

See Instructions on last page



Kansas Department of Health and Environment
Division of Public Health
Bureau of Epidemiology and Public Health Informatics
Public Health Informatics
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BEPHI RD-1 Data Request Application Rev. 5/2014
Number

1. Individual and Organization Requesting Data or Analysis

Principal Investigator
Or Project Director:
Title:

Organization:

Complete mailing address
(include street address,
room number, city, state,
and ZIP Code

2. Project or Study Title:

Phone no.: Fax no.: E-mail:

Who should be contacted if more information is needed?

Phone no.: Fax no.: E-mail:

3. What type of data would you like to obtain? (See instructions for the dataset(s) available through BEPHI) Enter those types you want to access or have summarized.

3a. Describe the manner in which you wish to receive the data: Summary (aggregated) Restricted record Level

4. What data elements are needed? Describe the level of data detail requested, listing the specific fields requested.

Attach separate list if desired

5. Purpose of project, study, or analysis - Describe the public health issues addressed by your research. Include some background information to support why the study or project is being done. What are the primary objectives? If appropriate, include a description of the hypotheses to be tested.

6. Study protocol or project activities – Summarize the study protocol or project activities. Conclude your summary by describing how data obtained from BEPHI will be used.

See Instructions on Page 3

7. Institutional Review Board (IRB) for Protection of Human Subjects – Evidence of a current IRB approval is encouraged for record-level data requests and some tabular data requests.

7a. Has this study or project been reviewed and approved by an IRB? Yes No

7b. If Yes, attach a copy of the IRB actopm and provide the following:

Name of the IRB:

IRB's Multiple Project Assurance (MPA) or Federal-wide Assurance (FWA) number:

Date of the IRB's action:

8. How are the results of this research to be released?

9. Data Confidentiality and Security – Evidence of procedures and protocols to maintain data security and prevent a breach of confidentiality is required for record-level data requests.

Describe the data security/confidentiality procedures you or your organization will follow.

Name of person responsible for data security

Name(s) of other persons accessing the data

10. Data or Results Delivery Format – BEPHI can provide the results in a variety of formats via a number of delivery methods.

Describe Delivery Method

Describe Data Format

11. Followback is the process contacting individuals, hospitals, or physicians identified on a vital record.

Describe the kind of followback you propose to do in your project or study.

12. Record linking is the where you match or link data or summary results to other information about individuals or entities.

Describe any linking you plan to do in your project or study.

Instructions - Data Request Application RD-1
Bureau of Epidemiology and Public Health Informatics
Kansas Department of Health and Environment

1. If you have questions on how to complete this, visit <http://kic.kdhe.state.ks.us/kic/OHA/requests.html>, call BEPHI at (785) 296-8627, or email Kansas.Health.Statistics@kdheks.gov.
2. Kansas law limits what the KDHE Bureau of Epidemiology and Public Health Informatics (Bureau) can provide. Use of Bureau datasets is restricted to statistical purposes for medical and public health research. Unless authorized by Kansas law, Bureau vital records data may not be used as a basis for legal, administrative, or other actions that may directly affect particular individuals or establishments as a result of their records being included in a given study or project.
3. Please use this Word document for birth, death, stillbirth, marriage, marriage dissolution, and abortion statistics or data requests. This application must be used for all data requests involving record-level data. Take as much space in the application form fields as needed. The form expands to fit the information entered. Enter a response for every item.
4. Requests for record level data will not be considered without the review by your organization's institutional review board (IRB). Attach the IRB action to this application, If you need a PDF version of the application, email Kansas.Health.Statistics@kdheks.gov.
5. If you need detailed information about vital records fields, request a data dictionary. If you need a list of pre-existing publicly available statistical tables, visit <http://kic.kdhe.state.ks.us/kic/OHA/requests.html>.
6. If your request involves contacting any individuals related in any way to a reported vital event, this is known as follow-back. Kansas law requires the KDHE Institutional Review Board approve the research protocols for use of record level birth data. This is a separate process. Visit <http://www.kdheks.gov/health/irb.htm> for more information. This application will not be processed until the KDHE IRB has approved the project or data use.
7. If your application is approved, you will be provided a data use agreement to sign and return before receiving data/statistics. Your signature will attest that you have read and will comply with requirements and limitations on the use of statistics/data provided. No information will be provided until the agreement is signed. If KDHE IRB approval was required, it will be incorporated by reference into the data use agreement you will be required to sign. This agreement must also be signed by the Secretary of KDHE.
8. Requests take several weeks for review and approval. Once approved several more weeks may be required to perform the work depending on the backlog of requests and the complexity of the analysis. Requests that involve KDHE IRB action may take up to four months for approval. The KDHE Institutional Review Board (IRB) only meets quarterly. Please take into account this evaluation time in planning your request.
9. If your request involves linking external information with vital records information for evaluation of public health outcomes, contact the Bureau. Linking of external information to vital records data must be performed by the Bureau.
10. Application usage is optional for requests for copies of pre-existing publicly available reports and statistical tables. The Kansas Open Records Act does not require a record, such as a statistical table, be created if none exists.
11. Separate applications must be submitted for each study or project, even if you plan to use previously obtained data.
12. Approved data requests involving extraction and preparation of record level data or special statistical tables are subject to data access and analyst/programming fees. Please ask for an estimate of those costs.

Data request applications should be submitted as Word or PDF documents to Kansas.Health.Statistics@kdheks.gov or printed and faxed to 785-368-8116.