

Data Request Policy

PURPOSE:

The purpose of this procedure is to ensure that reports are completed accurately and timely while providing the Registry with the necessary information for completion of the request. This procedure does not apply to requests for public use data files nor does it apply to requests by an entity for its own raw data (refer to Public Use Data File Request Form).

INSTRUCTIONS:

1. Please complete the attached data request form. Please use blue or black ink when completing the forms.
2. Fax the request form and a signed letter on letterhead to (512) 458-7666.

PROCEDURE:

- Requests will be completed based on the date the information is needed, the reason the data is being requested, and the amount of time the request will take.
- Please allow at least 2 weeks for simple requests.
- Please allow at least 2 weeks for recertification/audit reports.
- Please allow at least 1 month for more complex requests with the time required to be determined by the Analyst based on the amount of time the request will take and current work load.
- Please note that requests may be completed earlier than estimated.
- Media and Legislative requests take top priority.
- The Branch Manager must review all media and legislative requests prior to delivery of the final product. The Unit Manager will approve of these requests in his absence.
- Minor alterations to the specifications/template will be made as time permits. Minor alterations include font and color schemes, changing bar chart to line graphs, etc.
- Major alterations to a request will be considered a new request and will be placed in the queue as described above. Major alterations include addition of variables or statistics, changes in selection criteria, or any change that requires a new file to be pulled. Minor changes can become major changes depending on the scope of the request (for example, changing statistics by county into statistics by TSA).

RESEARCH SPECIALIST OBLIGATIONS:

- If a request will not be completed by the estimated completion date, the Analyst will contact the requestor with a status report and an undated completion date.
- The Analyst will ensure that all necessary parties have had the opportunity to review the final product prior to final delivery to the requestor.
- Mortality requests will be referred to the Center for Health Statistics.

Data Request Form – External Requests

WHO IS REQUESTING DATA?

Requestor:

Date Requested:

Due Date:

Affiliation:

Phone:

Email:

Desired File Format:

Type of Requestor:

Entity

Media

Legislative

GETAC

Other (please specify)

WHAT DATA ARE BEING REQUESTED?

Data File:

Hospital

EMS

Statistics Desired:

Frequencies

Percentages

Rates

Other (please specify)

Graphics Desired:

Pie

Bar Charts

Graphs

Maps

Other (please specify)

Selection Criteria:

(Please specify)

PROVIDE DATA BROKEN OUT BY?

Age Group:

Gender:

Race/Ethnic Group:

Geographic Location:

Other:

Analyst:

E09-12356

Completion Date:

Delivery Date: