HealthFacts Rhode Island Application for CUSTOM REQUESTS

**Instructions**

The Rhode Island Department of Health (RIDOH) may release data from HealthFacts RI, Rhode Island's All-Payer Claims Database (RI APCD) to a person or organization engaged in improving, evaluating, or otherwise measuring health care provided to members.

This application is for custom requests only. Custom requests are for data that is not already available publicly on the HealthFacts RI website, and for which standard claims extracts are not appropriate. This may include custom and/or aggregated reports, or custom extracts. Please refer to the HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)) prior to completing this application to confirm that neither the publicly available data nor the Standard Claims Extracts meet your needs.

Custom claims extract requests may require a full application and review process. To request standard extracts:

1. Complete and submit the below fields to DOH.HealthFactsRI@health.ri.gov.
	1. Attach a signed Data Use Agreement to the email.
2. Complete the Application Fee Remittance form and mail check to RIDOH (see Application Fee information below).
3. Once application and fee are received, a member of the HealthFacts RI team will contact you regarding next steps. Some requests will require a further review process by the Data Release Review Board and approval by the Director of the Department of Health. This review process is required when one or more of the following is requested:
* Individual claims with member level detail (e.g. unique member ID, 5-digit zip code, etc.)
* Cells based on fewer than 11 members are *not* suppressed
* Data will be linked to another data source that increases the risk of member re-identification

If Data Release Board review is deemed necessary, the following additional steps must be completed:

1. The application is posted to <http://www.health.ri.gov/data/healthfactsri/> for public comment for at least 10 business days.
2. If a data management plan is required, the APCD Data Release Review Board Data Security Committee reviews the data management plan and makes a recommendation to the full Board.
3. The RI APCD Data Release Review Board reviews the application to ensure patient privacy is protected and makes a recommendation to the RIDOH Director.
4. The Director approves or denies the request.
5. If approved, applicant completes the Data Acquisition Fee Remittance Form (Exhibit D of the Data Use Agreement) and mails a check to RIDOH.
6. The State transfers extract(s) to the applicant (30-45 days after request is approved).

FORMS AND ATTACHMENTS

All forms and application attachments associated with standard extracts can be found at <http://www.health.ri.gov/data/healthfactsri>. Please submit all attachments in document or PDF format. The following file types are not accepted: .html, .exe, .dll, .php, .php3 or .phps. Attachments are limited to 10 MB.

APPLICATION FEE

Along with submission of the online application, all applicants must mail in the Application Fee Remittance Form and a non-refundable $100 application fee (in the form of a check). **Data requests will not be considered until both the electronic application and the remittance form/application fee are received.** The Application Fee Remittance Form and mailing address can be found on the RIDOH HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)).

DATA RELEASE REVIEW BOARD

Once the application is submitted and payment is received, a member of the HealthFacts RI team will contact you regarding next steps.

All applications that require a data management plan are first reviewed by the Data Security Committee, which meets monthly. The Committee reviews the data management plan for adherence to RI APCD privacy and security guidelines.

Applications are then reviewed by the APCD Data Release Review Board, which meets monthly. The Board reviews requests to ensure patient privacy will be adequately protected by evaluating the following criteria:

* Appropriate privacy and security protections are in place to protect patient privacy
* Applicant will adhere to cell size suppression policy
* Access to data is necessary to achieve project's intended goals (there is an obvious link between project and data)
* Applicant is qualified to protect and responsibly handle data

This review is strictly for privacy protection purposes and is not a scientific review. Applicants are encouraged to participate in the Board meeting during which their application is being reviewed.

DATA ACQUISITION FEE:

If your request for APCD data is approved, a member of the RI APCD team will contact you about payment. Applicants should refer to the fees listed on the RIDOH HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)) prior to submitting their applications.

For questions regarding the data request process or this application, please contact DOH.HealthFactsRI@health.ri.gov

Per the RI APCD Regulations, parts of this application will be posted on the RIDOH HealthFacts RI website for public comment.

**General Information**

Today’s Date:

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Project Title:

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Organization Name:

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Organization Type (check one):

[ ]  Academic Researcher

[ ]  Government Agency

[ ]  Data Submitter to RI APCD

[ ]  Other (please specify)

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Project Lead Name (Principal Investigator, Project Director, etc.):

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Project Lead Title:

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Other project personnel from your organization who will have access to RI APCD data:

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**Contact Information**

*Note: This section of the application will not be posted publicly.*

Project Contact:

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Project Contact Title:

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Project Contact Phone Number:

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Project Contact Email:

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Project Contact Mailing Address:

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**Project Details**

*Refer to the RIDOH HealthFacts RI webpage (*[*www.health.ri.gov/data/healthfactsri*](http://www.health.ri.gov/data/healthfactsri)*) for information about the publication submission and review process.*

Project Description

*Please provide a detailed description of each of the following project components (attach additional pages if needed):*

1. Project purpose

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1. Research questions (if applicable)

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1. If possible, please provide shell tables that summarize your anticipated aggregated results.

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1. Has this research project been formally approved by an Institutional Review Board, or related institutional committee, internal to your organization? Please also include the type of review conducted.

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1. If requesting the Extended Extract, please justify why service date and 5-digit zip codes are required for the project.

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1. If requesting payer (i.e. United Healthcare, Aetna) identifiable information (i.e. payer name), please justify why these elements (table provided in *Appendix A*) are required for the project.

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1. If requesting provider (i.e. institution, physician) identifiable information (i.e. hospital name, physician name, physician specialty), please justify why these elements (table provided in *Appendix A*).

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1. If possible, please provide shell tables that summarize your anticipated aggregated results.

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Note: Attach additional project description information to this application, if needed.

