**INSTRUCTIONS:** This form must be completed for each new software program, application service provider, app or website, or new equipment/hardware proposed for use during the project. If your plans require the use of HPHC/I servers or equipment or hardware new to HPHC/I that will connect to the HPHC network, the evaluation by OIS and IT will be, at minimum, a two-step process that may require several weeks and will be coordinated with the Manager of Administration. Please ensure that you submit this form with adequate time for this review prior to your application submission deadline. Attach this completed form in the Cayuse proposal module for routing.

 **CHECKLIST**

1. Indicate below what new IT materials require evaluation:

 [ ]  Purchase and implementation of new software program

 [ ]  Purchase of new equipment or hardware

 [ ]  Development of app or website

 [ ]  External Service Provider use

2. Briefly describe the planned use of the new software, app/website, equipment or application service provider:

3. If you are purchasing new equipment or hardware, answer the following and complete the table below:

a. Who is the manufacturer of the equipment?

b. Provide detailed equipment specifications:

4. If you are purchasing new software, answer the following and complete the table below:

* 1. Where will the software be loaded?

[ ]  individual computer(s) [ ]  HPHCI server

* 1. If on individual computer(s), how many?
	2. If the software will be located on a server, will it be an existing or new server?
	3. Who has validated the equipment the software will reside on?
	4. Who will install the software?

[ ]  NTT [ ]  Vendor [ ]  HPHCI IT Support

* 1. What are the support expectations?
	2. Who is the manufacturer of the software?
	3. What version of the software will be used?
	4. What are the operating system requirements for the software?

5. If you are developing a website or app, answer the following and complete the table below:

1. Where will the website be hosted?
2. Who will be responsible for maintaining the website?
3. Will the app and/or its data be stored on an HPHC/I server?
4. Who will be responsible for maintaining the app?

6. If you are using an External Service Provider (ESP), answer the following and complete the table below:

1. What services will the ESP provide for the study?
2. Will any HPHC/I information be provided to, or stored with, the ESP?

**Complete the below table for all IT evaluations:**

|  |  |
| --- | --- |
|  |  |
| Will the application use, store, allow access or transmit information classified as PHI or PI or business proprietary to HPHC (BPI)?  | PHI Yes [ ]  No [ ] PI Yes [ ]  No [ ] BPI Yes [ ]  No [ ]  |
| Will the application collect, store, modify, allow access to or report any of the following?  | 1. Social Security Number | Yes [ ]  No [ ]  |
| 2. Tax ID # | Yes [ ]  No [ ]  |
| 3. HPHC ID # | Yes [ ]  No [ ]  |
| 4. Demographic Info (e.g.name, address, phone, email address, DOB) | Yes [ ]  No [ ]  |
| 5. Race, ethnicity or language information | Yes [ ]  No [ ]  |
| 6. Financial info (e.g. credit card or bank account numbers) | Yes [ ]  No [ ]  |
| 7. Healthcare info (e.g. claims, diagnosis, other clinical data) | Yes [ ]  No [ ]  |
| 8. HPHC Employee data | Yes [ ]  No [ ]  |
| 9. Employee as member (EOM) info | Yes [ ]  No [ ]  |
| 10. Medicare info | Yes [ ]  No [ ]  |
| 11. BPI, defined as information or data that should not be released due to contractual obligations or competitive strategies (e.g., salary info, reimbursement rates, customer lists/contacts, strategic plans) | Yes [ ]  No [ ]  |
| Who are the users of the technology?  | [ ]  HPHC/I Internal[ ]  Employer Groups & their Reps[ ]  Providers & their Representatives[ ]  Members [ ]  Others:  |
| Will third parties be used to store, access or transmit information? If yes, will these third parties use off-shore resources?  | Yes [ ]  No [ ]  Unknown [ ] Yes [ ]  No [ ]  Unknown [ ]  |
| Will data be supplied in the form of an extract? | Yes [ ]  No [ ]  |
| Will the project include use of a website?If yes, will there be Harvard Pilgrim branding? | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| Have any of the following previously been completed with this vendor?If yes, include a copy with this form. Agreements can be found in the Privacy & Security Agreements Database on Livewire. |  [ ]  Business Associate Agreement (BAA) [ ]  Nondisclosure and confidentiality Agreement (NDCA) [ ]  Data Use Agreement (DUA) [ ]  Privacy and Security Assessments [ ]  Unknown |