



MCD Sponsorship Request Toolkit



Guidance: Completing the Names List

<p>What is the Names List?</p>	<ul style="list-style-type: none"> • The Names List is a tracker that records the names of everyone who will access Medicaid Confidential Data (MCD) on behalf of the sponsored MCD Requestor. • The requirement for a Names List is included in the MCD data-sharing agreement.
<p>Do I need to use a specific form or template?</p>	<ul style="list-style-type: none"> • Yes, sponsored MCD requestors must use the Names List Form to identify all individuals accessing MCD on the requestor’s behalf.
<p>How do I name the Names List File?</p>	<ul style="list-style-type: none"> • The Names List File must be in a standardized format when it is submitted. • The standard filename convention is “Entity Name_DUA Number_Names List_MM-DD-YYYY” where: <ul style="list-style-type: none"> ○ Entity Name is your legal organization/business name. ○ DUA Number is the Data Use Agreement Identification number that is provided and is listed on the DUA and DUA Addendum documents . ○ “Names List” indicates the type of document. ○ “MM-DD-YYYY” is the date that the Names List is submitted. This is updated with every new Names List submission.
<p>How do I complete the fields in the Names List Template?</p>	<ul style="list-style-type: none"> • The Data Use Agreement (DUA) Number – the DUA Identification number is provided on the DUA and DUA Addendum documents.



	<ul style="list-style-type: none">• NAME (Last) – last name of user accessing the MCD. Must be provided for each user on the Names List.• NAME (First) – first name of user accessing the MCD. Must be provided for each user on the Names List.• Company – Name of organization/business where the named user is employed.• Address, City, State and Zip code – Address of the location/ office of MCD Requestor.• Email ID – Official organizational email address of the named user• Effective Date – Effective Date in mm-dd-yyyy/ (xx-xx-xxxx) format is the date when the named user starts accessing or using MCD• End Date – End date in mm-dd-yyyy/ (xx-xx-xxxx) format is the date when the named user stops accessing or using MCD. You may leave this blank if the end data is unknown.
Questions? Contact us!	doh.sm.medicaid.data.exchange@health.ny.gov