

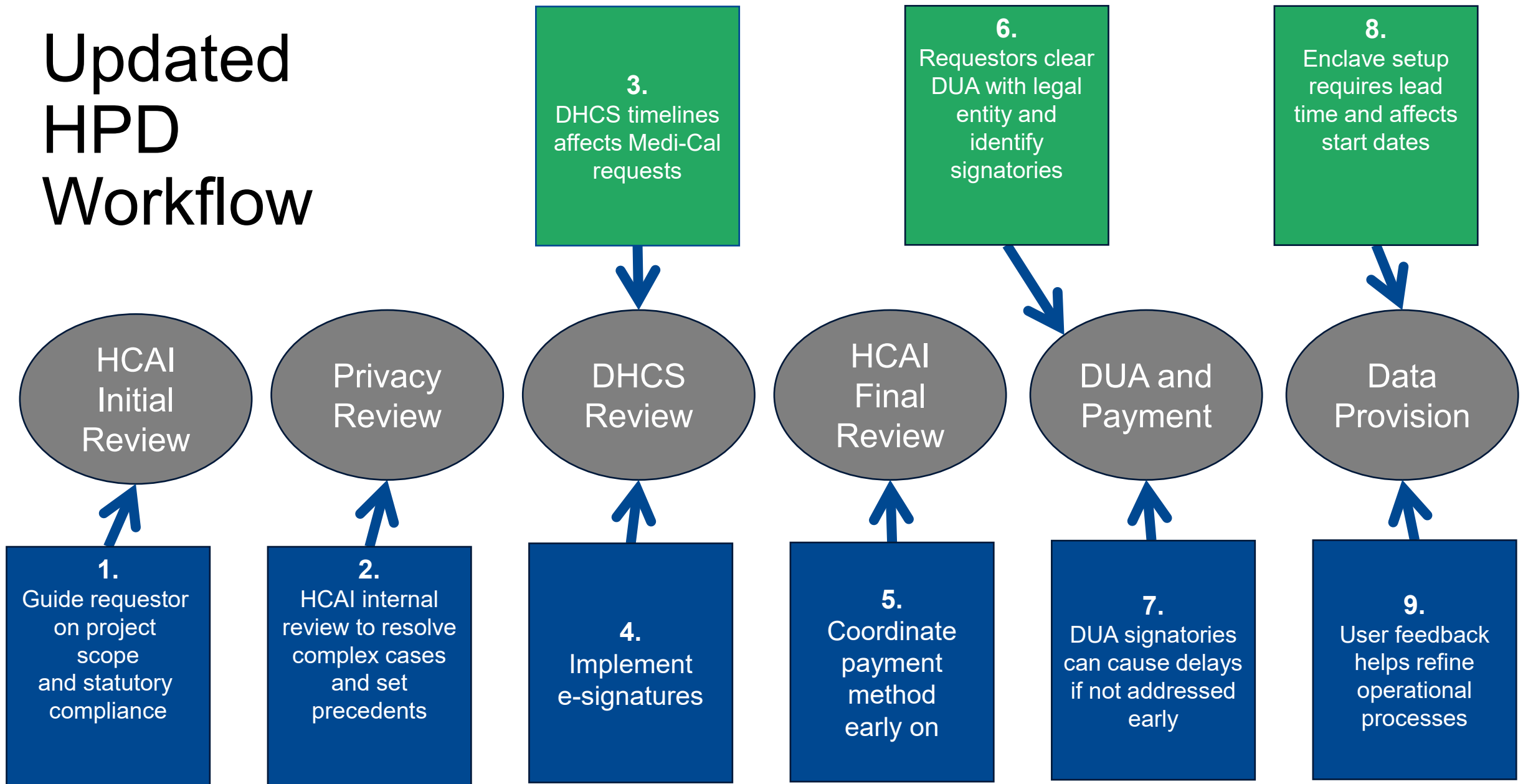
Item 3: HPD Data Access and Release: Lessons Learned

Miranda Dietz, DRC Vice Chair

Chris Krawczyk, Chief Analytics Officer, HCAI

Olivia Burdon, HPD Policy Lead, HCAI

Updated HPD Workflow



Lesson: Projects vary widely, and decisions take longer than 120 days



The Issue:

Requests vary widely, and many include complex elements.



A Solution:

Create a cross-functional Internal Review Series (research, privacy, security, risk, legal) to resolve complex cases together rather than through slow, asynchronous steps.



The Impact:

Establishes new precedents for future cases and highlights the need for revisions in operational processes and/or regulatory frameworks.

Lesson: Single project workflows don't work for bundled projects



The Issue:

Some applications bundle multiple projects under a single broad scope, making it difficult to determine minimum-necessary data and evaluate each project's risks.



A Solution:

Define “one project” clearly at the start and guide applicants to separate or refine their scopes so each application reflects a single, coherent project.



The Impact:

Faster decisions, clearer scoping, and stronger privacy and security protections.

Lesson: Revisions/changes may need a new application and/or full review process



The Issue:

Some requestors seek changes –such as switching dataset type or access method – just before or after approval, which the supplemental process was never designed to handle.



A Solution:

Limit supplementals to minor adjustments. Require a new application when changes affect project scope, risk level, or data provisioning.



The Impact:

Keep supplementals fast and predictable while ensuring major modifications receive full review and proper governance.

Lesson: DUA dates tied to payment create delays



The Issue:

Payment timelines vary across institutions and methods. Because DUA start/end dates depend on the payment date, delays often require DUA revisions and re-routing, slowing data access.



A Solution:

Discuss payment steps with requestors immediately after approval so they can confirm internal processes and establish a realistic DUA start date.



The Impact:

Early coordination reduces unexpected revisions, improves timeline predictability, and helps ensure the DUA authorizes a full year of access.

Chair and Vice Chair Assignment

Chair/Vice Chair Assignment Process

1. The chair and vice chair will be provided access to the data request three business days before the primary reviewers need to be assigned via ServiceNow
2. The chair and vice chair will review the request for completeness only.
3. The chair and vice chair will determine the two primary reviewers
4. The primary reviewers will be given access to the request via ServiceNow at least 4 weeks before the HPD DRC public meeting

Chair and Vice Chair Assignment Options

Assigned by Meeting

Two primary reviewers review all the requests for one meeting

- All other members will be responsible for reviewing excerpts only
 - Consideration: Some requests, such as those involving direct transmission, may require a more laborious review

Assigned by Expertise

Primary reviewers are selected based on subject matter expertise or interest

- At first, reviews will be assigned randomly to determine who is the best fit for a review.
- After expertise has been determined, a resource will be created to document each reviewer's expertise
 - Consideration: Some reviewers may be assigned more projects than others, based on subject matter expertise.