



Data Sharing Agreement Signatory List Format Guide February 2025

1. Introduction

CDII publishes the Data Sharing Agreement Signatory List, usually weekly. Referred to in this guide as “The DSA Signatory List”, this list contains information on organizations that have signed the Data Exchange Framework’s (DxF) Data Sharing Agreement (DSA), their subordinate organizations (if any), and the methods by which they Exchange Health and Social Services Information (HSSI). CDII sources the information published in the DSA Signatory List from Participant responses in the [DxF DSA Signing Portal and Participant Directory](#). Throughout this guide, the DxF DSA Signing Portal and Participant Directory shall be referred to as the “portal”. As of Spring 2024, the DSA Signatory List includes Participant Directory information. See the Participant Directory section of [CDII’s webpage](#) for specific information about the Participant Directory. Capitalized terms are as defined in the [DxF Glossary of Defined Terms](#).

1.1. Purpose

The purpose of this document is to describe the human-readable Microsoft Excel file format of the DSA Signatory List.

2. Format

The human-readable version of the DSA Signatory List comprises a single file that may be viewed using Microsoft Excel or other software capable of reading and display a workbook in Microsoft Excel format, as applicable.

2.1. Dates

The date of the listing is located on the spreadsheet tab named “Date of Report” followed by “mm.dd.yy” where the format conforms to the following:

- “mm” represents a zero-padded numeric month (01-12)

- “dd” represents a zero-padded numeric day of the month (01-31)
- “yy” represents a two-digit year

For example, the July 1, 2024 listing would indicate “Date of Report 07.01.24”.

2.2. Column Headings, Definitions, and Values

The first line of the listing comprises column headings for the eighteen fields in the DSA Signatory List. The column headings and column heading definitions are detailed below:

1. “Participant_Name_PrimaryOrganization” is the name of the primary organization as listed in the signed DSA
2. “Participant_Name_SubordinateOrganization” is the name of any subordinate organization entered by the primary organization in a signed DSA or any subordinate organization that was added when the primary organization completed the Participant Directory
 - a. NOTE: ‘none identified’ populated in this column signifies that the primary organization did not enter subordinate organizations on the signed DSA
3. “Participant_ID” is the unique identifier assigned for each primary and subordinate organization
4. “Org_Level” is the portal’s designation of primary or subordinate organization. The field may take one of the following values:
 - a. “Primary” signifies that the organization is a primary organization
 - b. “Sub” signifies that the organization is a subordinate listed by the primary organization in a signed DSA or added when the primary organization completed the Participant Directory
5. “Type” is the organization type selected from a picklist by the primary organization when the portal account user created their organization’s DSA for the primary and/or subordinate organization
 - a. NOTE: ‘not selected’ populated in this column signifies that the Participant did not make a selection
6. “Sub_Type” is the organization sub-type selected from a picklist by the primary organization when the portal account user created their organization’s DSA for the primary and/or subordinate organization
 - a. NOTE: ‘not selected’ populated in this column signifies that the Participant did not make a selection
7. “City” is the city portion of the business address entered by the primary organization

- a. NOTE: 'none PD entry' populated in this column signifies that the Participant did not enter a value when having added the subordinate via the Participant Directory
8. "ZIP_Code" is the ZIP code portion of the business address entered by the primary organization
 - a. NOTE: 'none PD entry' populated in this column signifies that the Participant did not enter a value when having added the subordinate via the Participant Directory
9. "Delaying_Exchange_until_2026" indicates whether the Participant is exercising the option to delay providing Exchange of HSSI under the DxF until January 31, 2026. The field may take on one of the following values:
 - a. "Yes" signifies that the Participant is exercising the option to delay providing Exchange of HSSI under the DxF until January 31, 2026, as permitted by HSC § 130290(b)(2) and/or the [Requirement to Exchange Health and Social Services Information Policy and Procedure](#)
 - b. "No" signifies that the Participant is not exercising the option (to delay), or the Participant has determined that they will Exchange HSSI under the DxF by January 31, 2024, as required by HSC § 130290(b)(2) and/or the [Requirement to Exchange Health and Social Services Information Policy and Procedure](#)
 - c. "NA" signifies that the Participant has terminated the DSA or ceased operations
10. "Request_for_Information" is the Intermediary or technology the Participant has chosen to receive Requests for Information
11. "Information_Delivery" is the Intermediary or technology the Participant has chosen to receive Information Delivery
12. "Requests_for_Notification_of_ADT_Events" is the Intermediary or technology the Participant has chosen to receive requests for Notification of ADT Events

The above three fields may take on one of the following values:

- a. The name of the Intermediary, which is a controlled value set for each Exchange type from which the Participant must select a value
- b. "SELF" if the Participant has chosen to use point-to-point connections to its own technology
- c. "ONBOARDING TO QHIO" if the Participant is the recipient of a DSA Signatory Grant and is implementing a connection to a Qualified HIO for this Exchange type; this value must later be replaced by the Participant with their selected Qualified HIO once implementation is complete

- d. "OTHER" if the Participant has chosen to use an Intermediary that is not yet listed in the Participant Directory application; this value will later be replaced with the name of an Intermediary added to the value set if the named entity verifies that it can provide the indicated Exchange type for Participants
 - e. "NOT APPLICABLE" if the Participant is not participating in this Exchange type
 - f. "NONE SELECTED" if the Participant has not yet entered a choice of an Intermediary or technology for this Exchange type
13. "Own_Technology_URL" is the universal record locator (URL) for a public web page containing information on how to contact a Participant if the Participant chooses to use point-to-point connections to its own technology and provided a URL, "NA" otherwise
14. "Own_Technology_Email" is the business email address for the technical point-of-contact for a Participant if the Participant chooses to use point-to-point connections to its own technology and provided an email address, "NA" otherwise
15. "Own_Technology_Phone" for the business phone number for the technical point-of-contact for a Participant if the Participant chooses to use point-to-point connections to its own technology and provided a phone number, "NA" otherwise
- a. NOTE: The [Participant Directory Policy and Procedure](#) requires a Participant to list a URL *and/or* a business phone number and email address if choosing to use point-to-point interfaces to its own technology for any Exchange type
 - b. NOTE: "Own_Technology_URL", "Own_Technology_Email", and "Own_Technology" will only have values other than "NA" if the Participant has selected "SELF" for one or more Exchange type(s)
16. "Date_DSA_Terminated" for the date upon which a Participant has terminated or will terminate the DSA and is no longer or will no longer be an active Participant
17. "Date_Operations_Ceased" for the date upon which the Participant ceased or will cease operations and is no longer or will no longer be an active Participant

3. File Download Location

The most recent [Data Sharing Agreement Signatory List](#) in the human-readable Microsoft Excel file format is available on CDII's DxF webpage in the "DSA Signing Portal and Participant Directory" section. This listing is typically updated weekly.