1. MEET

Review documents, ask questions, formulate request.

2. SUBMIT

Submit data request.

3. REVIEW & CONSULT

CIVHC review & consultation.

4. COMMITTEE REVIEW & APPROVAL

Data Release Review Committee (DRRC) review.

5. SIGN AGREEMENT

Agreements signed prior to release of data extract.

6. DATA REQUEST FULFILLED

Analysts process data request, data released.

1. MEET AND UNDERSTAND
REVIEW DOCUMENTS AND FORMULATE REQUEST

Meet with CIVHC staff and understand how your organization's needs can be fulfilled by our data and analytics services. Prior to submitting a data request to CIVHC, please review all of the documents including CIVHC's data release regulations associated with data release. Be sure to consult the Data Elements Dictionary (DED) for definitions of CO APCD data elements as you formulate your request.

The CIVHC Account Executives and other staff members are available to answer your questions and can provide assistance with:

- Identifying the best ways to tailor data requests to make best use of the CO APCD
- Understanding CIVHC's data privacy and security requirements
- Calculating pricing based on your requested scope of work
- Understanding the process by which your application will be reviewed
- Learning if your project may be eligible for the CO APCD scholarship program

2. SUBMIT
SUBMIT A DATA REQUEST AND OTHER MATERIALS

Submit your completed forms - data request application, data elements dictionary - and other materials to CIVHC. Applicants seeking a scholarship should submit their request with their initial application.

CIVHC staff will screen your application to ensure that all the required forms are complete and that you are seeking the appropriate data for your project. CIVHC staff will reach out if additional information is needed.

3. REVIEW AND CONSULT
CIVHC REVIEW AND CONSULTATION

CIVHC will review your application materials. We will work with you to refine your data request application and DED to ensure they meet regulatory requirements. CIVHC will look for information on how the CO APCD data will be used within your research methodology, details on linkages to external data sets, and specific justifications for data enhancements, such as the need for 5-digit ZIP code.

The length of this review period depends on the complexity of the request and the sensitivity of the data sought.

4. COMMITTEE REVIEW
DATA RELEASE REVIEW COMMITTEE (DRRC)

All CO APCD requests are reviewed by the CO APCD Data Release and Review Committee (DRRC). The committee reviews each request for compliance with state and federal privacy laws, including establishing that the data sought is the minimum amount necessary to achieve a specific public purpose and establishing that the Data Elements Dictionary is adequate.

Certain non-governmental applications, including applications from researchers and consultants, are further reviewed by the DRRC, a group of experts representing carriers, providers, researchers, and consumers. This committee considers whether the request is in the public interest as defined by CIVHC data release regulations.

Requests for Medicaid data are reviewed by The Colorado Department of Health Care Policy and Financing (HCPF) to establish that the proposed use of Medicaid data aligns with the administration of the Medicaid program as required by federal law. Additionally, requests for Medicare data are only available for research purposes and must be approved and supported by HCPF.

5. SIGN AGREEMENT
EXECUTE A DATA USE AGREEMENT

Once your application is approved by CIVHC, you will be required to execute a Data Use Agreement (DUA), incorporating by reference both your Data Request Application and Data Elements Dictionary (DED).

6. DATA REQUEST FULFILLED

Once your Data Use Agreement (DUA) is finalized and signed by both you and CIVHC's Vice President of Business Development and Strategy, CIVHC processes your data request and sends you the completed analysis (typically 30-45 days from receipt of all required signed documents).

CONTACT US TODAY*
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*non-profits, state agencies and researchers may be eligible for scholarship funding

CIVHC

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VALUE IN HEALTH CARE