHA ORP or their designee will notify Multnomah County within 14 days if any of the above conditions occur
- f) Comply with “[OSPP](#)”, specifically Sections 2) B. 8 & 9
- g) Be responsible for reporting security breaches, and attempted breaches to all Parties

## 2. User Responsibilities and Requirements.

- a) Each local public health professional authorized to access the Orpheus Data shall be knowledgeable about and abide by the information security policies and procedures in OHA’s Orpheus Security Policies and Procedures document
- b) Each person authorized to access the Orpheus Data will use the data only for the purposes of creating visualizations, creating aggregate reports, or performing statistical analysis. Orpheus Data users will not disclose record level data obtained from the Orpheus Data to anyone who is not an authorized user of Orpheus. Users may share visualizations, aggregate reports and the results of analyses with anyone within the guidelines stated in Section 5) c. of the Orpheus Security Policies and Procedures
- c) Each authorized user to access the Orpheus Data assumes individual responsibility for challenging anyone who attempts unauthorized access to the Orpheus Data and for reporting any actual or suspected security breaches to their LPHA ORP or designee
- d) Each authorized user to access the Orpheus Data assumes individual responsibility for protecting from theft or unauthorized disclosure their own workstation, laptop, and other devices used to view or access Orpheus Data. This responsibility includes protecting keys, passwords, codes, or tokens that would allow access to confidential information or data
- e) Each authorized user to access the Orpheus Data should only use devices that have been provided by or authorized by their county for use for work purposes
- f) Each authorized user to access the Orpheus Data should access it only while at work at their primary worksite or at an alternate worksite if they are authorized to work remotely

### Breach Reporting.

Any Party to this Agreement shall report to all other Parties any use or disclosure of Orpheus Data not provided for by this Agreement (“Breach”) of which it becomes aware within ten (10) business days of discovery of the use or disclosure. Such report shall include, to the extent available:

- a) A brief description of what happened, including the date of the use or disclosure and the date of the discovery of the use or disclosure, if known;

- b) A brief description of what the reporting Party is doing to investigate the use or disclosure and to protect against any similar further uses or disclosures that are not permitted by this Agreement;
- c) A description of any known or potential unauthorized recipients of the Orpheus Data, including whether they have provided written assurances that they have not attempted to re-identify the Orpheus Data and have securely destroyed any copies of the Orpheus Data in their possession; and
- d) Contact information of the known or potential unauthorized recipients for reporting Party to ask additional questions about the Breach
- e) To the extent that any of the above information is not available at the time of initial notification, the reporting Party shall thereafter provide the above information to the other Parties as soon as it becomes available

Mitigation.

The Parties agree to mitigate, to the extent practicable, any harmful effect known of a use or disclosure of the Orpheus Data by Party in violation of the requirements of this Agreement and shall cooperate with any other Party in the mitigation process, to the extent practicable.

4. **TERMINATION.** This Agreement may be terminated by all Party's upon written collective notice to each Party. Any specific Party may 'opt out' of this Agreement upon 30-day notice to all other Parties.
5. **INDEMNIFICATION.** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, each Party shall indemnify, defend and hold harmless all other Parties to this Agreement from and against all liability, loss and costs arising out of or resulting from the acts of themselves, its officers, employees and agents in the performance of this Agreement.
6. **INSURANCE.** Each Party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.
7. **ADHERENCE TO LAW.** Each Party shall comply with all federal, state and local laws and ordinances applicable to this Agreement.
8. **NON-DISCRIMINATION.** Each Party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.
9. **ACCESS TO RECORDS.** Each Party shall have access to the books, documents and other records of the other which are related to this Agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
10. **SUBCONTRACTS AND ASSIGNMENT.** No Party will subcontract or assign any part of this Agreement without the written consent of the relevant other Parties.
11. **ORS 190-COOPERATION OF GOVERNMENT UNITS.** This Agreement does not constitute an authorization by a public body under ORS 190.010 for a Party to perform one or more inherent governmental responsibilities of or for any other Party herein.
12. **THIS IS THE ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the Parties. This Agreement may be modified or amended only by the written agreement of the Parties. The Agreement supersedes all previous agreements related to this subject matter between the Parties.

Signature page(s) follow.

# INTERGOVERNMENTAL DATA SHARING AGREEMENT

## Contract Number: DCA-DSA-12059-2020

### CLACKAMAS COUNTY SIGNATURE

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

### WASHINGTON COUNTY SIGNATURE

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature:  \_\_\_\_\_ Title: Deputy County Administrator

Name (print): Ruth Osuna Date: 9/14/2020 | 13:02 PDT

### YAMHILL COUNTY SIGNATURE

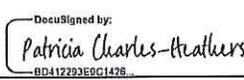
*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

### MULTNOMAH COUNTY SIGNATURE

This Agreement is not binding on MC until signed by the Chair or the Chair's designee.

