

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 analyze confidential data remotely using combinations of the following methods:

- 1) Statistical Services Requested
 - a) Researchers will write their own code and submit it to DAC staff (who will run the code and return the results); OR
 - b) DAC staff will write/run the code and return the results to the researcher (this option is not available to students working on a thesis or dissertation)
- 2) De-bug Options -- If the researcher will write their own code, then they must select one of the following:
 - a) DAC staff will debug the researcher's code; OR
 - b) DAC staff will send an error log file so the researcher can correct their code
- 3) General Analysis Consulting Requested (i.e., assistance with statistical conceptual questions)
 - a) Researchers can select either Yes or No for this item
- 4) Mapping -- if the project involves mapping, the researcher can select this option (in addition to the above items)

The DAC primarily supports SAS, Stata, SPSS, R, and ArcGIS analytical software. For projects that require R, please consult the accepted R package list and provide a list of any additional packages needed. Extra charges may apply for packages not on the already-approved list.

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 can be viewed at: <http://healthpolicy.ucla.edu/chis/data/Pages/DACRates.aspx>

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 Project Application, available on the Data Access Center website at <http://healthpolicy.ucla.edu/chis/data/confidential-data/Pages/NewApplications.aspx> (log-in required).

The DAC Coordinator will review each application to ensure that it is thoroughly completed. If additional materials or information are needed, the DAC Coordinator will correspond with the researcher. The completed application will then be reviewed by the Data Disclosure Review Committee (DDRC), which will make a recommendation to the CHIS Principal Investigator to approve, request further information, or reject the application. Criteria for project approval include feasibility, minimal 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 Coordinator. Researchers will generally receive a response within two weeks from receipt of their 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#17-000362). 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. Researchers who wish to continue working on projects that are about to expire 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 Variable Request Application**.

Data Disclosure Review Committee (DDRC)

The DAC operates by 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 (PUFs); and
- Review of applications to use confidential data through the DAC.

Students

Students interested in using confidential CHIS data for their thesis, dissertation, or other class project are required to provide evidence of faculty sponsorship in addition to the DAC Project 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. The scholarship covers a portion of DAC fees that other users would normally pay. Submitting a student application does not guarantee that the scholarship will be awarded.

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 Project Application. 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 Project 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.

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

For additional information on the application process or on the use of confidential data, contact the DAC Coordinator at dacchpr@ucla.edu. For additional information about the CHIS surveys or methods, visit www.chis.ucla.edu.

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