



Data Release Application

Standard De-Identified Extract

Table of Contents

[Client Application Revision History 2](#_Toc210375271)

[Data Requestor Details 3](#_Toc210375272)

[Project Schedule and Purpose 5](#_Toc210375276)

[Standard Extract Type 7](#_Toc210375277)

[Data Linkage 7](#_Toc210375278)

[Data Inclusion Criteria 8](#_Toc210375279)

[Additional Documentation 8](#_Toc210375282)

[Client Acknowledgements and Signatures 9](#_Toc210375284)

Client Application Revision History

The following reflects the history of changes made to this document during the application process prior to project production. Once in production, any further changes to the application may result in additional cost and production delays.

|  |
| --- |
| **To be completed by CIVHC staff** |
| Date | New Version Number | Description of Change(s) | CIVHC Change Author (full name, complete title) |
|   | V.01 | Initial version drafted with client. |   |
|   | V.02 |   |   |
|   | V.03 |   |   |
|   | V.04 |   |   |
|   | V.05 |   |   |
|   | V.06 |   |   |
|   | V.07 |   |   |
|   | V.08 |   |   |
|   | V.09 |   |   |
|   | V.10 |   |   |

Data Requestor Details

General Project Details

|  |  |
| --- | --- |
| Project Title:  |   |
| Application Start Date:  |   |
| Requested Project Delivery Date:  |   |
| Client Organization (legal name):  |   |
| Client Organization Address:  |   |
| CIVHC can publicly share the Client Organization’s name in its [Change Agent Index](https://www.civhc.org/change-agents/).  | [ ]  Yes | [ ]  No |
| **To be completed by CIVHC staff** |
| CIVHC Contact (full name, complete title):  |   |
| Internal Project Code (IPC):  |   |
| Legacy Project Number (if applicable): |  |
| Condensed Project Title:  |   |

Data Analysis Software

List specific software that will be used (e.g., R, SAS, SPSS, etc.) to conduct analysis with CO APCD data. Due to the size of CO APCD data files, Microsoft Excel is not recommended.

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Project Contacts

|  |  |
| --- | --- |
| **Project Contact Name:**  |  |
| Title:  |   |
| Email:  |   |
| Phone Number:  |   |
| **Analytic Contact Name:**  |  |
| Title:  |   |
| Email:  |   |
| Phone Number:  |   |
| **Invoice Contact Name:**  |  |
| Title:  |   |
| Email:  |   |
| Phone Number:  |   |
| **Data Release Fee Signatory:**  |  |
| Signatory Organization (legal name):  |   |
| Title:  |   |
| Email:  |   |
| Phone Number:  |   |
| **Data Use Agreement Signatory:**  |  |
| Signatory Organization (legal name):  |   |
| Title:  |   |
| Email:  |   |
| Phone Number:  |   |

Project Schedule and Purpose

|  |  |
| --- | --- |
| Proposed Project Start Date[[1]](#footnote-1):  |   |
| Anticipated Project End Date:  |   |
| Proposed Publication or Release Date:  |   |

1. Explain the purpose of your project. If this project is related to a previous project, also explain how this project is related and whether the data or results of both projects will be combined.

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|   |

1. Detail the specific project aims, research question(s) you are trying to answer, or problem(s) you are trying to solve with this data request.

|  |
| --- |
| 1.
2.
3.
4.
5.

  |

1. Describe your methodology or how you will be using data from the Colorado All Payer Claims Database (CO APCD) to answer your research questions.

|  |
| --- |
|   |

1. Explain how this project will benefit Colorado and its residents.[[2]](#footnote-2)

|  |
| --- |
|   |

1. Describe how your project will improve health care quality, increase health care value, or improve health outcomes for Colorado residents.2

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|   |

1. Health equity is defined as the state in which everyone has a fair and just opportunity to attain their highest level of health. Explain how your project addresses health equity.

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1. Describe any publication you plan to develop based on your use of CO APCD data, its intended audience, and whether it will be made publicly available.

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|   |

Standard Extract Type

Standard De-Identified Extracts come with a standard set of data elements and are not customizable. Consult with your CIVHC Contact if you are interested in a customized product.

Select the type of standard extract you are requesting:

[ ]  Level 1 – Fully de-identified data set without payer- or provider-specific data

[ ]  Level 2a – Includes some payer data (not available to health care providers)

[ ]  Level 2b – Includes some provider data (not available to health care payers)

[ ]  Level 3 – Includes both payer and provider data (for research use)

Data Linkage

Data Linkage is a method of joining data from different sources together to create a new data set.

Will the CO APCD data be linked to another data source?