County Chair or Designee:  \_\_\_\_\_ Date: 9/24/2020 | 08:20 PDT

#### Department Director Review (optional):

Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

#### County Attorney Review:

Reviewed: JENNY M. MADKOUR, COUNTY ATTORNEY FOR MULTNOMAH COUNTY, OREGON

By Assistant County Attorney:  \_\_\_\_\_ Date: 17 Oct 2020

**INTERGOVERNMENTAL DATA SHARING AGREEMENT  
Contract Number: DCA-DSA-12059-2020**

**CLACKAMAS COUNTY SIGNATURE**

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature: 

Title: H3S Department Director

Name (print): Richard Swift, Director, Health, Housing and Human Service Date: 08/17/20

**WASHINGTON COUNTY SIGNATURE**

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature:

Title:

Name (print):

Date:

**YAMHILL COUNTY SIGNATURE**

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature:

Title:

Name (print):

Date:

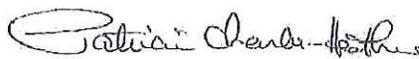
**MULTNOMAH COUNTY SIGNATURE**

This Agreement is not binding on MC until signed by the Chair or the Chair's designee.

County Chair or Designee:

Date:

**Department Director Review (optional):**

Director or Designee: 

Date: 9/29/2020

**County Attorney Review:**

Reviewed: JENNY M. MADKOUR, COUNTY ATTORNEY FOR MULTNOMAH COUNTY, OREGON



17 Oct 2020

**INTERGOVERNMENTAL DATA SHARING AGREEMENT**  
**Contract Number: DCA-DSA-12059-2020**

CLACKAMAS COUNTY SIGNATURE

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

WASHINGTON COUNTY SIGNATURE

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

YAMHILL COUNTY SIGNATURE

*I have read this Agreement including any attached Exhibits and Attachments. I understand the Agreement and agree to be bound by its terms.*

Signature:  Title: Chair, Board of Commissioners

Name (print): Casey Kulla Date: 9/24/2020

by   
Christian Boenisch  
County Counsel  
Yamhill County

MULTNOMAH COUNTY SIGNATURE

This Agreement is not binding on MC until signed by the Chair or the Chair's designee.

County Chair or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Director Review (optional):**

Director or Designee:  Date: 9/29/2020

**County Attorney Review:**

Reviewed: JENNY M. MADKOUR, COUNTY ATTORNEY FOR MULTNOMAH COUNTY, OREGON

By Assistant County Attorney:  Date: 17 Oct 2020

Accepted by Yamhill County  
Board of Commissioners on  
9/24/2020 by Board Order  
# 20-331

# PROGRAM DATA REQUIREMENTS (PDR)

to

## INTERGOVERNMENTAL DATA SHARING AGREEMENT (IGA/DSA)

IGA/DSA #: DCA-DSA-12059-2020

PDR #: 001

Revision Date	Revision	Description
<date>	1	Original Agreement

Purpose:

The purpose of this PDR is to outline the data requirements, roles, responsibilities and activities between the Parties for the purposes of sharing data required for the following Program. A copy of this document will be held by the Points of Contact for both Parties for the purposes of administering this agreement.

Program Name:

Epidemiology Division - Public Health Division – Communicable Disease Services (CDS)

Program Description:

Identify the following data classification:

Protected Data                       Other

Program Data Sharing Term:

- Start: August 13, 2020
- End: August 13, 2025.                      If the Parties come up with a cost-sharing mechanism after the grant expiration, the data sharing may be extended by amending the IGA/DSA.

Points of Contact:

The following are identified for the purposes of administering the program data sharing agreement and ensuring staff/process compliance:

	Name	Phone	E-mail
<b>Administrative</b>			
Multnomah County	Taylor Pinsent	503-988-8867	taylor.pinsent@multco.us
Clackamas County #1	Anna Menon	971-288-8386	Amenon@clackamas.us
Clackamas County #2	Sunny Lee	503-406-7166	slee@clackamas.us
Washington County	Kimberly Repp	503-846-4914	kimberly_repp@co.washington.or.us
Yamhill County	Rosalie Trevejo	503-435-0144	trevejor@co.yamhill.or.us
<b>Technical</b>			

B.D. 20-331  
Exhibit "A"  
Pg 5 of 5

Multnomah County	Michael Hanna	<phone>	michael.o.hanna@multco.us
Clackamas County	Maxine Gibson	503-722-6627	Mgibson@clackamas.us
Washington County	Wayne Flynn	503-846-8053	Wayne_Flynn@co.washington.or.us
Yamhill County	John Burns	503-434-7505 Ext 6250	burnsj@co.yamhill.or.us

### System Information:

The following information outlines the specific details on the data to be shared and the systems where data is stored:

**Data Source:** Orpheus, which is the state hosted reportable disease surveillance system used by all counties in Oregon.

