Research Use Application Checklist

☐   "Application for California's Birth and Death Data Files <u>for Research Use</u>" filled out <u>completely and signed</u>
- ***All questions must be complete; DO NOT refer to CPHS Protocol as an answer.***

☐   All Data Dictionaries filled out completely for each year requested and all desired variables are explained *(Please do not cite CPHS Protocol to explain how the fields will be used)*

☐   Information Privacy and Security Requirements signed for PI, Co-PI, and Contractors *(if not at the same address)*

☐   Copy of CV/Resume

☐   Letter of Sponsorship (if applicable) included

☐   CPHS Protocol (the application and CPHS Protocol must mirror each other)

☐   All Data Dictionaries are listed in the "Attachments" section of the protocol

☐   Verify that all information on application and protocol match
For Example:
- Data Files /Years Requested
- PI and Co-PI Name and Address

☐   Notarized Certificate of Acknowledgement

☐   Submit CPHS approval letter when obtained
   Note: Must be received prior to data being released

(4/7/2017)

Research Use Application Instructions

Researchers may apply to receive custom data files from the California Comprehensive Birth, Birth Cohort, Death, and/or Fetal Death data file(s).

The use of vital statistics data files for research requires review by both the Health and Human Services Agency Committee for the Protection of Human Subjects (CPHS) and the Vital Statistics Advisory Committee (VSAC). Both the Center for Health Statistics and Informatics (CHSI) and CPHS require requesters to submit their proposals for simultaneous review of research projects by CPHS and VSAC. Please allow sufficient time for review of your application.

Prior to release of vital records data, CHSI must have a copy of an approved CPHS protocol and a current CPHS approval letter. These documents must cover the full time period during which the vital records data will be used for the research study. Approval from another Institutional Review Board may not be substituted for CPHS approval.

Information about CPHS and their approval process is available at (916) 326-6660, via e-mail at cphs-mail@oshpd.ca.gov, or on the CPHS website: http://www.oshpd.ca.gov/Boards/CPHS/researchers.html

Notarized proof of identity is required of non-governmental agencies to purchase the data files.

Mail, fax, or email the completed and signed application to:

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California Department of Public Health
Health Information and Research Section
Attn: Data Request Desk, MS 5102
P.O. Box 997410 Sacramento, CA 95899-7410
Phone: (916) 552-8095
Fax: (916) 650-6889
E-Mail: HIRS@cdph.ca.gov

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All data files provided to researchers are custom data files. Data files are subject to cost recovery pursuant to the California Health and Safety Code Section 102230. The cost depends on the complexity of the request. CHSI will provide an invoice for the total cost of the data file, after your completed application is received.

Payment is required before data files can be released. Make all checks or money orders payable to California Department of Public Health (CDPH). The CDPH cannot accept credit card payment or purchase orders.

Private courier deliveries are not accepted at the P.O. Box above. If you would like to overnight the completed application, please call or email for the physical location.

(4/7/2017)