

# Alcohol eCHECKUP TO GO Subscription Agreement

Subscribers to the Alcohol eCHECKUP TO GO agree to the following Terms & Conditions:

1. The San Diego State University Research Foundation (SDSU) provides the eCHECKUP TO GO for one-year renewable subscription periods. Subscription is \$975.00 per year, payable to “San Diego State University Research Foundation” at the start of each subscription period. Each subscription begins the date a subscriber’s specific version of the eCHECKUP TO GO is operational and ends 365 days from that date.
2. Subscribers will receive the following:
  - a. An institution-specific version of the eCHECKUP TO GO input web page which will reside on a secure SDSU server.
  - b. All web-based applications and the standard eCHECKUP TO GO feedback web pages with institution-specific statistical information and referrals/resources (if provided; see attached Reply Form), which will reside on a secure SDSU server.
  - c. Each participant’s submission will also be stored in a database which will reside on a secure SDSU server.
  - d. At no additional charge, all updates to the eCHECKUP TO GO during the subscription period.
  - e. Access to the “eCHECKUP TO GO Administrators’ Pages,” on which subscribers may review and retrieve aggregate data for their institution’s use of the eCHECKUP TO GO.
3. SDSU may, during the subscription period, modify the eCHECKUP TO GO, both functionally and aesthetically, and will make reasonable effort to retain aesthetic ties to the subscriber’s institution (colors, logos, etc.).
4. In order to provide participants tailored and specific feedback and referral information, subscribers may provide institution and state specific information for use in their eCHECKUP TO GO program (see attached Reply Form). Subscribers are solely responsible for the accuracy and quality of information they provide to SDSU.
5. SDSU will host the eCHECKUP TO GO on a secure SDSU server. In the event the server experiences technical problems, SDSU will make reasonable effort to either resolve the difficulties or provide a back-up eCHECKUP TO GO Internet site. Subscribers will not be reimbursed for server downtime or Internet congestion resulting in the eCHECKUP TO GO’s diminished performance.
6. Subscribers agree to not copy, reproduce, redistribute, or modify the content of the eCHECKUP TO GO input page, feedback form, or supplementary web pages provided by SDSU without prior written permission from SDSU, except where required to provide feedback to eCHECKUP TO GO participants.

7. Subscribers also agree to not copy, reproduce, redistribute, or modify the content of the Hypertext Markup Language (HTML) or any eCHECKUP TO GO web page and JavaScript functions of any eCHECKUP TO GO web page, except those noted as public domain. Subscribers also agree to not copy, reproduce, redistribute, or modify the content of the server-side applications, and to not copy, reproduce, or redistribute, the raw data collected from the eCHECKUP TO GO.
8. Subscribers agree to not access, or attempt to access, the eCHECKUP TO GO server and not to retrieve data or attempt to retrieve data from the eCHECKUP TO GO database, except as provided via the eCHECKUP TO GO web site or the eCHECKUP TO GO “Administrators’ Pages” web site. The data made available via the eCHECKUP TO GO “Administrators’ Pages” web site, are provided for use in aggregate analyses.
9. **Subscribers agree not to use or query their data in ways that may identify and/or reveal any individual participant’s eCHECKUP TO GO survey responses and/or feedback report, without the participant’s express knowledge and consent.**
10. When an institution chooses not to continue/renew their subscription, their version of the eCHECKUP TO GO will be removed and the subscriber will no longer have access to their eCHECKUP TO GO data.
11. It is the **subscriber’s responsibility** to provide a location for a referral page that describes what the eCHECKUP TO GO does and how participants can access it (e.g., <http://www.sa.sdsu.edu/cps/e-chug.html>).
  - a. This page must exist on the subscriber's local server and is typically incorporated into the subscriber’s psychological services, health services and/or AOD web site(s).
  - b. SDSU will provide the appropriate hypertext link, but subscribers are responsible for creating, uploading, and maintaining the referral page.
12. All versions the eCHECKUP TO GO will include hypertext links to the national self-help groups such as Alcoholics Anonymous, Marijuana Anonymous and SMART recovery. Subscribers wishing to include links to local chapters for self-help groups, or additional referral information on their eCHECKUP TO GO should provide that information using the attached Reply Form.
13. SDSU reserves the rights to collect, analyze, and publicize aggregate data collected from any and all institutions’ eCHECKUP TO GO web sites. Obtained data will not be publicized in any manner that identifies your institution or your institution’s participants.

# **Personal Reflections Program Subscription Agreement (An eCHECKUP TO GO Supplemental Program)**

The Personal Reflections Program provides participants a guided opportunity to thoughtfully reflect on their own personal drinking profile and subscribing institutions a way to positively verify that a participant has completed the eCHECKUP TO GO.

This supplemental program can be added to your eCHECKUP TO GO subscription for an additional \$375.

