

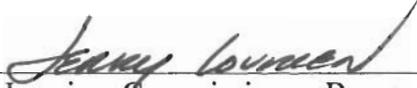
LIMITED DATA SET PROCEDURE

1. Any member of the BHHF workforce who desires to create or disclose a limited data set will submit a proposal to the Privacy Official or Designee(s). The proposal will state:
 - 1.1. Identity of the requestor.
 - 1.2. The purpose for which the limited data set will be used, indicating whether this purpose is research, public health, or health care operations.
 - 1.3. Identification of the intended recipient(s) of the limited data set.
 - 1.4. Text for a draft data use agreement.
 - 1.5. Description of the method to be used to create the limited data set, including data processing and human resources to be used.
 - 1.6. Any third party that will be involved in creating the limited data set.
 - 1.7. Specification of which information will be included in the limited data set.
 - 1.8. Procedures to safeguard the re-identification key, if one will be created.
 - 1.9. Description of how any re-identification key will be created.
 - 1.10. Description of how a re-identification key will be used or disclosed, and who will use it.
 - 1.11. Procedures for destruction of the re-identification key when it is no longer needed.
 - 1.12. Procedures to safeguard re-identified information.
2. The Privacy Official or Designee(s) will review and approve or disapprove the proposal in writing. Approval will be based on compliance with the applicable requirements of this policy.
3. The Privacy Official or Designee(s) will assure that the limited data set is not disclosed to any entity that has not executed a data use agreement that complies with the requirements of this policy.
4. The following documentation will be retained for six years or longer if required by state law or regulation from the date the data set is created.
 - 4.1. Proposal.
 - 4.2. Written approval or disapproval of the proposal.
 - 4.3. Signed data use agreement(s).
 - 4.4. If a third party is used to create the limited data set, a copy of the business associate agreement with the third party.

REFERENCE: 45 CFR 514(e)

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities