**For Ecosystem Use Only**

Project ID#:

**RHODE ISLAND DATA ECOSYSTEM DATA LICENSE REQUEST FORM**

Questions about the application process? Email [**OHHS.DataEcosystem@ohhs.ri.gov**](mailto:OHHS.DataEcosystem@ohhs.ri.gov).

First time requestors, complete **PART 1** of this document (“Requestor & Project Overview”), then send it to the email address listed above. We will schedule a scoping meeting to discuss **PART 2** (“Requested Data”).

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| **Please note whether you are requesting a RI Data Ecosystem Data Use License for:** |
| External research  Internal research (Rhode Island State Government Specific) |

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| **Items to include with request:** |
| CV or resume of external (outside of RI state government) investigators  Copy of IRB Approval (if a Research request) |

The Ecosystem distinguishes between data license requests for research purposes and business intelligence purposes. Research is defined by the Federal Policy for the Protection of Human Subjects (Common Rule §46.102(b)) as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” If you need assistance in determining whether your project is a “research” or “internal” request, please contact Ecosystem staff.

**DATA USE LICENSE REQUEST PROCESS:**

Your data license request will follow the procedures outlined by the Ecosystem Data Steward Group.

1. **Ecosystem Staff review.** Request will go through an initial review by staff.
2. **Data Provider and Data Steward Group review.** The next review will be conducted by data providers whose data are being requested and select Data Steward Groupmembers. Based on this review, feedback will be sent to the requestor for items that require clarification or modification.
3. **Data Steward Group endorsement.** Once reviewed, the relevant committee members will approve, require revisions, or reject the request.
4. **Request placed in queue of Data License Requests.** If approved, the request will be filled based on an Ecosystem priority list that takes several factors into account. Please note that because of the constantly evolving nature of this priority list, Ecosystem staff will not be able to provide you with an exact date by when your data request will be fulfilled but will provide you with an estimated timeframe.
5. **Discuss technical details of request.** When it is time to begin your data request, staff will reach out to you to discuss the details of the request.
6. **Data set reviewed to ensure deidentification.** Once the data are prepared, staff and Data Steward Group members will review the output to ensure deidentification.
7. **As applicable, the Data License Requestor will submit payment for the DLR.**
8. **Data transferred via secure method.** Once approved, data will be transferred to the Data Recipient using an approved secure transfer method.

# TERMS AND CONDITIONS OF USE OF ECOSYSTEM DATA

**Benefit to the community and the common good**

Data License Requests should provide reasonable potential to benefit the community and the common good. Reasonable benefit to the community and the common good includes any project questions that, when answered, provides some direction for improving processes or outcomes for human service delivery, funding priorities, or policy development. The common good also includes the benefit of developing new knowledge and efforts leading to the development of evidence-based practice.

**Requestor Credentials**

Credentials for all external investigators must be evidenced by appropriate documentation (i.e., current professional role, CV/resume). If an external requestor, the Data Steward Group will review analyst / researcher’s credentials to determine whether the investigator(s) have the appropriate credentials to conduct the proposed project plan prior to approval. Data Licenses can only be granted to an appropriate agent from one of the following institutions: an institution of higher education; Ecosystem Data Provider; an organization funding services and programs related to RI government agencies; or a direct service provider that provides services within Rhode Island.

**IRB Approval**

Research Requests require Institutional Review Board Approval. The Data Steward Group does not require prior review and approval by an IRB for the submission of a data request. However, the Data Steward Group reserves the right to request IRB review and approval for any request.

**Privacy and Confidentiality**

Data released to the requestor must be kept secure and is not to be shared with unauthorized persons. Only anonymized data will be released pursuant to the Data Use License. Data Recipients must comply with all license provisions.

**Data Recipient responsibilities before disseminating results**

Ecosystem Data Recipients are required to share Ecosystem Project findings to the Data Steward Group at least 30 days prior to any public release. Data Recipients shall submit key findings and interpretations in a standard format provided by the Ecosystem staff. Ecosystem staff and/or Data Steward Group members shall confirm in writing that key findings have been reviewed and are ready for release. Ecosystem staff and Data Steward Group members can request review of specific dissemination materials (e.g., presentations, publications).

# PART 1: REQUESTOR & PROJECT OVERVIEW (To be completed PRIOR to scoping meeting)

## Section 1: Ecosystem Data License Request Summary

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| **Name of Requestor:** ***(****Main point of contact)* |  |
| **Date:** |  |
| **Title:** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **Institution:** |  |
| **Affiliation:** *(If internal - agency/dept.*) |  |

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| **Project/Study Title:** |  |
| **Principal Investigator:** |  |
| **Project Summary:** |  |

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| **Timeline:** | |
| **Anticipated project Start Date:** | MM/DD/YY |
| **Anticipated Project Completion Date:** | MM/DD/YY |

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| **Funding Deadline:***Is project completion date tied to a funding deadline?* |
| Yes  No |

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| **External Data Sets:***Does this project involve linking an external data set (i.e., data not held within the Ecosystem)?* |
| Yes  No *(If yes, please describe external data set below):* |
| Type here |

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| **Statement of Benefit:** *Provide a brief summary of the anticipated benefits of this project to the involved agency(s), participants, the state of Rhode Island, and/or society as a whole.* |
| Type here |

## Section 2: Project Investigators & Contact Information

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| **Principal Investigator** | |
| **Name:** |  |
| **Title/Affiliation:** |  |
| **Degrees/Qualifications:** *(Students: State degree/s being sought)* |  |
| **Phone:** |  |
| **Email Address:** |  |
| **Mailing Address:** | |
| **Street Address:** |  |
| **Suite/Apt:** |  |
| **City:** |  |
| **State:** |  |
| **Zip:** |  |

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| **Co-Investigators:** *List all co-investigators below, including those from other agencies and/or institutions. Co-investigators include any individuals who will have access to the data OR meaningfully contribute to the project.* ***Add or delete rows as needed.*** | | | | | |
| ***Name*** | ***Degree(s)/***  ***Qualifications*** | ***Project Role*** | ***Agency/Dept.*** | ***Phone:*** | ***Email:*** |
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| **Prior Requests to RI Data Ecosystem:***Has any investigator involved in this project made a previous Ecosystem data request?* |
| Yes  No *(If yes, please write the title of the project below):* |
| Type here |

## Section 3: Project Purpose & Description

We find that the most successful projects—the ones that change minds and behaviors—have a clear, specific focus and robust analytic plan informed by a logic model. This structure produces findings with a coherent narrative and intuitive interpretation, concentrating focus and power in a specific, high-impact direction.

Less successful studies—the ones with interesting but muddled findings, the ones the audience must work hard to interpret and may thus come to a very different conclusion than the one the researcher intended—mix many data sets without sufficient subject matter expertise, analyst time, advanced data skills to work through confounding variables. They often include a vague analytic plan that does not specify the statistical techniques, comparison groups, or how the team will account for potential bias in the setup.

The best project and analytic plans also align with the resources and skillsets available to the requestor. In our experience, each data set requires specific and significant subject matter expertise to structure the analysis and interpret the findings, and each new data set introduces interaction effects, which require additional expertise and time to interpret correctly and thoughtfully. And as complexity grows, so does resource need and cost.

We look forward to reviewing the analytic plan and would be happy to help you align with the resources and capabilities available to the requestor and ensure the project results in a strong, clear, and specific understanding of well-being in your domain.

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| **Funding Source:***Is there a current or planned source of funding?* |
| Yes  No *(If yes, list funding source below):* |
| Type here |

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| **Purpose of Project:** *Provide a brief summary of the purpose of your project in non-technical terms, including background information (as necessary), statement of problem, research/project question(s) and an explanation of why the study is needed* | |
| **Background Information:** |  |
| **Problem Statement:** |  |
| **Why is this study needed?** |  |

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| **Project Methodology:** *Describe your methodology, including a clear definition of the sample population, project design and your plan for analysis. Please clearly specify the statistical techniques that are planned for data analysis* | |
| **Sample or population of interest:** |  |
| **Comparison group:** *(if applicable)* |  |
| **Design:** |  |
| **Data analysis plan:** *(specify statistical techniques)* |  |

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| **Risks and Measures to Minimize Risks:** *Give a full description of any anticipated risk(s) and the measures in place to reduce risk(s). Be sure to include a description of how you will protect the privacy and confidentiality of the data.* | |
| **Risk(s):** |  |
| **Measures to minimize risk(s):** |  |

## Section 4: Centering Racial Justice in Integrated Data Work

The Data Ecosystem recognizes that racism is a public health crisis. All Data Ecosystem work will center in racial justice, have a race-explicit orientation, and promote racial equity. ​

Race Explicit means speaking about race or racism without vagueness, implication, or ambiguity. Centering efforts in race equity means that we seek to understand how institutional, societal, and interpersonal racism has differently, and negatively, affected the health, well-being, and economic opportunity outcomes for those who experience racism.​ A race-explicit framework and a race equity lens includes:

* Building a team that reflects the diversity of the people we serve. This includes race-conscious recruitment, assessment, and decision making in our hiring process; and building an inclusive, welcoming team environment that thrives on diversity and seeks to dismantle unhelpful markers of white supremacy culture.​
* Study planning that:
  + Starts with a shared understanding of the role racism plays in the outcome(s) ​
  + Includes a representative group of stakeholders who experience racism and want to guide the analytic questions, data use, interpretation, and impact from start to finish.​
* Study intent explicitly seeks to support—not punish or further harm—populations who currently do or who have historically experienced racism.​
* All analyses show results by race, ethnicity, and other key demographics (age, gender, SOGI, location) where possible—and identify means for completing data where not possible.​
* Acknowledge the role the state government or non-state actors may have perpetuated these harms and seek healing, community-led, anti-racists paths forward as part of the study’s findings and recommendations.

Responses can include efforts to understand the historical and current role racism has played in the research question or underlying dynamic; efforts to use data to elevate, quantify, or understand racialized and inequitable outcomes, experiences, or pathways; meaningful, diverse, and representative community involvement in study development from design through dissemination; and efforts to address historical and ongoing harm through these data insights.

