**NCDHHS Data Request Reviewer Worksheet**

*This document is meant for the Data Office, Data Owners, Data Stewards, Data Custodians, and Legal Counsel to help support you in your review of a data request.* This document is not designed to be exhaustive but a tool for considering whether this data request is legal, ethical, and a good idea for NCDHHS. This document will not be stored or archived. It is designed to help work through the data request process. Please see the [NCDHHS Data Sharing Guidebook](https://www.ncdhhs.gov/about/administrative-offices/data-office/data-sharing-guidebook) for more information.

| 1. | [Type of request](https://www.ncdhhs.gov/appendix-aquestions-guide-data-request-pathwaypdf/open) (operational, research, audit, public records, legislative, legal affairs, interdepartmental) and Name of Requestor (Last name of Recipient / Date of Request) [e.g. Research\_Young\_10/30/24]  |
| --- | --- |
| 2. | Who will lead on this request?  |
| 3. | Priority level? [ ]  High [ ]  Medium [ ]  Exploratory [ ]  Unsure |
| 4. | What divisions / offices / data sources are involved?  |
| 5. | Has anyone made a similar request in the past?  |
| 6. | Are there any legal protections that might apply to the data? If yes, is this data use already approved through the IMOU and your Division / Office specific Data Sharing Agreement? If not, what are they and how will these legal protections be addressed?  |
| 7. | Does this request capture any personally identifiable information (PII) or potential identifiers (e.g., address, dates, ID numbers)?  |
| 8. | Is the request directed to a [HIPAA covered entity](https://policies.ncdhhs.gov/wp-content/uploads/NC-DHHS-COVERED-ENTITY-LIST-2023.pdf)? If yes, is a BAA with sufficient provisions in place?  |
| 9. | Data owners involved:  |
| 10. | Data stewards involved:  |
| 11. | Data custodians involved:  |
| 12. | How much effort would it take to fulfill this request? (low/med/high and ~hours)  |
| 13. | How will equity considerations and bias be considered in this request?  |
|  |  | **YES** | **NO** | **Notes** |
|  | **General** |  |  |  |
| 14. | Are there any concerns based upon the Data Request Form? |  |  |  |
| 15. | Does Communications need to be involved?  |  |  |  |
|  | **Data Source**  |  |
| 16. | Have the data stewards reviewed? Any concerns? |  |  |  |
| 17. | Have the data custodians reviewed? Any concerns? |  |  |  |
| 18. | Are there any data quality or data availability concerns? |  |  |  |
|  | **Legal** |  |  |  |
| 19. | Have the data owners approved use?  |  |  |  |
| 20. | Will this request need a DUA? If yes, will template DUA be sufficient?  |  |  |  |
| 21. | Has PSO been notified? |  |  |  |
| 22.  | Is there a clear plan for de-identification and review of output prior to release?  |  |  |  |