



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III  
Governor

Martha Yeager Walker  
Secretary

MEMORANDUM

**To:** Grady Bowyer, Executive Director  
Office of Laboratory Services

**From:** Cathy Slep, Executive Director  
Division of Threat Preparedness

**Date:** December 5, 2008

**Subject:** Explanation of data sharing process between professional licensure databases and WV REDI

This document serves to explain the joint data sharing effort between the Division of Threat Preparedness and your organization by listing and clarifying the primary points associated with the process. It hopefully will facilitate the development of the integration link that will allow certain data to be shared between the WV REDI credentialing system and your office's licensure database. We agree to the following terms and conditions:

1. The movement and review of shared data is only for the purpose of verifying that an applicant or currently registered volunteer does, in fact, hold an appropriate, unencumbered and active license to practice their particular discipline.
2. This data will not be transferred to or otherwise shared with external entities, with the exception of system administrators involved in volunteer deployment or an agency using the individual volunteer in an event.
3. Appropriate measures will be taken by state/local system administrators and the WV REDI system vendor to protect the security and confidentiality of this data.
4. Any cost associated with the development and application of the interface process/components between the two systems will be borne by the Division of Threat Preparedness in the Bureau for Public Health, WV DHHR. Notice of any cost to the organization that will be passed along to DTP should be sent prior to the beginning of the associated work.

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5. The data points for review will include: name, license number, type of license, date of expiration and history of adverse actions (if any).
6. Any significant changes or alterations to this current implementation plan will be discussed prior to execution.

Thank you for your continued support for this effort to increase health and medical preparedness for the citizens and visitors of West Virginia. Please contact Sebie Jenkins at 558-6900, ext. 2009 if you need further information.

CCS:jr