For a reference framework, please refer to resources including [Actionable Intelligence for Social Policy’s Toolkit for Centering Racial Equity Throughout Data Integration](https://www.aisp.upenn.edu/centering-equity/) and [University of New Mexico’s Community Based Participatory Research](https://cpr.unm.edu/).

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| How will you plan to center racial justice throughout the work? |
| Type here |

## Section 5: Dissemination Plan

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| Plan to disseminate results: *Please describe how your results will be shared. For example, will your findings be used only for internal program planning/evaluation, be shared across organizations, be made available to the public, and/or submitted for publication in a journal or other format* |
| Type here |

# PART 2: REQUESTED DATA (To be completed AFTER scoping meeting)

For first time requestors, we recommend that you complete the following section AFTER a scoping meeting with the Ecosystem Team. Once you have completed PART 1 above, please email this DLR draft to [***OHHS.DataEcosystem@ohhs.ri.gov***](mailto:OHHS.DataEcosystem@ohhs.ri.gov)to initiate the next step in the process.

## Section 6: Data Product

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| **Data product requested:** |
| Data extract (*Anonymized individual level data with Eco\_IDs for requestor to analyze*)  Custom report (*Ecosystem performs one-time analysis and report)*  Custom interactive dashboard – State only *(Ecosystem builds and maintains ongoing PowerBI dashboard*) |

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| **Data extract transfer:** *(If you checked “data extract” above, how do you prefer to receive the data?)* |
| SFTP file transfer using **State AFTP site**   SFTP file transfer using **your organization’s SFTP site**  Other file transfer method *(specify below):* |
|  |

## Section 7: Data Elements

**Notes:**

* **Data Set:** One or more tables from the same agency/data provider with the same selection criteria.
* **Data Elements:** Requestors must list each desired column name individually. All requested column names must be reflected in the narrative language in Project Purpose and Description above.
* **Time Period:** Refer to data dictionary for years of available data for each table
* **Selection Criteria:** What is the specific population of interest (full population or sub-group, etc.)?

[Add or delete template tables as needed]

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| --- | --- |
| **Data Set #** | 1 |
| **Agency:** |  |
| **Data Steward:** *(Ecosystem team will fill in)* |  |
| **Data Elements:** | **Table 1**   1. Column Name 1 2. Column Name 2 3. Column Name 3   **Table 2**   1. Column Name 1 2. Column Name 2 3. Column Name 3 |
| **Time Period:** |  |
| **Addt’l Selection Criteria:** |  |
| **Comments:** |  |

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| **Data Set #** | 2 |
| **Agency:** |  |
| **Data Steward:** *(Ecosystem team will fill in)* |  |
| **Data Elements:** | **Table 1**   1. Column Name 1 2. Column Name 2 3. Column Name 3   **Table 2**   1. Column Name 1 2. Column Name 2 3. Column Name 3 |
| **Time Period:** |  |
| **Addt’l Selection Criteria:** |  |
| **Comments:** |  |

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| **Data Set #** | 3 |
| **Agency:** |  |
| **Data Steward:** *(Ecosystem team will fill in)* |  |
| **Data Elements:** | **Table 1**   1. Column Name 1 2. Column Name 2 3. Column Name 3   **Table 2**   1. Column Name 1 2. Column Name 2 3. Column Name 3 |
| **Time Period:** |  |
| **Addt’l Selection Criteria:** |  |
| **Comments:** |  |

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| **Data Set #** | 4 |
| **Agency:** |  |
| **Data Steward:** *(Ecosystem team will fill in)* |  |
| **Data Elements:** | **Table 1**   1. Column Name 1 2. Column Name 2 3. Column Name 3   **Table 2**   1. Column Name 1 2. Column Name 2 3. Column Name 3 |
| **Time Period:** |  |
| **Addt’l Selection Criteria:** |  |
| **Comments:** |  |

**INVESTIGATOR AGREEMENT:**

I accept my role in this study as indicated above. I agree to update Ecosystem staff and Data Steward Group as requested during this project, to respond to any questions or concerns, and to work in a cooperative manner. I agree to obtain approval before making any changes or additions to the project. I will provide progress reports at least annually, or as requested. I agree to report promptly to Ecosystem staff all problems or any event with possible adverse events involving risk to human subjects.

Signature of Investigator Signature Date

\* *Note that a signed Data Use License must also be executed prior to the release of any data pursuant to this request.*

**DATA STEWARDS APPROVAL FORM FOR THE DATA LICENSE REQUEST:**

*To be filled in and executed by the Data Stewards*

**Agency:** Type here

**Data Steward Name:** Type here **Data Source(s):**Type here

**Signature:** *[Insert Text or Image]*

**Date:** MM/DD/YYYY

**Agency:** Type here

**Data Steward Name:** Type here **Data Source(s):**Type here

**Signature:** *[Insert Text or Image]*

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**Signature:** *[Insert Text or Image]*

**Date:** MM/DD/YYYY