Title:	Dedoose Application Use and Administration in Research HSC IT Security Review Document	Policy and User Agreement

1.0 Purpose/Objectives.

This policy presents the guidelines for use and administration of Dedoose at the UNM Department of OB/GYN. Dedoose.com is a cross platform application for analyzing qualitative and mixed methods research. Only de-identified text and spreadsheet data can be created or uploaded to Dedoose.

2.0 Scope.

This policy describes the parameters of user type, user access, user data and administrator access provided by Dedoose for all users in the department.

3.0 Content.

Dedoose.com will be used to upload research data acquired by the department of Obstetrics and Gynecology. Individuals will need to have their own accounts. Data uploaded is the de-identified transcriptions from research focus groups and/or interviews. This application is used to code the data and find themes. De-identified data can be linked from the UNM RedCap online secure database. Questionnaires can be directly uploaded from RedCap to Dedoose. All data is de-identified. Protected health information is only allowable if approved by the IRB and HSC IT Security team. Research will be published in applicable medical journals with a summary of the data. No identifying information will be published.

3.1 Data Classification

By design, Dedoose does not store highly-sensitive information (e.g. PHI, SSN's, payment information, etc.). Dedoose stores account names, email addresses, and de-identified text and spreadsheets. It also stores the processed results.

4.0 User Access Management.

Individuals in the department will have to set up their own account.

- The application administrator is the individual account owner.
- The department administrator purchasers are the pcard holders in the department.
  - Cassandra Darley, HSC Net ID (cjdarley), 272-9703
  - Karen Taylor, HSC Net ID (kbox), 272-7541
  - Jennifer Inman, HSC Net ID (jinman), 272-6370
  - Ruby Mills, HSC Net ID (ramills), 272-6375
- The department IT support contact is Anthony Moya, (almoya) HSC-OBGYN-IT@salud.unm.edu/ 505-272-6374
- The purchase is approved through a pcard special exception request, which goes through the contracts and grants office or HSC finance office and the pcard office after a HSC IT Security review. For annual contracts, this must be completed with each new fiscal year. Depending on the type of funding, it may need to be approved by the department purchaser Ruby Mills or Jennifer Inman. Some investigators choose to pay for their accounts out of pocket if they do not have grant funding.
- We will not be integrating with HSC infrastructure services (SAML authentication)

5.0   Monitor, Log, and Analyze User Activities

Monitoring will be assigned to the account holder.

6.0   Employee Training

Staff undergo training to use the software and to report abnormal activity including phishing attempts

7.0   Business Continuity and University Records
Local backups are kept of work product needed in the case the application is not available or data is corrupted. No official records or other valuable content is retained in the Dedoose application.

8.0   User Agreement
In order to obtain a new license, renew a license or receive payment for an account with a department purchasing card, the user will not upload or create Protected Health Information (PHI) stored in the Dedoose cloud without specific IRB and IT Security approval. As an account holder I agree to provide evidence showing the type of data stored in the application upon request.
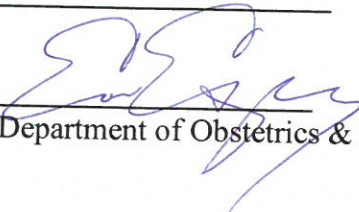
Prepared by: <u>Karen Taylor, Clinical Research Manager & Cassandra Darley, Clinical Research Supervisor</u>

Date: <u>7/9/2019</u>

Approved by: Eve Espey MD MPH

Approval: _____   <u>7/16/2019</u>
              Chair, Department of Obstetrics & Gynecology   Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)