

## Sending Evaluation Data Files to ADAI Faxing Protocol

Please use the schedule below to begin faxing your exited client data files and mailing exited client IRB consents and ASI face sheets. From now on, unless you already have packaged up your data files for mailing, you should FAX exited client data to me.

IRB consent forms (not Service Agreements) and ASI face sheets should still be mailed, **unstapled**, to Stacy at 1107 NE 45<sup>th</sup> St #120, Seattle, WA 98105.

### **PROTOCOL FOR FAXING DATA**

Each fax should be comprised of one, individual contiguous data file, in the order shown on the [Evaluation Data File Cover Sheet](#):

- Evaluation Data Cover Sheet (no need for a fax cover sheet)
  - Intake ASI Parts A & B, plus calendars if highlighters used and notes taken on them
  - Biological Children at Enrollment
  - DLC
  - Difference Game
  - Goals forms, Enrollment through 36 months
  - Exit ASI, plus calendars if notes taken on them
  - Advocate-Client Relationship Inventory
  - Transfer, Death, or Lost Post Exit if the paper form was filed
1. Send Stacy Dimmich an email with the client IDs of the data files you plan to fax that day.
  2. Fax data files (one fax per client ID) to **(206) 520-3187**.
  3. Wait for my email confirming “OKAY to SHRED”.
  4. After receiving the OKAY TO SHRED email, shred the data file in a timely manner. If this is not possible, continue storing the data files securely in a locking file cabinet until you can shred. For record keeping, you may want to create a log:

Date of RightFax	Client ID	Date “PERMISSION to SHRED” received	Date shredded

## Alternatives to faxing and protecting data confidentiality

Scan the data files to a password-protected thumb drive or to your password-protected computer. Then use one of two alternatives:

Alternative 1: Upload data files to SharePoint:

1. Scan the file into one contiguous pdf.
2. Upload each file to your "PCAP Site Page" in SharePoint.
3. Email Stacy with the list of client IDs
4. Wait for Stacy's OKAY TO SHRED email.
5. Shred the file, and delete the electronic record, including from your computer trash bin.

Alternative 2: Email data files to Stacy:

1. Scan the file into one contiguous pdf.
2. Encrypt the pdf with a password See [Securing PDFs with passwords, Adobe Acrobat](#) for instructions.
3. Email the files to [sdimmich@uw.edu](mailto:sdimmich@uw.edu) and text the password to Stacy (206) 427-8907.
4. Wait for Stacy's OKAY TO SHRED email.
5. Shred the file, and delete the electronic record, including from your computer trash bin.

PLEASE NOTE: It's imperative that you delete the electronic file as well as shred the paper data file. Be methodical and organized, and keep a log:

Date of email	Date uploaded to SharePoint	Client ID	Date "PERMISSION to SHRED" received	Date scanned file deleted	Date shredded