Distribution of Project Findings

Describe how project findings/results will be disseminated and to whom (e.g. peer-reviewed publication, organization newsletter, program evaluation report, etc.)

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*Note: All findings/results which will be publicly distributed must be submitted to the RI Department of Health at least 15 days prior to any release to ensure that the conditions of the Data Use Agreement (i.e. cell suppression) are being met (see Section 10 of the Data Use Agreement for further details).*

*Note: Attach additional information about how findings will be distributed, if needed.*

**Data Requested**

To view available data elements, please refer to the Data Element Dictionary on the RIDOH HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)).

Note: Medicare FFS data can only be released to projects being directed and funded (partially is okay) by the State of Rhode Island.

1. Please indicate the type of data requested.

[ ]  Aggregate data (e.g., counts, percentages, sums, etc.)

[ ]  Individual claims data

1. If requesting aggregate data on more than 4 data elements, or using any filters on subsets of the population, it is possible that some percentage of the cells will represent fewer than 11 members. These cells will be suppressed unless the application is reviewed by the Data Release Review Board and approved by a RIDOH signatory. Will you need the results of cells representing fewer than 11 members?

[ ]  Yes

[ ]  No

1. Please indicate the years of data requested and how often the data will be updated (e.g., 1-time request, annual, or quarterly).

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*Available years of data can be seen here:* [*APCD Snapshot - Rhode Island State APCD | Tableau Public*](https://public.tableau.com/app/profile/onpointhealthdata/viz/APCDSnapshot-RhodeIsland/1_DataOverview) *(See Data Availability Tab)*

1. Please describe in detail the data requested, including an explanation of why the requested data elements are necessary for this project (for requests for individual claim lines, please specify the data elements requested. Refer to the Standard Claims Extracts Data Dictionary on the RIDOH HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)) for a list of all available elements). If tracking a specific population in an evaluation cohort, please specify the number of individuals included in the cohort.

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*Additional request detail may be attached to this application, if necessary.*

1. If requesting aggregate data, how should the data be stratified (e.g., by gender, age group, county, etc.)?

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1. Are custom analytics required (e.g., applying attribution methodologies, calculating quality metrics, applying custom groupers etc.)?

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1. Does this request require tracking a specific population of individuals (i.e., an evaluation cohort)?

[ ]  Yes

[ ]  No

1. If a cohort is required, please explain why tracking this specific population is necessary for the study. Please note that no more than 20 variables may be included in specifications for a cohort request.

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**Please attach shell tables that summarize your anticipated results, data specifications, explanations of methodology, and/or report templates that may be used to develop the custom extract.**

**Data Linkages**

*To be completed only if requesting individual claims data or aggregate data in which cells based on fewer than 11 members are displayed.*

All Users of RI APCD data, including Rhode Island State Agencies, shall adhere to the following privacy guidelines. No User shall attempt to identify an individual Member using RIAPCD data, or data outputs derived from RIAPCD data. RIAPCD data shall not be linked with any other data source that could potentially re-identify a member or patient. If this project requests linkage to another data source (e.g. Census data), the applicant must provide a justification for why this linkage is necessary.

1. Will RI-APCD data be linked to another data source?

[ ] Yes

[ ]  No

* 1. If yes, will the data be linked to patient level data, individual provider level data, facility level data, or aggregate level data? (Check all that apply.)

[ ]  Individual patient data

[ ]  Individual provider data

[ ]  Facility level data

[ ]  Aggregate level data

* 1. If yes, provide a justification for each linkage indicated above and the steps you will take to prevent identification of individual members.

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* 1. If yes, attach additional information about linkage, if needed.

**Applicant Qualifications**

Please describe the qualifications of your organization and key personnel to implement the proposed data management plan with fidelity and to adhere to the Data Use Agreement.

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**Data Security**

*This section of the application will not be posted publicly.*

Data Management Plan

* Attach a completed Data Management Plan template. *The Data Management Plan Template can be found at* [*www.health.ri.gov/data/healthfactsri*](http://www.health.ri.gov/data/healthfactsri)*.*
* Attach any standard Data Privacy and Security Policies and Procedures from your organization.
* Attach additional organizational Data Privacy and Security documents (if applicable)

Use of Third-Party Agents or Vendors

1. Are you contracting with any third-party vendors who will store the data on-premises or on their own network (separate from the applicant)?

[ ] Yes

[ ] No

* 1. If yes, list the name(s) of the third-party vendor(s):

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* 1. If yes, list the services to be provided by third-party vendor(s):

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* 1. If yes, attach a completed Data Management Plan template for the third-party vendor.

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* 1. If yes, attach any standard Data Privacy and Security Policies and Procedures from the third-party vendor. *While documentation from contracted third parties is not required, it may be requested at any time during the review process.*
1. Are you using any third-party data warehouse/storage solutions that will have access to the data?

[ ] Yes

[ ] No

* 1. If yes, will the third-party warehouse solution have access to decrypted data?

[ ] Yes

[ ] No

**Application Documentation**

Data Use Agreement

Attach a signed Data Use Agreement form. The Data Use Agreement will be appended to include the data covered by the agreement and the application upon approval of the data request. The Data Use Agreement can be found at the RIDOH HealthFacts RI webpage ([www.health.ri.gov/data/healthfactsri](http://www.health.ri.gov/data/healthfactsri)).

Checklist

Verify that all required documents are attached.

* Completed Data Management Plan Template
* Signed Data Use Agreement

Signatures

By entering a name below, the Applicant attests that all information contained in this application is true and the Applicant will adhere to the restrictions and requirements outlined in the Data Use Agreement, to be executed between the Applicant and the Department of Health upon approval of this data request.

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| Name: |  |
| Title: |  |
| Organization: |  |
| Date: |  |