



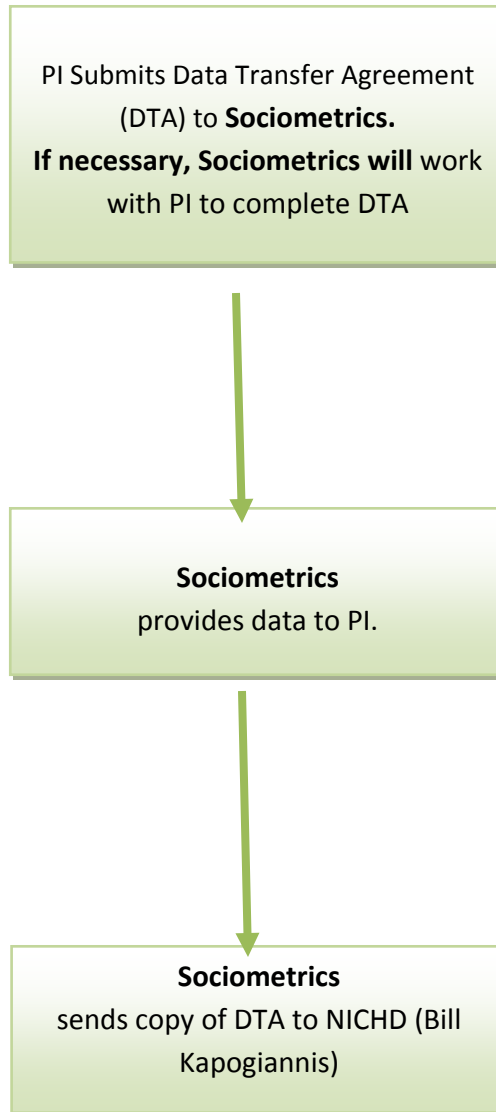
Thank you for your interest in the ***Reaching for Excellence in Adolescent Care and Health*** (REACH) dataset. The documents in this packet are applicable to those wishing to acquire only the **Standard** REACH data. If you are unsure about which REACH data (standard, sensitive, specimen) would best meet your needs, please review the User's Guide enclosed with the packet, or contact Sociometrics for more information.

Acquiring the Standard dataset is fairly straightforward, simply review the materials in this packet, complete the data transfer agreement, and mail, email, or fax the agreement to Sociometrics. Sociometrics will notify you when the data are available for download. Sociometrics will make the data available in a password secured location for a period of 3 business days. Please download the data during that time.

If you have any questions or need assistance, please contact Sociometrics.

Sociometrics Corporation
170 State St, Suite 160
Los Altos, CA 94022
650-949-3282 or 800-846-3475
socio@socio.com

REACH Request Process: Standard Data





DATA TRANSFER AGREEMENT
for Reaching for Excellence in Adolescent Care and Health (REACH) Data
Between Sociometrics Corporation and

Reaching for Excellence in Adolescent Care and Health (REACH) has been deposited with Sociometrics Corporation, for public distribution, by the Basic Science and Clinical Science Groups, Adolescent Medicine HIV/AIDS Research Network and the National Institute of Child Health and Human Development (NICHD). In order to access the data, the investigator requesting the data (the requestor) must submit a completed data transfer agreement. Signing and submitting this agreement indicates your agreement to all terms and conditions of the agreement. This signed agreement will be retained by Sociometrics Corporation and a copy shared with the National Institute of Child Health and Human Development.

The undersigned is agreeing to these requirements:

1. Data Use.

- a. Use the REACH data for statistical reporting, analysis, and teaching only.
- b. Make no use of the identity of any person or establishment discovered inadvertently and notify Sociometrics if the identity of any study subject/volunteer has been discovered.
- c. Not link REACH data with individually identifiable data from other datasets.
- d. Exercise extra caution to not compromise subject confidentiality if sensitive data or the linking file is shared with anyone who has ever been directly involved in the delivery of care for REACH subjects or the conduct of REACH study visits at this or any other institution.
- e. Hold the information about all study volunteers in total confidence.
- f. Always honor the privacy of study volunteers and respect the fact that information disclosed within the context of this research study cannot be available to those who render or have rendered clinical care to the study volunteers.
- g. Disclose no identifying information about study volunteers to anyone except other research team members and then only on a “need-to-know” basis.

h. Ensure that public dissemination of any data received with unique REACH site identifiers will be limited to that of aggregate information.

i. Adhere to the HHS Policy for Protection of Human Research Subjects as stated in the Code of Federal Regulations 45 Part 46.

2. Data Users and Transfer. The data is only to be used by the research team, at the requestors organization under the direction of the requestor or others working under his/her direct supervision. Data will not be transferred to anyone else within the requestor organization without the prior written consent of Sociometrics. Others requesting to use the data will be directed to acquire the data from Sociometrics.

3. Download Access. Access to download the data, including a login and password, will be provided to you for three business days. You agree to download the data during that time, and not share download access, including login information to others.

4. Protection of Data. The requestor will provide appropriate administrative, technical, and physical safeguards to ensure confidentiality and security of the data and prevent unauthorized use.

5. Acknowledgment of Data. You will acknowledge the data source in all reports based on these data. Suggested acknowledgment:

The data used in this publication were made available by the REACH Archive, Sociometrics Corporation, 170 State Street, Suite 260, Los Altos, CA 94022-2812. The study entitled Reaching for Excellence in Adolescent Care and Health was conducted by the Adolescent Medicine HIV/AIDS Research Network. Funding for the data collection was provided by the following agencies: the National Institute of Child Health and Human Development, the National Institute of Allergy and Infectious Diseases, the National Institute of Drug Abuse, the National Institute of Mental Health, and the Health Resources and Services Administration. Funding for the work done by the REACH Archive to prepare the data for public use was provided by the National Institute of Child Health and Human Development under Contract No. HHSN275201000008C to Sociometrics Corporation. The original investigators, funding agency, and the REACH Archive are not responsible for the analyses or interpretations presented here.

6. Costs. Any costs associated the preparation and distribution of the data to the requestor will be the responsibility of the requestor. The requestor should request a cost quote from Sociometrics prior to downloading the data.

Your signature indicates your agreement to comply with the above-stated requirements with the knowledge that deliberately making a false statement in any matter may be punishable under the law.

Name of person entering agreement: _____

Title: _____

Organization: _____

Address: _____

Email address: _____

Signature: _____

Date: _____

Research Staff:

Name

Email Address

Date

Please fax or email this completed agreement to Sociometrics Corporation at 650-949-3299 or socio@socio.com. Contact Sociometrics at 650-383-6253 or socio@socio.com if you have any questions.