

## Things to Consider

### Research involving Requests for Identifiable Records

- ❖ Are the source(s) of records requested for the research clearly identified?
- ❖ Has the researcher clearly explained the parameters of the records request, including limitations of geography, time period, subject population, etc? Is this consistent throughout the proposal?
- ❖ Does the researcher *need* identifiers?
- ❖ If identifiers are needed, has the researcher specified the identifiers to be used to perform linkages (when applicable)?
- ❖ Are all requested data elements listed in Appendix G, by source?
- ❖ Has the researcher submitted information regarding the legal authority under which non-DSHS/non-DOH records would be used/disclosed? Has the researcher submitted copies of any such data sharing agreements?
- ❖ If multiple linkages will be performed, has the researcher described the sequence of linkages, who will perform them, and submitted a flowchart?
- ❖ Is the description of records requested for the research consistent with the research objectives?
- ❖ Does it appear that the researcher is requesting disclosure of an entire dataset, without explanation, or data elements that may not be needed? (*minimum necessary* is the standard for approval)
- ❖ Do the records exist? (sometimes they don't!)

Examples of identifiers\*:

PICCODE, or PIC –usually generated using combinations of an individual's initials and date of birth

CAMIS person id – identifies an individual child/family member

Chart number  
Hospital record number  
Case number  
Medical number  
Subscriber number



Generally links to a name at the records source

HARS no – identifies an individual HIV/AIDS case

Social Security number

Account number

License number

Geocoded address

\* These are a few examples only. If *any* such identifiers are requested, the records requested would not be “de-identified” per the HIPAA Privacy Rule. See the de-identification standards in the Privacy Rule for a complete list.

## Identifiable Records Requested for Research

### Examples of records requested for research:

#### I. Department of Social and Health Services

Database Name	Division	What it Contains
CAMIS ( <b>C</b> ase and <b>M</b> anagement <b>I</b> nformation <b>S</b> ystem) or FamLink*	Children's Administration	Foster care placement, outcome of investigations of abuse/neglect, legal status of child, perpetrator, adoption for children reported to child welfare/child protective services.
ACES ( <b>A</b> utomated <b>C</b> lient <b>E</b> ligibility <b>S</b> ystem)	Economic Services Administration	Payments for various types of public assistance (TANF, GAU, Basic Food, etc.) Often used to find current address/phone of DSHS clients
CIS ( <b>C</b> onsumer <b>I</b> nformation <b>S</b> ystem)	Mental Health Division	Mental health services reported by RSN'S and state institutions.
TARGET ( <b>T</b> reatment and <b>R</b> eport <b>G</b> eneration <b>T</b> ool)	Division of Alcohol & Substance Abuse	Assessments at entry and discharge from publicly-funded substance abuse treatment. Includes detailed demographics, substance abuse history, and Addiction Severity Index.
SEMS ( <b>S</b> upport <b>E</b> nforcement <b>M</b> anagement <b>S</b> ystem)	Division of Child Support	Registry of child support payments, arrears, other required coverage (insurance, etc.), court hearings, wages and employment, enforcement actions, demographics.
MMIS ( <b>M</b> edicaid <b>M</b> anagement <b>I</b> nformation <b>S</b> ystem) or ProviderOne*	Health & Recovery Services Administration	Eligibility claims, and managed care records of health care paid by the Medicaid program.
CSDB ( <b>C</b> lient <b>S</b> ervices <b>D</b> atabase)	Research & Data Analysis Division	Payments for all DSHS client services, across programs, since 1998

\* New data systems implemented in 2008.

