

**For informational purposes only.**

All applications must be submitted through [CHIA Application](#) website.

## **Data Application Template**

### **Preliminary Information**

- Are you a Government Requestor?
- Are you a Payer or Provider?

### **Data Request Purpose**

- (If applicable) Are you requesting Data for the purpose of Treatment, Payment, or Health Care Operations (TPO)?
- (If applicable) Are you requesting Data for a Public Purpose?
- (If applicable) Are you requesting Data for Research purposes?
- (If applicable) If you are not requesting Data for Research purposes, for which permitted purposes are you requesting Data?
- (If applicable) Do you have (i) individual authorization(s), or (ii) waiver of authorization from an Institutional Review Board (IRB) or privacy board authorizing you to receive Identifiable Data?
  - Please attach your proof of consent, letter of approval, or your waiver of authorization.
- (If applicable) Why are you unable to obtain an IRB approval letter or an IRB-issued waiver of authorization?

### **Security Terms**

The environment hosting CHIA Data must have the administrative, physical, and technical safeguards to protect CHIA Data from unauthorized access, acquisition, or disclosure, destruction, alteration, accidental loss, misuse, or damage that are no less rigorous than accepted industry practices identified by the National Institute of Standards and Technology (NIST)

Special Publication 800-53 rev. 5, or the most recent standards issues by NIST (all such standards and practices collectively, the “Standards”).

The Organization shall ensure that all such Standards, including the manner in which CHIA Data is collected, accessed, received, used, stored, processed, disposed of, and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of any Data Use Agreement executed with CHIA pursuant to approval of this Application.

Your Organization understands that it is solely responsible for meeting the Standards, as applicable, and for managing its information security program. Your Organization affirms that CHIA Data and all copies of CHIA Data used by the Organization, or its employees, contractors, or agents will be destroyed upon project completion or termination of the Data Use Agreement. All data destruction will conform to the requirements set forth in the Data Use Agreement.

### **CHIA APCD and Case Mix Technical Requirements**

To stand up, manage, and run analytics on APCD and/or Case Mix Data, you must have access to the following:

- A robust data infrastructure (e.g., SQL Service, Oracle, etc.)
- At least 2 TB of storage, potentially more depending on the volume of data you anticipate receiving
- Statistical software environments (e.g., R, SAS, Python, etc.)
- Access to expert-level support with RDBMS knowledge.

**If you cannot stand up and manage CHIA Data based on these technical specifications, it is likely your Application will be rejected upon submission.**

### **Organization Information**

- Organization Name
- Project Information
- Project Title
- Primary Investigator – Name and Contact Information
- Primary Investigator - CV
- Co-Investigator(s) Name(s) and Contact Information
- Co-Investigator(s) CV(s)
- Preferred Contact – Name and Contact Information

- Is this an Application to reuse CHIA Data already in your Organization's possession?
- (If applicable) Project Title Associated With the Reuse Data

### **Third Parties**

- Will any third party access, use, store, or host CHIA Data?
- (If applicable) Provide the name, mailing address, and email address of each third party.

### **Data Delivery and Custody**

- Data Recipient Name and Contact Information
- Data Custodian Name and Contact Information
- (If applicable) Data Storage Address

### **Project Details**

- Describe your Project's purpose and the specific need for CHIA Data.
- Describe your Project's intended outputs (e.g., internal or external reports, publications, or other products).
- Do you intend to use generative Artificial Intelligence (AI) for this Project or expose CHIA Data to generative AI? Explain your use.
- Indicate below whether this is a one-time request or whether the Project will require ongoing receipt of CHIA Data.

### **Data**

- What type of Data are you requesting?
- Select the Data files you are requesting and explain why your Project requires these files.
- Specify the years of Data you are requesting.

**Certain applicants are only eligible to receive De-Identified Data. Applicants requesting Identifiable Data will need to explain why their Project is not feasible using De-Identified Data.**

- Are you requesting an APCD Identifiable Limited Data Set (LDS) or APCD Statistically De-identified Data?

- Are you requesting Case Mix HIPAA Safe Harbor-compliant De-identified Data or a Limited Data Set (LDS)?
- Are you requesting Medicaid Data?
- Are you requesting MassHealth Enhanced Member Eligibility (MHEE)?
- (If applicable) Are you requesting APCD Substance Use Disorder (SUD) Data?

### **Medicaid Data**

- How are the Project's hypothesis, aims, or expected results "directly connected" to the administration of the Medicaid program?
- Will the results of the research have the potential for any of the following (check all that apply)?
- If your Project is approved to use Medicaid data by MassHealth, describe the project deliverables you will provide to MassHealth.
- Describe how MassHealth could use the project deliverables in the administration of the MassHealth program.

### **Data Linkages**

- Will CHIA Data be linked to or merged with another data source?
- Will CHIA Data be linked to patient-level data, individual provider level data, facility level data, or aggregate level data?
- Describe the dataset(s) to which CHIA Data will be linked, and indicate which CHIA Data elements will be linked and the purpose for each linkage.
- For each proposed linkage, describe your method or selected algorithm (e.g., deterministic or probabilistic) for linking each dataset. If you intend to develop a unique algorithm, describe how it will link each dataset.
- Provide below a complete listing of the variables from all sources to be included in the final linked analytic file.
- Identify the specific steps you will take to prevent the identification of individual patients in the linked dataset.

### **Publication / Dissemination / Re-Release**

- Do you intend to disseminate the results of your analysis publicly? If so, how?
- Do you intend to disseminate the results of your analysis internally within your Organization? If so, how?
- Do you intend to use CHIA Data as an input to develop or sell a product (e.g. severity index tool, risk adjustment tool, reference tool, etc.)? If so, provide name, description, and anticipated fee of any/all products.
- Do you intend to resell CHIA Data? If so, describe the format.

**(If applicable) Fees**

- Are you requesting a fee waiver? Explain why and provide any documentation that supports your request.