**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 | |