

Topic: Written Policies for IIS Data Requests

Request Date: April 5, 2017

Information Requested: Nevada is looking for examples of written policies regarding who may request IIS data extracts, what kind of IIS data sets can be requested, agreements that might be used, and even how IIS data requests are logged/tracked. Any documents or resources you can share are appreciated.

Requesting Member: Amanda (Mandy) Harris (NV)

Responding Member(s): Ellen Amore (RI), Joanna Eavey (WA), and Mary Waterman (AIM)

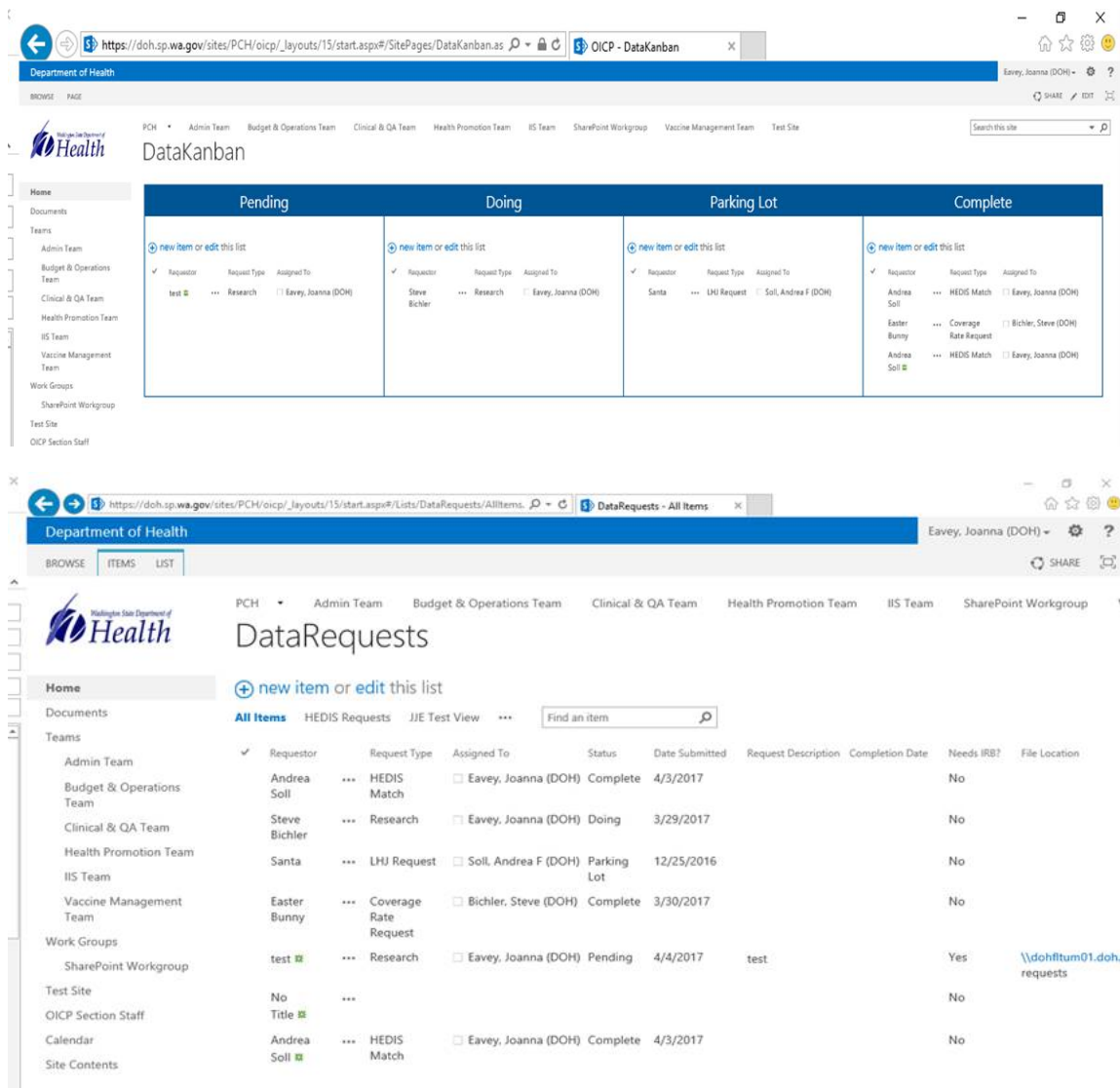
Results:

RI: Please see RI's policy attached.

WA: Our data request processes are below. We'd love to share information and learn how other states handle requests.

- Written policies regarding who may request IIS data extracts – Our data request protocol (draft version attached) details the various types of data requests that we receive in WA (non-research, non-identified data; non-research requests, identified data; and research requests) and the policies and procedures of handling each type of request. This is a draft document that is currently being reviewed by our analytic and technical staff.
- What kind of IIS data sets can be requested – Data requests can be for anything as simple as aggregate coverage by county to as complicated as detailed files of patients and all valid and invalid vaccinations for multiple years, depending on the type of request and the requestor. In general, identified datasets are not released to non-Department of Health requestors without prior IRB approval. Some clinicians/immunization providers and health plans do receive identified data for their patient populations without prior IRB approval.
- Agreements that might be used – WA blank data request form and data user agreement are attached.
- How IIS data requests are logged/tracked – The volume of requests that we handle is increasing steadily as pay for performance comes into play for healthcare providers. We used to track data requests in the attached (de-identified) Excel sheet, but this has become obsolete/not ideal as request volume increases. After exploring several different options (JIRA, [Portable KanBan](#), MS Access), we are leaning towards using a KanBan within our agency's SharePoint site to track

requests. The main reasons for selecting this option are because it's free and supported and approved by our agency's IT (screen shot below).



DataKanban

Pending	Doing	Parking Lot	Complete
<ul style="list-style-type: none"> Requestor: test Request Type: Research Assigned To: Eavey, Joanna (DOH) 	<ul style="list-style-type: none"> Requestor: Steve Bichler Request Type: Research Assigned To: Eavey, Joanna (DOH) 	<ul style="list-style-type: none"> Requestor: Santa Request Type: LHJ Request Assigned To: Soll, Andrea F (DOH) 	<ul style="list-style-type: none"> Requestor: Andrea Soll Request Type: HEDIS Match Assigned To: Eavey, Joanna (DOH) Requestor: Easter Bunny Request Type: Coverage Rate Request Assigned To: Bichler, Steve (DOH) Requestor: Andrea Soll Request Type: HEDIS Match Assigned To: Eavey, Joanna (DOH)

DataRequests

Requestor	Request Type	Assigned To	Status	Date Submitted	Request Description	Completion Date	Needs IRB?	File Location
Andrea Soll	HEDIS Match	Eavey, Joanna (DOH)	Complete	4/3/2017			No	
Steve Bichler	Research	Eavey, Joanna (DOH)	Doing	3/29/2017			No	
Santa	LHJ Request	Soll, Andrea F (DOH)	Parking Lot	12/25/2016			No	
Easter Bunny	Coverage Rate Request	Bichler, Steve (DOH)	Complete	3/30/2017			No	
test	Research	Eavey, Joanna (DOH)	Pending	4/4/2017	test		Yes	\\doh\itum01.doh.w requests
No Title							No	
Andrea Soll	HEDIS Match	Eavey, Joanna (DOH)	Complete	4/3/2017			No	

AIM: Just FYI, AIM recently sent out a similar inquiry to program managers.