**Data Destination:** A shared Microsoft Azure SQL Database.

**Data Elements:** There are currently 3998 data elements in the Orpheus database. This number is subject to change over time.

The following data elements are a partial listing of typical data to be extracted from the Orpheus database for transfer to the Microsoft Azure SQL Database. This does not represent all of the data of the entire Orpheus database:

- Case ID
- Person ID
- CareAssistID
- SoundEx
- Nickname/AKA (alias)
- Name (first, last)
- Dx (Diagnosis, ICD codes) date and report date (or ELR (electronic lab report))
- MRN (Medical record number)
- Onset date and symptom profile
- Phone/email
- Housing/homeless status
- Place of birth
- Address (street, city, state, ZIP, County)
- Age (DOB)
- Gender
- Immune status or co-morbidity
- Pregnancy status
- Race/ethnicity/REALD
- Language
- All laboratory (including follow up testing) test types, dates, results including WGS/PFGE, serogroup, and testing facility
- Tx (treatment) type and start/stop date

- Hospitalization status, location, admit and discharge
- Syndromic Surveillance: Essence Data
  - Triage notes
  - Chief Complaint
  - Clinical Impression
  - Insurance Coverage
  - Procedure Code
  - Discharge Dx (ICD code)

A current complete list of the Orpheus database tables and columns may be provided upon request to the Multnomah County Administration Contact.

**Data Transfer:**

The following information outlines the specific details on the data transfer process:

**Data Format:** Parties will access the data by connecting to an Azure SQL database that will reside in Multnomah County’s commercial tenant.

**Method of Transfer:** Multnomah County currently receives Orpheus Data from OHA and runs a daily ETL process to load the data into an on-premise data mart environment. The Orpheus Data will be replicated onto the on-premise database to Azure using the Azure SQL Data Sync service.

**System Access:** Select users in participating counties will be granted access to the SQL Server database via Partner Domain accounts. They will be able to connect to the database using Tableau, or any front-end tool that can connect to an Azure SQL database.

**Schedule:** The on-premise database will be synced to the Azure database on a daily basis. Specific times are described in the Agreement, but typically this will occur early in the morning prior to the beginning of the workday.

**Security:** Orpheus Security Policies and Procedures shall be adhered to.

**Roles and Responsibilities:**

The following information outlines the duties of the data transfer process and which Party is responsible:

Activity	Responsible Party	Comments
Monitor the Orpheus data feed from the State and address any issues	Multnomah County	This is covered from the grant money
Request access to the database for a participating County staff member	The Orpheus responsible person – need to look up the acronym	The ORPEHUS ORP will confirm oath is on file for OHA database and send a format request to Multnomah County to add new staff member
Promptly notify Multnomah County program contact (at;	Orpheus ORP	Notify Multnomah within 72 hours of termination

<a href="mailto:BIHD.ORPHEUS-Support@multco.us">BIHD.ORPHEUS-Support@multco.us</a> ) if a user terminates employment or otherwise should no longer have access to the database		
Provide first-level support for any database issues	Multnomah County Public Health	
Provide 2 <sup>nd</sup> -level support	Multnomah County IT EDAT team	
Provide table review and data QA	All Parties	Work together to identify and update tables in the data mart. Review and edit records identified in the error log

