

STATE OF MARYLAND  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE



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**HEALTH SERVICES COST REVIEW COMMISSION**

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## **Application for Access to the HSCRC Research Level**

### **Statewide Inpatient and Outpatient Data Files**

All requests for Research-level Data files are reviewed by the Health Services Cost Review Commission Review Board. The Review Board makes recommendations at its monthly meeting. The review process may take up to 30 days from submission of the complete letter of request and supporting materials to the Commission for consideration. At the Commission's sole discretion, the investigator may be invited, at the investigator's expense, to appear before the Board to discuss their application. The Board makes the final decisions on the release of the Research-level Datasets.

The role of the Review Board is to review applications and make recommendations for final consideration. The following conditions apply to users of Research Level Data Files:

- 1) compliance with Health General Article Section 4-101 et. Seq.;
- 2) compliance with Health General Article Section 19-207, COMAR 10.37.04 and COMAR10.37.06;
- 3) the data shall only be used for the purposes specified by the Commission;
- 4) the results of data analysis and reports must be submitted to the Commission prior to public release;
- 5) other restrictions may apply as deemed appropriate.

To access the HSCRC Research Level Data File, a formal letter (on letterhead) of request must be submitted, and contain in detail the information identified below. The HSCRC reserves the right to require additional information to determine whether access should be granted to the requesting organization or individual.

Send completed letter of application to:

Health Services Cost Review Commission  
Attn: Oscar Ibarra  
Chief, Program Administration and Information Management  
4160 Patterson Avenue  
Baltimore, MD 21215  
Ph: (410) 764-2566  
Fax: (410) 358-6217  
Email: [oibarra@hscrc.state.md.us](mailto:oibarra@hscrc.state.md.us)

1. Specify the data file(s) (i.e. Inpatient, and Outpatient Data Files) and the period requested. For a complete description of the data file maintained by the HSCRC, please contact:

The St. Paul Group  
1412 Crain Highway N.W.  
Suite 1B  
Glen Burnie, MD 21061  
Ph: (410) 760-3447  
Fax: (410) 768-6519  
Email: [info@thestpaulgroup.com](mailto:info@thestpaulgroup.com)

2. Identify the organization or individual requesting data access. Include the following information:

Name and Title of Representative  
Name of the Organization  
Mailing Address  
Telephone and Fax Numbers  
E-mail address

3. Specify in detail the purpose for which the data are requested. (If a research or marketing project is proposed, please provide one copy of the research/marketing proposal including study design.).
4. State in detail the applicant's qualifications to perform proposed studies and analyses. Specify experience using sensitive medical information, HIPPA training, qualification of investigators, and funding source(s).
5. Identify the public benefit of the proposed research analysis. Please be **specific** as this is a crucial component of the Commission's review for access to the research level data files.
6. Identify the risks to individuals, the public, or other entities, such as specific institutions for the proposed research or analysis.

7. Provide a detailed description of your data security and confidentiality plan as it pertains to the use and storage of the data requested (HIPPA implementation and security system, confidentiality regulations, encryption). If a computer vendor is used, please specify.
8. Provide documentation that your entity/business unit functions is covered by HIPPA Regulations, and it complies with HIPPA Privacy. Please explain in detail.
9. Submit an approval letter from an Institutional Review Board.
10. Provide a Certification of Data Destruction to the HSCRC.

The Maryland discharge data is available by Fiscal or Calendar year. The Production Schedule and Data Dictionary can be found at: [http://www.hscrc.state.md.us/hsp\\_info1.cfm](http://www.hscrc.state.md.us/hsp_info1.cfm). The HSCRC only releases data that has been collected.

Read and sign the Data Use Agreement and this can be found at:  
[http://www.hscrc.state.md.us/hsp\\_DataRequest.cfm](http://www.hscrc.state.md.us/hsp_DataRequest.cfm)