Researcher Data Request Process Instructions	
Before Starting	
<u>**Confirm Eligibility**</u>	OSHPD is authorized to disclose "minimum necessary" versions of its patient-level data files to: • Researchers with nonprofit educational institutions/universities • Certain State agencies
<u>**Review Data Sets**</u>	• [Types of OSHPD Patient-Level Data](#) • [Master Variable Grid](#) • [FAQs](#)
<u>**Register Account**</u>	Only one person will be able to submit and edit the request. The designated point of contact regarding the request will need to register an account on the [OSHPD Data Request Portal](#) and must be a person who is listed on the request form and is directly participating in the project.

Researcher Request Process	
<u>**Step 1**</u>	Submit Preliminary Request OSHPD's [Data Request Portal](#) • New Requests will select New Request Option • If requesting additional data, for a previously approved project, with a current CPHS protocol, select Supplemental Request **Note:** Supplemental Request can only be submitted through the portal if the original request is digitized in the portal. If you wish to submit a Supplemental Request for a request that was initially submitted outside the Data Request Portal, please email DataandReports@OSHPD.ca.gov for instructions.
Instructions for Request Packet	

1. Submit Research Request form via the OSHPD Data Request Portal

   Note: When completing the request form, use TAB to move between fields.

2. Upload a PDF of your DRAFT California Protection of Human Services (CPHS) Protocol with your request.

   Note: CPHS is housed at OSHPD but is not an OSHPD unit.

3. The Principal Investigator must be registered on the CPHS website at: https://www.oshpd.ca.gov/Boards/CPHS/ Follow the CPHS instructions for completing a draft protocol. An OSHPD request submitted without a draft protocol will be asked to complete the request packet and resubmit.

4. Complete the Justification Grids for each data set. You can find them here.

5. A Memorandum of Understanding (MOU) or a Data Use Agreement (DUA) between the primary University and any collaborating University must be included if employees from the collaborating university will have the access to patient level data.

6. A letter of sponsorship for this specific research project from the Department Director (California state agencies) or Department Chair at the sponsoring university/institution on university letterhead must be included.

   Note: Must be current within 12 months of request.

7. Please include a copy of the IRS 501(c)(3) certificate with the request package. For-profit universities are not eligible for this data.

8. Please include a letter from the primary University IT department on official University Letterhead.

   Note: Must be current within 12 months, letter used for CPHS is fine if current.

9. If using a contractor, please include a copy of the contract.

   Note: You must meet the upload requirement to submit your request.

Step 2	Receive Pre-CPHS letter and submit CPHS Research Protocol

Once the request passes preliminary analyst review, OSHPD will upload a "Pre-CPHS Letter" to the request portal. This should be used as the department support letter when submitting the final draft CPHS Protocol. Turnaround time to receive the Pre-CPHS letter will vary based on the quality of the initial submission and the amount of corrections needed.

Step 3	OSHPD Review

Once the CPHS Research Protocol has been approved by CPHS, the request will be submitted to the OSHPD Non-Public Data Request review with the approved CPHS Protocol. If there are any questions about the request during this part of the process, an analyst will contact the requester with further instructions or correction requests. It is the responsibility of the requestor to reach out to OSHPD once their CPHS protocol has been approved.

Areas to Review

The following are common areas that may cause a review analyst to return the request for further information. This is not an exhaustive list so please review your request completely.

- CPHS protocol must be current and approved or in process.

  Note: CPHS protocol must match the OSHPD request. This includes purpose and narrative, data storage plans, data access plans, personnel, and Principal Investigator (PI).

- The PI must be from the sponsoring university.

- Only the sponsoring university may host the data and grant access. Host universities cannot make copies of the data but can share on networks or load on server. Data cannot be downloaded from host servers for use outside of host university.

  Note: Data must be stored on host university servers. Access can be granted via non-downloadable VPN for outside entities and contractors if they are not onsite at the host university or in some cases, at OSHPD (some exceptions made for some California State departments).

- Data access roles must be defined for each research team member accessing patient level files (affiliation, job title, role on project); the Data Use Agreement must list all names of team members listed in OSHPD application.

- Any MOUs between collaborating universities must be included and must outline access to data, explaining how access to the data will be granted to the non-host, and what the MOU is allowing and why the universities are collaborating on the project.

  Note: OSHPD data cannot be copied and shared. Data must be stored on servers owned and operated by the accountable Sponsoring University.

- All personnel must be listed in the application. Personnel changes to prior request must be noted in the supplemental application.

- Any collaborating outside organizations must have a current contract included that explains contractual obligations, how access will be granted to the organization, and what the role is for the outside party utilizing the data for analysis or monitoring.

  Note: All contractors must be listed on the DUA if accessing the patient level data. All contractors must be listed in the original data request or updated in the supplemental application if added later. Contracts for contractors added to supplemental form must be included in supplemental request.

- If data will be linked to any non-OSHPD data sets, include the approval letter for use of the data set. Ensure that linkage methodology is clear (i.e., finder file used at OSHPD, or probabilistic linkage, etc.) Any language that clearly states that the data will not be used to reidentify an individual during linkage is useful for the OSHPD decision process.

- The signed DUA and Request form must be current. An OSHPD analyst will send the unsigned DUA and unsigned request form to the requester for signature. Sign, scan and email the forms back to the assigned OSHPD analyst. All DUAs must be included for final review.

  Note: *__For graduate students__ requesting data, the Faculty Advisor must also sign the request form.*

Step 4	Request Approved

When the request has been approved by OSHPD, the PI or authorized designee will be contacted to sign the final approved request form. You will need to upload a PDF of the signed request form to the request portal before OSHPD can arrange data delivery.

Note: If you are only requesting PDD, ED or AS data, you will be contacted to arrange data delivery (skip to step 6). If you are requesting Linked Death or Linked Birth data of any kind, you will undergo an additional approval process outlined below.

Step 5	Requests containing PDD/Linked Birth or PDD/Linked Death data - VSAC

Requests for PDD/Linked Birth or PDD/Linked Death data must also go through the California Department of Public Health (CDPH) approval process. The Vital Statistics Advisory Committee (VSAC) will review the request. OSHPD will forward the following forms to VSAC directly:

- Signed California Department of Public Health's (CDPH) Information, Security, and Privacy Requirements (IPSR) Form.

- CV/Resume.

  Note: The OSHPD analyst will forward all signed documents directly to VSAC on the requestor's behalf but cannot be an intermediary for questions VSAC has for the requester. The requestor will be Cc'd when the initial request packet is sent to VSAC and OSHPD will be Cc'd on communications between the VSAC and the requestor. Once VSAC has approved the request, OSHPD is notified and will arrange to SFTP the data from OSHPD to the named recipient. VSAC determines approval for use of the birth certificate and death certificate data that comprise part of the PDD/Linked Birth and PDD/Linked Death data. The requester must forward all questions related to that process to HIRS@CDPH.CA.GOV . Please be aware there may be charges for data usage.

Contact Information	
OSHPD	Email: Dataandreports@oshpd.ca.gov Phone: (916) 326-3802 Web: https://oshpd.ca.gov/data-and-reports/request-data/for-researchers/
CPHS	Email: CPHS-Mail@oshpd.ca.gov Phone: (916) 326-3660 Web: https://oshpd.ca.gov/data-and-reports/data-resources/cphs/
VSAC	Email: HIRS@cdph.ca.gov Phone: (916) 552-8095 Web: https://www.cdph.ca.gov/Programs/CHSI/Pages/Data-and-Statistics-.aspx