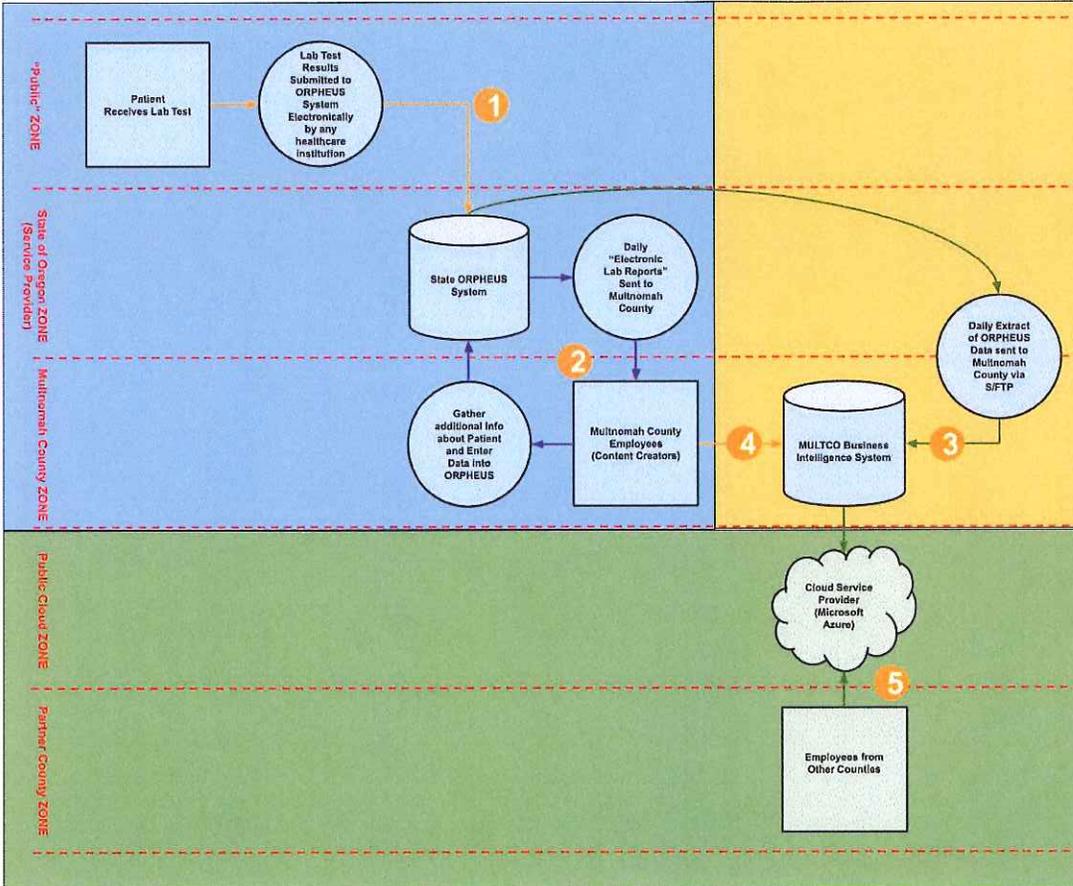
PDR Change Control. A PDR may be amended from time to time, as mutually agreed by the Parties, to revise or redefine the scope, roles, responsibilities, specifications, or other performance related to the PDR. Any such amendment shall utilize the procedures outlined below:

- a. When either Party desires a change to the specifications or requirements of an existing PDR, that party will propose a PDR form describing in reasonable detail any recommended changes to the current PDR and shall submit the proposed PDR to the other party for approval
- b. A mutually accepted PDR shall be assigned a new sequential revision number, thereby amending a PDR effectively when signed by the Parties

Effective 08/13/2020, (“PDR Effective Date”), All Parties hereby attach and incorporate this PDR pursuant to the Agreement number listed above and entered into by the Parties effective on the Effective Date set forth therein. Capitalized terms used but not defined in this PDR shall have the meanings given to them in the DSA.

Data Flow Diagram follows.

## State of Oregon / Multnomah County ORPHEUS - Data Flow Diagram



### DATA FLOW

- 1** Data is gathered from public sources.
  - Patient goes to the healthcare institution
  - The data is gathered from healthcare institutions throughout the state and submitted to the state's ORPHEUS system.
- 2** Data is gathered by County employees and entered into the state's ORPHEUS system.
  - Content Creators contact the client to gather additional details regarding the communicable disease and enters the data into the state's ORPHEUS system.
  - All counties submit communicable disease data to the State's ORPHEUS system.
- 3** ORPHEUS Data extracted from system and inserted into County BI system.
  - The MULTCO Business Intelligence System is comprised of the Business Intelligence data mart and the Tableau workbook.
- 4** Analysts use analytic tools (Tableau, SAS, SPSS, etc.) to generate reports/visualizations with ORPHEUS data.
  - Partnering counties will be using their own visualization tool.
- 5** Data sharing agreement with partnering counties.
  - Partnering counties will connect to the MULTCO ORPHEUS database through an ODBC connection.
  - MULTCO is only providing read-only permissions to the database.

### PROCESS LEGEND

Blue Flow - Existing Process  
 Orange Flow - ORPHEUS Process  
 Green Flow - New Process