

California Health Interview Survey

Making
California's
Voices
Heard on
Health



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Data Access Center

The **Data Access Center (DAC)**, based at the UCLA Center for Health Policy Research, provides services to analyze California Health Interview Survey (CHIS) data in a secure, controlled environment that protects the confidentiality of respondents. Upon project approval, researchers can work with data remotely using one or a combination of the following two methods:

- 1) By utilizing the programming services of the Center's Statistical Support and Programming staff, who will write and run codes and return the results to the requesting researcher; or
- 2) By writing programming code for statistical analysis and submitting it to the DAC staff, who will run the codes and return the results to the requesting researcher.

The DAC primarily supports SAS, Stata, SAS-callable SUDAAN, SPSS, ArcGIS, and Wes Var analytical software.

Costs

Cost estimates for individual projects vary and depend on the services needed. Other factors that affect total project costs include the extent of planned analysis, type of analysis, and number of data runs.

Fees for use of the DAC are:

- A one-time \$500 data set-up fee for expenses associated with proposal review, initial technical assistance, and custom data file set-up.
- Programming and/or Consulting Services (including providing technical assistance on researchers' submitted codes): \$140/hour.
- Running Submitted Codes: \$120 per hour.

Please note that there is a minimum project cost of \$1,000.

Application Review Process

Prospective researchers interested in using confidential CHIS data must submit a DAC **Application**, available on the Data Access Center website at <http://www.chis.ucla.edu/main/default.asp?page=dac> (log-in required). The DAC Manager will receive and review each application to ensure that the application is complete. If additional materials or information are needed to complete the application, the DAC Manager will correspond with the researcher applicant. The completed application will then be reviewed by the Data Disclosure Review Committee (DDRC), which makes a recommendation to the CHIS Principal Investigator to approve, request further information, or reject the application.

Criteria for project approval include feasibility, risk of disclosure of confidential information, and consistency with the purpose of CHIS. Researchers are encouraged to develop their proposal in consultation with the DAC staff. Researcher applicants will generally receive a response within three weeks from receipt of the completed application.

IRB Review

The UCLA South General Institutional Review Board (IRB) has approved the DAC to conduct analyses of confidential CHIS data (UCLA IRB #11-002227). Researchers who are affiliated with UCLA should **NOT** submit an application to the UCLA Human Subjects Protection Committee (IRB). Researchers who are not affiliated with UCLA should consult with their local IRB to determine the appropriate review of their proposed research but are not required to submit proof of IRB approval to the DAC. CHIS staff are required to obtain UCLA IRB approval and submit a copy of the approval with their DAC application.

Renewal, Expansion, and Request for Additional Variables

All DAC projects will expire two years after the date of the CHIS Principal Investigator's project approval. Expired projects must complete a DAC **Renewal Application**.

Researchers who have previously been approved to access confidential CHIS data and wish to expand their original project to use data from another CHIS cycle and/or request additional age groups must submit a DAC **Expansion Application**. The requested variable list for the project expansion must match the approved variable list from the originally approved project.

Researchers who wish to add more variables to their project must complete an **Additional Variables Request Form**.

Data Disclosure Review Committee (DDRC)

The DAC operates following policies and procedures approved by the UCLA Office for the Protection of Research Subjects (OPRS) and the State of California's Committee for the Protection of Human Subjects (CPHS). The DDRC is responsible for implementing the confidentiality policies adopted by the CHIS Principal Investigator and approved by OPRS and CPHS. The DDRC's main tasks include:

- Review of data files, data products, and data requests to ensure that CHIS respondents' privacy and confidentiality are not violated;
- Review of CHIS variables and recommended confidentiality and sensitivity levels;
- Make recommendations on disclosure limitation techniques for the public-use files; and
- Review of applications to use confidential data through the DAC.

Students

Students interested in using confidential CHIS data for their thesis or dissertation are required to provide evidence of faculty sponsorship in addition to the DAC application in the form of a brief letter from a faculty member stating that he/she is acting as the faculty sponsor/adviser for the project, and that he/she has reviewed and approved the student's research proposal.

Students may also submit a **Student Application** that allows them to apply for a limited number of scholarships based on financial need and availability of resources that partially subsidize the costs of accessing confidential CHIS data. This scholarship covers a portion DAC fees that other users would normally pay. Submission of a Student Application does not guarantee a scholarship will be awarded.

Failure to complete a Student Application will preclude the applicant from scholarship consideration.

Data File Set-Up

The DAC staff will create custom data files for research projects based on the variables and specifications submitted with the DAC application for access to confidential CHIS data. In addition, researchers may supply their own data to be merged with CHIS data. Supplied data may consist of proprietary data collected and owned by the researcher or other publicly available data obtained by the researcher. Researchers are to specify in their DAC Application any data proposed for merging with CHIS data. The DAC will not provide access to researcher-supplied files to anyone without prior written consent of the researcher who supplied the files. Merged data files containing CHIS data may not be removed from the DAC.

Research Clearinghouse

All researchers using CHIS data are responsible for inputting project information on the CHIS Research Clearinghouse at www.chis.ucla.edu/rc, which has been designed to help researchers learn about previous and currently active projects. The CHIS Research Clearinghouse also provides information about each project's confidential or public-use data file usage. For more information or general inquiries regarding the CHIS Research Clearinghouse, please email clrhouse@ucla.edu.

Confidentiality Assurances

Researchers with projects approved by the CHIS Principal Investigator will be asked to sign a DAC **Nondisclosure Affidavit** prior to beginning work. All printed or electronic materials provided to researchers from the DAC are carefully screened to minimize the risk of disclosure of confidential information.

For More Information

To obtain an application and related materials to access CHIS data or for information about the confidential research files, visit the Data Access Center website at <http://www.chis.ucla.edu/main/default.asp?page=dac> and log in to access this information.

For additional information on the application process or on the use of confidential data, contact the Data Access Center Manager, at 310-794-8319 or by e-mail at dacchpr@ucla.edu. For additional information about the CHIS surveys or methods, visit www.chis.ucla.edu.

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