**Purpose**

This document serves as a policy to respond to requests for data from the National Profile of Local Health Departments (Profile) and Forces of Change studies, and to govern all other uses of the study data.

**Background**

NACCHO has completed seven Profile studies to date: in 1989, 1993, 1996, 2005, 2008, 2010 and 2013. NACCHO has completed one Forces of Change survey in 2014. The Centers for Disease Control and Prevention (CDC) sponsored each of these studies, and the Robert Wood Johnson Foundation (RWJF) co-sponsored the 2008, 2010 and 2013 Profile studies and 2014 Forces of Change survey.

For the 1989 Profile study, local health departments (LHDs) were told that individually identified data would not be distributed outside of NACCHO. For all subsequent studies, LHDs were told that individually identified data would be shared under the provisions of a data use agreement. A small number of fields may be made publicly available, while the rest of the data must be obtained by executing a data use agreement (detailed in section II below) with NACCHO.

The grant provided by RWJF to support the 2008, 2010 and 2013 Profile studies and 2014 Forces of Change survey required that the data collected be made available to researchers at no charge through the Inter-university Consortium on Political and Social Research (ICPSR), housed at the Institute for Social Research, University of Michigan.

**Goals**

NACCHO recognizes the importance of disseminating public health information to policy makers, researchers, and practitioners effectively. Goals of the data use policy are threefold:

* To facilitate public health systems and services research and to contribute to the evidence-base for practice and policy by maximizing the availability of Profile and Forces of Change data to public health practitioners, researchers, and policy-makers.
* To document the nature of research supported by the Profile and Forces of Change surveys and to demonstrate the studies’ value by tracking use of the Profile and Forces of Change data by researchers and publications resulting from their research.
* To assure that confidentiality of respondents is respected.

**Policy for Release of Data from National Profile of Local Health Departments Studies and Forces of Change Studies**

1. **Basic Information about LHDs**

NACCHO may provide basic information about LHDs in a database that is publicly available. NACCHO hopes that making this basic data available to all researchers will prevent them from requesting the same information from LHDs in their own survey research.

The data elements to be included in this resource are:

LHD name, city, and state and Type of jurisdiction (city, county, district, etc.)

Population estimate (and year)

Expenditures and revenues (and year) (Profile only)

Presence of local board of health (Profile only)

Number of FTEs (Profile Only)

Services provided by LHD

Geographic identifier (such as zip code or FIPS code)

1. **Other Information about LHDs**

In addition to the basic information about LHDs listed above, Profile and Forces of Change studies collect additional information, some of which includes information about governance, funding, partnerships, performance improvement, workforce, information technology. The 2013 Profile data are available to researchers, public health practitioners, and other individuals at no charge through ICPSR, using the following process.

* 1. Requests for access to any Profile or Forces of Change data (identified or de-identified) require completion of a request form, identifying who requests the data, what the study is about, what questions are being investigated, and how the resulting findings will be published or disseminated. Copies of these request forms are provided to NACCHO.
	2. Requests for access to any Profile or Forces of Change data (identified or de-identified) require adherence to a data use agreement, which includes the following stipulations:
		+ - 1. Data will be used for statistical analysis and reporting of aggregated information, and not for investigation of specific LHDs, except when identification is authorized in writing by the LHD.
				2. Data will not be redistributed to others without written agreement by ICPSR.
				3. Any publication using the data must acknowledge NACCHO and the Profile and/or Forces of Change study funders, CDC and RWJF.
	3. Requests for identified data are subject to additional requirements under ICPSR’s restricted data use agreement. These provisions are available at <http://www.icpsr.umich.edu/icpsrweb/content/ICPSR/access/restricted/index.html>.

Data from previous Profile studies (1989, 1992-3, 1996-7, 2005, 2008 and 2010) and 2014 Forces of Change survey will be made available to researchers, public health practitioners, and other individuals at a nominal charge ($200 per dataset for Profile, $100 for Forces of Change) through NACCHO, using the following process:

* 1. Requests for access to Profile or Forces of Change data must be received by NACCHO in writing. The request will identify who requests the data, what the study is about, what questions are being tested, how the study advances the goal of strengthening the public’s health, whether and why identifiers are needed, when the information will be used, and how the resulting findings will be published or disseminated.
	2. Requests will be considered by NACCHO’s Senior Director for Research and Evaluation, in consultation with the NACCHO staff designee. In order to be approved, any request for use of these data must be in the interest of the public’s health. If the purpose of the study is unclear, further information will be requested.
	3. NACCHO may choose to waive the fee for obtaining data for researchers without funds to purchase the data and where the proposed research benefits LHDs.
	4. If identifiers are to be released, some requests for data may be met without releasing the entire data set, e.g., only those data fields that are pertinent to the request will be released.
	5. If inquiries are made concerning information for a particular health department or departments, the requestor must obtain authorization from the appropriate local health official(s) and provide an original copy of that authorization to NACCHO in order for NACCHO to release the information.
	6. The requesting party must sign a data use agreement that includes the following provisions.
1. The National Profile of Local Health Departments and/or Forces of Change survey, NACCHO, local health departments, and the study sponsors will be acknowledged in the publication of the results using the language provided by NACCHO.
2. The data released will be used for the specified purpose only. Researchers wishing to use the data already obtained for any additional specific study, must submit separate permissions requests for the additional study.
3. No portion of the data will be released to another party.
4. NACCHO will be provided with an electronic and paper copy of any publication that uses the Profile data.
5. If planned analysis, reports, or publications include the possibility that identifiable data on individual LHDs will be disclosed, authorization from the appropriate health officials must be obtained in advance of release of the data to the researcher and an original copy of that release must be provided to NACCHO in advance of release of the data.
6. Data files will be deleted upon conclusion of the research.