



CDC UNIFIED PROCESS PROCESS GUIDE



COMPUTER MATCH AGREEMENT

Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles and responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the [Computer Match Agreement](#) process as it applies to project teams.

Process Overview

This Process Guide covers identifying when a Computer Match Agreement (CMA) is required, the elements of a CMA, and the timeframe and completion of a CMA.

The Department of Health and Human Services (HHS) defines a “record” as any item, collection, or grouping of information about an individual that is maintained by an Agency. A System of Records (SOR) is a grouping of any records under the control of any Agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual, including, but not limited to:

- Name
- Education
- Criminal History
- Medical History
- Employment History
- Financial Transactions
- Any identifying number, symbol, or other identifier such as a finger print, voice print, or photograph

Computer matching occurs when Federal and/or State Agencies share information in identifiable form (IIF). A “matching program” is any computerized comparison of two or more SORs, or a SOR with non-Federal records for the purpose of:

- Establishing or verifying eligibility or compliance with laws or regulations of applicants or recipients/beneficiaries
- Recouping payments or overpayments

When a CMA is Required

Agencies use computer matching to conduct many government functions, including establishing or verifying eligibility for Federal benefit programs, or identifying payments/debts owed to government Agencies. A CMA is a written contract that establishes the conditions, safeguards, and procedures under which Federal Agencies agree to disclose data where there is a computerized comparison of two or more automated SORs. The Computer Matching and Privacy Protection Act also require Agencies engaged in computer matching activities to:

- Provide notice to individuals if their IFF is being computer matched
- Allow individuals the opportunity to refute adverse information before having a benefit denied or terminated
- Establish data integrity boards to oversee computer-matching activities



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The CMA encompasses all funded in-house IT projects. CMAs must be developed when any computerized comparison of two or more SORs will occur. In addition, CMAs must be developed when matches involve Federal personnel or payroll records. In concurrence with a CMA, a project must also prepare an Inter/Intra-Agency Agreement (IA) when the SOR(s) involved in the comparison are the responsibility of another Federal Agency.

An Inter/Intra-agency Agreement (IA), also known as a reimbursable agreement, is a written compact in which a Federal agency agrees to provide to, purchase from, or exchange with another Federal agency services, supplies or equipment. An IA is the document with which the receiving agency agrees to reimburse the providing agency for the cost of the services, supplies, or equipment. In certain cases, two or more agencies may agree to exchange services, supplies, or equipment without a transfer of funds. Although an IA is usually between two agencies, on occasion, an IA may involve more than two agencies.

All funded IT projects must prepare an Inter/Intra-agency Agreement (IA) in order to provide to, purchase from, or exchange with another Federal agency services, supplies, or equipment.

Elements of a CMA

- Name
- Security classification
- Participating Agencies
- Authority for conducting matching program
- Categories of records and individuals covered by the match
- Inclusive dates of the match

Timeframe and Completion of the CMA

The HHS Enterprise Performance Life Cycle (EPLC) requires as part of a project's Design Phase that security documents (Certification and Accreditation [C&A], Privacy Impact Assessment [PIA], System of Record Notice [SORN], and Computer Match Agreement [CMA]) be reviewed for completeness and accuracy. It is the responsibility of the Project Manager to ensure that the System Owner prepares and/or approves the initial CMA. The Project Manager and/or System Owner must then submit the CMA to the Office of the Chief Information Security Officer (OCISO) for formal review and clearance of the CMA.

Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
Process Owners	Thomas P. Madden
Process Criteria	All funded in-house IT projects must prepare a CMA when any computerized comparison of two or more SORs will occur. This also includes matches involving Federal personnel and payroll records
Timing of Process in Project Life Cycle	The CMA, as well as, the IA (if necessary) are initiated and completed during the Design and Engineering Phase The CMA, as well as, the IA (if necessary) proceeds through a formal review and clearance process that begins in the Design & Engineering Phase as must be completed by the end of the Implementation and Testing Phase
Estimated Level of Effort	Minimal
Associated Costs	Only the cost of the estimated level of effort described above
Process Prerequisites	Completion of Privacy Impact Assessment (PIA) documents (See the CDC UP Process Guide for PIA)



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PROCESS ATTRIBUTE DESCRIPTION	
Process Dependencies	N/A
Related Systems/Tools	PIA Form http://intranet.cdc.gov/ociso/CandA/CandAdocs/SPORT_%2006.1_%20HHS_Privacy_Impact_Assessment_Template.doc HHS Inter/Intra – Agency Agreement http://intraspn.cdc.gov/maso/EForms/PDF/01270.pdf
Available Training	N/A
Additional Information	System of Records Notices http://www.hhs.gov/foia/privacy/sorns.html Centers for Medicare and Medicaid Services http://www.cms.hhs.gov/home/regsguidance.asp CDC UP PIA Process Guide CDC UP SORN Process Guide CDC UP Certification & Accreditation (Security) Process Guide http://www2.cdc.gov/cdcup/document_library/process_guides/default.asp

Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

NATIONAL CENTER	ROLE	NAME
CDC Office of the Chief Operating Officer (OCIO)	Chief Information Officer	James D. Seligman
CDC Office of the Chief Information Officer (OCISO)	Chief Information Security Officer and Senior Official for Privacy	Thomas P. Madden
CDC Office of the Chief Information Officer (OCISO)	Certification & Education (C&E) Project Manager	Felicia P. Kittles

Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.

<http://www2.cdc.gov/cdcup/library/other/help.htm>



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Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process. Due to the dynamic nature of the PIA process a website has been established to communicate the most current information regarding PIA requirements. This website also contains a list of the related templates that assist in completing PIA activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. Development of the CMA Documentation		Project Manager and/or System Owner
2. Initial approval of the CMA		System Owner
3. Submission of CMA to OCISO		System Owner
4. CMA documentation not approved proceed to next step CMA documentation approved (process completed)		Process Team
5. Revise CMA documentation		System Owner
6. Proceed to step 3		System Owner



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Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