For more information about this program, please review the “Verification Options” at [http://www.echeckuptogo.com/usa/programs/coll\\_alcohol.php](http://www.echeckuptogo.com/usa/programs/coll_alcohol.php)

Subscribers to the Personal Reflections Program agree to the following Terms & Conditions:

1. The annual subscription for the Personal Reflections program is \$375.00, payable to “San Diego State University Research Foundation” at the start of each subscription period.
2. Subscribers will receive the following:
  - a. An institution-specific version of the Personal Reflections input web page which will reside on a secure SDSU server.
  - b. At no additional fee, all updates to the Personal Reflections during the subscription period.
  - c. Access to the “eCHECKUP TO GO Administration Pages,” on which subscribers may review and retrieve their participant’s responses to the Personal Reflections program
3. Each participant’s response to the Personal Reflections Program will be transmitted via email to the institution’s designated contact person(s).
4. Each participant’s submission will also be stored on a data base which will reside on a secure SDSU server.
5. SDSU may from time to time update the Personal Reflections Program, both functionally and aesthetically, and will make reasonable effort to retain aesthetic ties to the subscriber’s institution (colors, logos, etc.).
6. SDSU will host the Personal Reflections Program on an Internet server. In the event the server experiences technical problems, SDSU will make reasonable effort to either resolve the difficulties or provide a back-up Personal Reflections Program Internet site. Subscribers will not be reimbursed for server downtime or Internet congestion resulting in the Personal Reflections Program’s diminished performance.
7. SDSU, the SDSU Research Foundation, and the eCHECKUP TO GO Development team are not liable for lost, undelivered, or corrupted Personal Reflections program email transmissions.
8. Subscribers agree to not copy, reproduce, redistribute, or modify the content of the Personal Reflections program input page, feedback form, or supplementary web pages provided by SDSU

without prior written permission from SDSU, except where required to provide feedback to Personal Reflections program participants.

9. Subscribers also agree to not copy, reproduce, redistribute, or modify the content of the Hypertext Markup Language (HTML) or any Personal Reflections program web page and JavaScript functions of any Personal Reflections program web page, except those noted as public domain. Subscribers also agree to not copy, reproduce, redistribute, or modify the content of the server-side applications, and to not copy, reproduce, or redistribute, the raw data collected from the Personal Reflections program.
10. Subscribers agree to not access, or attempt to access, the Personal Reflections program server and not to retrieve data or attempt to retrieve data from the Personal Reflections program database, except as provided via the eCHECKUP TO GO Administrative web interface.
11. **Subscribers agree not to use the information received via the Personal Reflections program in ways that may identify and/or reveal any individual participant(s) eCHECKUP TO GO survey responses and/or feedback report, without the participant's express consent.**
12. When an institution chooses not to continue/ renew their subscription, their version of the Personal Reflections program will be removed and the subscriber will no longer have access to their data.
13. Responding to Participant's Personal Concerns:
  - a. Subscribers understand that participants may only complete the Personal Reflections program if they consent to provide personal and identifiable information and consent to have their responses transmitted via email.
  - b. As the Personal Reflections program is designed to give participants an opportunity for thoughtful self-reflection, it is likely that some may choose to share personal information about themselves and/or their families.
  - c. Subscribers agree to have in place a thoughtful protocol for determining who receives and has access to the participant's reflective journal responses and to provide support and direction to participants who might raise concerns.
  - d. Subscribers understand that San Diego State University, the San Diego State University Research Foundation, and the eCHECKUP TO GO Development team WILL NOT review, monitor or respond to any information participants provide on the Personal Reflections program.
  - e. Subscribers release San Diego State University, the San Diego State University Research Foundation, and the eCHECKUP TO GO Development team from any and all liability arising from their participants' use of the Personal Reflections program.
14. SDSU reserves the rights to collect, analyze, and publicize aggregate data collected from any and all institutions' Personal Reflections program web sites. Obtained data will not be publicized in any manner that identifies your institution or your institution's participants.

## To Subscribe

If you agree to the Terms & Conditions described in the preceding Subscription Agreements:

Please complete and sign the attached Reply Forms.

Please make all checks or money orders payable to the “San Diego State University Research Foundation”

<b>Fee Schedule</b>			
	eCHECKUP TO GO	Personal Reflections	Balance Due
eCHECKUP TO GO Only	\$975.00 USD		\$975.00 USD
eCHECKUP TO GO & Personal Reflections	\$975.00 USD	\$375.00 USD	\$1350.00 USD
Personal Reflections Only (To add to an existing eCHECKUP TO GO order)		\$375.00 USD	\$375.00 USD

Mail or FAX your completed Reply Forms and your payment or purchase order to:

**SDSU eCHECKUP TO GO Projects**

Counseling & Psychological Services

San Diego State University

5500 Campanile Drive

San Diego, CA 92182-4730

**FAX** (619) 594-4392

**For Credit Card Payment or Questions** call: (619) 594-0710