

THE IAC BULLETIN

Updates from the Office of Internal Controls and Audit Compliance

It's SDI Week!

Ready to submit your agreement for SDI Review? Here's how!

Are you ready to submit?

The SDI Team recognizes that many of MDH's projects are time sensitive. Units should submit their data-related agreement prior to the execution of the agreement; however, the SDI Team cannot sign off on a project in the early procurement stages. Only submit to the SDI Team when a contract or data-related agreement is ready for final sign-off from both parties. Third parties may sign the agreement in advance of the submission, but please keep in mind that the SDI Team's determination may result in changes to the agreement.

To minimize delays in procurement efforts or projects, please consider the 30-day timeframe that is allotted to the SDI Team to conduct a thorough review. Most agreements will be reviewed in less than 30 days. However, the length of review may vary depending on whether the agreement is on an approved system, the level of detail provided in the initial submission, and whether a determination requires additional materials from the MDH Unit, third party, or vendor.

SUBMITTING IS EASY

After you gather the required documents for your SDI review, visit the SDI website, <https://health.maryland.gov/Pages/sdi.aspx>.

- Click on Submit Your Agreement Now.
- Fill out the form.
- Upload the agreement and required documents.
- Click Submit.

Questions?

Contact the SDI Team at mdh.sditeam@maryland.gov.

Documents Required for Submission by Data-Related Agreement Type

Data Use Agreements

- Copy of the pending DUA
- Security Controls and Data Survey (see 1)
- Copy of the previously executed DUA (see 2)
- SOC 2 type audits (if applicable)
- Accompanying documents (see 3)

Memorandum of Understanding

- Copy of pending MOU
- Security Controls and Data Survey (see 1)
- Copy of the previously executed MOU (see 2)
- Accompanying documents (see 3)

Interagency Agreement

- Copy of pending IA
- Copy of the previously executed IA (see 2)
- Accompanying documents (see 3)

Institutional Review Board (IRB) - New

- Copy of the pending IRB agreement
- Accompanying documents (see 3)

Institutional Review Board (IRB) - Continuing Review Form

- Copy of the pending Continuing Review Form
- Copy of the current abstract

1. The Security Controls and Data Survey is only for agreements that are NOT on a State approved system. Vendors only need to complete this survey once per year (unless there are changes in circumstances). If you are unsure whether a vendor has already completed the survey, please contact mdh.sditeam@maryland.gov before having the vendor complete the survey.

2. This applies to all submissions that are modifications, amendments, extensions, or renewals of a data-related agreement.

3. Documents that will assist the SDI Team with review of the agreement. May include appendix, cover sheets, scopes of work, request for proposals (RFPs), background information, vendor information.