

MCD Sponsorship Request Toolkit



Guidance: MCD Sponsorship Closeout

How do I closeout my MCD Sponsorship?	<ul style="list-style-type: none">• Upon expiration of DUA/DEAA, Requestor submits the Data Destruction Affidavit form to Security and Privacy Bureau• Security and Privacy Bureau provides DUA/DEAA Closure Letter
Do I need to use a specific form or template?	<ul style="list-style-type: none">• Yes, the Data Destruction Affidavit form needs to be completed
How do I obtain the Data Destruction Affidavit form?	<ul style="list-style-type: none">• There are two ways to obtain the Data Destruction Affidavit form:<ul style="list-style-type: none">○ It is Attachment B to the DUA○ Request one from the Security and Privacy Bureau at: doh.sm.medicaid.data.exchange@health.ny.gov
How do I complete the Data Destruction Affidavit?	<ul style="list-style-type: none">• Section 1: Fill out name• Section 2: Fill out your organization and organization's address• Section 3: Enter what type of MCD received from NYSDOH, DUA Identification number, and the purpose of the DUA• Section 4: No action needed• Section 5: Check if MCD was returned to NYSDOH or destroyed and date of such• Section 6: If data was destroyed, enter the name of the entity that destroyed• Section 7: No action needed• Section 8: Individual who performed the destruction or the Requestor on the DUA needs to sign, date, and have the affidavit notarized
Questions? Contact us!	doh.sm.medicaid.data.exchange@health.ny.gov