

Quick Start Guide

NCDHHS Data Sharing Guidebook

Purpose

The purpose of this Quick Start Guide is to provide a concise and user-friendly overview of the Data Sharing Guidebook. It aims to help users quickly understand the key concepts and processes for data sharing within our organization. The layout of this guide is organized according to the data request process, helping users navigate the steps involved efficiently.

Introduction to Data Sharing Guidebook

- Purpose and Importance of the Guidebook: Page 3
- Overview of Data Access and Use: Page 5
- How to Use This Guidebook: Page 5
- Data Use Priorities: Page 5

Planning:

Clarify the purpose, use, and minimal data needed. Determine the analytic plan.

- Identifying the Right Division or Office for Your Data Request: Pages 6-11
- Understanding Different Data Request Pathways: Page 11-15
- Determining the Type of Data You Need: Pages 15-16
- Considering the Data Output and Usage: Pages 15-16
- Prioritization of Data Request: Page 29
- Data De-Identification: Pages 29-31
- Data Sharing Agreement

Requesting:

Determine the type of request and the role of the requestor. Complete and submit the request form.

- Requesting Data from a NCDHHS Division or Office: Pages 6-11
- Data Request Pathways: Page 11-14
- Appendix A: Questions to Guide Data Request Pathways: Pages 37-38
- Think Through the Data You Are Requesting: Page 15
- Requested Data Output: Page 15-16
- Data Request Process for Requestors: Page 17
- Operational Data Request Form
- Research Data Request Form
- Data Use Agreement

Accessing:

A Data Use Agreement (DUA) may need to be signed before access is granted. If approved, receive access to the data.

- Considerations for Permitting Data Access and Use: Pages 19-20
- Legal Considerations: Pages 22-23
- Legal Framework: Pages 23-26
- Data Transfer: Page 32
- Data Storage: Page 33
- Data Access and Use FAQs: Pages 34-35
- Appendix B. NCDHHS Terms and Conditions of Data Access and Use: Page 39
- Appendix C. NCDHHS Confidentiality Agreement: Pages 40-41

Analyzing:

Follow the analytic plan. Support metadata documentation.

- Metadata Understanding and Utilization: Page 35

Disseminating:

Follow the dissemination plan, which may include external review prior to release.

- Data Recipient Responsibilities Before Disseminating Results: Page 35
- Data Transfer: Page 32

Data Storage: Page 33

Data Destruction:

Follow data management expectations, including data destruction guidelines.

- Appendix B. NCDHHS Terms and Conditions of Data Access and Use: Page 39

NCDHHS Data Sharing Guidebook Summary Documents

Access guidebook and directive memo here:

<https://www.ncdhhs.gov/about/administrative-offices/data-office/data-sharing-guidebook>

Key Documents:

Terms: <https://www.ncdhhs.gov/ncdhhs-data-sharing-guidebook-terms/open>

Appendix A: Questions to Guide Data Request Pathways

<https://www.ncdhhs.gov/appendix-aquestions-guide-data-request-pathwaypdf/open>

Appendix B: Terms and Conditions of Use:

<https://www.ncdhhs.gov/appendix-bncdhhs-terms-and-conditions-data-access-and-usepdf/open>

Appendix C: Confidentiality Agreement

<https://www.ncdhhs.gov/appendix-cncdhhs-confidentiality-agreementpdf/open>

Data Request Reviewer Worksheet

<https://www.ncdhhs.gov/ncdhhs-data-request-reviewer-worksheetdocx/open>

NCDHHS Research Data Request Form and DUA:

<https://www.ncdhhs.gov/ncdhhs-research-data-request-form-and-dua41921docx/open>

NCDHHS Operational Data Request Form and DUA:

<https://www.ncdhhs.gov/ncdhhs-operational-data-request-form-and-dua41921docx/open>

NCDHHS Legal Framework:

MOU: <https://www.ncdhhs.gov/media/23042/open>

Interdepartmental Data Sharing Agreement: <https://www.ncdhhs.gov/media/23041/open>

Data Use Agreement: <https://www.ncdhhs.gov/media/23040/open>

Documents hyperlinked in Guidebook that might be helpful:

Acceptable Use for DHHS Resources: <https://www.ncdhhs.gov/media/15454/open>

Administrative Policies Business Associates: <https://www.ncdhhs.gov/media/15453/open>

Compiled Data Asset Inventories DHHS: <https://www.ncdhhs.gov/compileddata-asset-inventoriesdhhs532022xlsx/>

Data Asset Inventory Form DHHS: <https://www.ncdhhs.gov/data-asset-inventory-formdhhs01032022xlsx/open>

DPH IRB Protocol: <https://www.ncdhhs.gov/dph-irb-protocoldocx/open>

NCDHHS Data Strategy_2019: <https://www.ncdhhs.gov/media/15459/open>

NCDHHS Open Data Assets: <https://www.ncdhhs.gov/ncdhhs-open-data-assets10052021xlsx/open>

NCDHHS Operational Data Request Form and DUA: <https://www.ncdhhs.gov/ncdhhs-operational-data-request-form-and-dua41921docx/open>

NCDHHS Data statutes: <https://www.ncdhhs.gov/ncdhhsdata-statutes012722xlsx/open>

NCDHHS Legal Counsel Staff Assignment: <https://www.ncdhhs.gov/media/15451/open>

Privacy Security Office Contact 2021: <https://www.ncdhhs.gov/privacy-security-office-contact-2021xlsx/open>