II. Department of Health

Database Name	Division	What it Contains
WSCR ( <b>Washington State Cancer Registry</b> , “whisker”)	Community & Family Health	Cancer diagnoses, treatment, and vital status, 1992-present
CHARS ( <b>Comprehensive Hospital Abstract Reporting System</b> )	Epidemiology, Health Statistics, & Public Health Laboratories	Hospital stays ≥ 24 hours in non-federal hospitals in WA. Includes diagnoses and procedures, payor, etc. 1987-present
Birth records	Epidemiology, Health Statistics, & Public Health Laboratories	Names, addresses of infants and parents are public. Confidential information includes medical risk factors of pregnancy, obstetric procedures, complications of labor and delivery, congenital anomalies of the infant, abnormal conditions of the newborn, some demographic info. Info in birth records has changed over time.
BERD ( <b>Birth Events Record Database</b> )	Epidemiology, Health Statistics, & Public Health Laboratories	Linked hospital discharge and birth records; includes info on birth hospitalization of the mother and infant hospitalization.
PRAMS ( <b>Pregnancy Risk Assessment Monitoring System</b> )	Community & Family Health	Survey responses of new mothers linked to birth record information of the infant and mother. Surveys cover pre-natal care, risk behaviors, etc.
HARS ( <b>HIV/AIDS Reporting System</b> )	Community & Family Health	AIDS case reports from 1982-present. Includes name, AIDS-related diagnoses, reporting provider, risk behaviors, demographics.
WSTR ( <b>Washington State Trauma Registry</b> )	Health Systems Quality Assurance	Name identified pre-hospital and hospital registry of trauma cases, including demographic, clinical, safety restraints, transport, outcomes, since 1991.
Newborn Screening	Epidemiology, Health Statistics, & Public Health Laboratories	Blood spots and demographic info of all children screened at birth for specified conditions shortly after birth. NBS cards are destroyed when a child turns 21.
CHILD Profile ( <b>Children's Health Immunizations Linkages and</b>	Maintained by Maternal and Child Health	Immunization registry of children birth-6 years; tracks children eligible for state-

Development)		subsidized vaccines; is used for well-child reminders and health promotion.
Childhood Blood Lead Registry	Maternal and Child Health	Reports of all blood lead levels (elevated and non-elevated) of children ≤ 15 years.

III. Department of Labor and Industries

Database Name	Division	What it Contains
Workers compensation	<u>Insurance Services</u>	Claims for workers compensation, medical care, etc.
Adult blood lead registry	SHARP	Case reports of adult lead exposure

IV. Other Records Sources

Database Name	Agency	What it Contains
Criminal history/recidivism database	Washington State Institute for Public Policy	Court filings and conviction records from the Administrative Office of the Courts and convictions records from the Department of Corrections. Includes arrest records from State Patrol
OBTS ( <b>O</b> ffender <b>B</b> ased <b>T</b> racking <b>S</b> ystem)	Department of Corrections	Adult felony convictions, since 1984.
SCOMIS ( <b>S</b> uperior <b>C</b> ourt <b>C</b> ase <b>M</b> anagement <b>S</b> ystem)	Administrative Office of the Courts	All superior court criminal and juvenile offender case filings since 1984. Excludes juvenile diversion programs.
DISCUS ( <b>D</b> istrict <b>C</b> ourt <b>C</b> ase <b>I</b> nformation <b>S</b> ystem)	Administrative Office of the Courts	Records of almost all district and municipal court cases
JUVIS ( <b>J</b> uvenile <b>I</b> nformation <b>S</b> ystem)	Administrative Office of the Courts	Criminal history records, including diversion programs, for all juvenile offenders, since 1984.
Unemployment compensation	Employment Security Department	Wages, employer, hours worked, unemployment compensation
Minimum Dataset	Centers for Medicare and Medicaid Services	Assessments of nursing home residents, including mental status, medical status, activities of daily living.
Driver's license records	Department of Licensing	Records of vehicle registration and titles, driving records, medical disabilities, and name, address, DOB. Cannot be disclosed to contact individuals, per US Code.
Criminal History System	Washington State Patrol	Follows arrests, gross misdemeanors.
Core School Record System	Office of Superintendent of Public Instruction	School records, grades, assessments, WASL scores, enrollment.