[ ]  No

[ ]  Yes. Answer the following:

|  |
| --- |
| What is/are the other data source/s?  |
|   |
| Who will perform the data linkage?  |
|   |
| What identifying data elements will be used to perform the data linkage?  |
|   |
| What non-CO APCD data elements will appear in the new linked file?  |
|   |

Data Inclusion Criteria

Make selections in the following sections based on what data you want to have included in this extract.

Line(s) of Business

[ ]  Commercial Payers

[ ]  Health First Colorado (Colorado’s Medicaid and CHP+ programs)[[3]](#footnote-3)

[ ]  Medicare Advantage

[ ]  Medicare Fee for Service (FFS; only available for Level 3 extracts)[[4]](#footnote-4)

Year(s) of Data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  2018 | [ ]  2019 | [ ]  2020 | [ ]  2021 | [ ]  2022 | [ ]  2023 |

Additional Documentation

Data Management Plan

An organization requesting CO APCD data must submit an organizational Data Management Plan to CIVHC outlining the organization’s data security and data management policies and procedures to safeguard the data. This Data Management Plan must be approved by CIVHC prior to any data release.

|  |  |
| --- | --- |
| Date Submitted to CIVHC:  |   |
| Date Approved by CIVHC:  |   |

Client Acknowledgements and Signatures

Report or Product Distribution

If your project results in the production of a report for public distribution in any format (print, electronic, lecture, slides, etc.), including peer-reviewed publication, it must be submitted to CIVHC for review prior to public release. CIVHC will assess compliance with the [CMS Cell Size Suppression Policy](https://resdac.org/articles/cms-cell-size-suppression-policy), risk of inferential identification, CIVHC and CO APCD citations, and consistency with the purpose and methodology described in this Data Release Application. CIVHC will not assess the accuracy of the study results or attempt to recreate results.

This requirement is further defined in the Data Use Agreement. Failure to pursue and obtain CIVHC approval prior to publication will be a violation of the Data Use Agreement and may put the organization’s future access to data from the CO APCD at risk.

[ ]  By checking this box, the Client Organization acknowledges this requirement.

Data Destruction Period

All data must be destroyed within 30 days of the project end date. If your project end date changes from the date identified in this application, please reach out to your CIVHC Contact for information requesting a data retention period extension. Extensions are subject to CIVHC’s approval and will incur additional fees.

[ ]  By checking this box, the Client Organization acknowledges that CIVHC’s [Data Destruction Certificate](https://civhc.org/wp-content/uploads/2023/05/CO-APCD-Data-Destruction-Form.pdf)[[5]](#footnote-5) must be completed and returned to DataCompliance@CIVHC.org by \_\_\_\_\_\_\_ based on the [Anticipated Project End Date](#AnticipatedProjectEndDate).

Data Users

List any individuals that will be working with the data and whether they should receive ongoing communications from CIVHC regarding use of CO APCD data (data warehouse release notes, data user group communications, etc.).

The Data Use Agreement must be updated every time an individual is granted access to the data during the project. Reach out to your CIVHC Contact for information about the amendment process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Receive Data User Communications from CIVHC | Full Name | Title/Role | Organization | Email Address |
| [ ]  |  |   |   |   |
| [ ]  |  |   |   |   |
| [ ]  |  |   |   |   |
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| [ ]  |  |   |   |   |
| [ ]  |  |   |   |   |
| [ ]  |  |   |   |   |

Data Release Application Version Approvals

The Client Organization has reviewed and confirms that the final version number of the Data Release Application reflected below correctly represents the project objectives.

|  |  |
| --- | --- |
| **Version** | **Checkpoint** |
| V.00 | Presented at CIVHC Application Review |
| V.00 | Final version for production |

|  |  |
| --- | --- |
| CIVHC Sign-Off | Receiving Organization Sign-Off |
| Signature:  |   | Signature:  |   |
| Name:  |   | Name:  |   |
| Title:  |   | Title:  |   |
| Date:  |   | Date:  |   |

1. After all required documents have been signed, typical production time is 30-60 days for a Standard De-Identified Extract. [↑](#footnote-ref-1)
2. It is a statutory requirement for all non-public releases of CO APCD data to benefit Colorado or its residents. Contributions to generalizable knowledge alone are not sufficient to satisfy this requirement. [↑](#footnote-ref-2)
3. Medicaid-only data requests must be approved by the Colorado Department of Health Care Policy and Financing. [↑](#footnote-ref-3)
4. Medicare FFS data are available through 2022. Requests must go through a separate approval process. [↑](#footnote-ref-4)
5. Available on the [Data Release Application and Documents](https://civhc.org/data-release-application-and-documents/) page of CIVHC’s website under *Privacy, Security, and Regulatory Information*. [↑](#footnote-ref-5)