



## **COLLABORATIVE STUDIES USING SOUTH CAROLINA CHAS DATA**

The South Carolina Children Health Assessment Survey (CHAS) is a surveillance data set developed to measure and monitors the health and behavior of South Carolina Children through their parents view point. This document describes the process in which a researcher could apply to access the data for further investigation. A Data Review Committee within the Preventive Health section of The Department of Health and Environmental Control (DHEC) will review proposals for collaborative studies of CHAS data. Studies with interested individuals or organizations will be subject to the following guidelines:

1. A research proposal (as outlined in Appendix A) and confidentiality pledge (Appendix B) must be submitted and approved prior to the release of any data. Proposals should be submitted to:

Chelsea Lynes, Interim CHAS Coordinator  
Division of Surveillance, Public Health Statistics and Information Services  
South Carolina Department of Health and Environmental Control  
2600 Bull Street  
Columbia, SC 29201  
Phone: (803) 898-1047  
Email: [lynesc1@dhec.sc.gov](mailto:lynesc1@dhec.sc.gov)

2. Once a proposal is approved, the primary user of CHAS data will be required to sign and follow all aspects of the CHAS User Agreement (Appendix C)
3. Investigator(s) must have appropriate research experience and/or skills.
4. If the impending analysis affects other DHEC programs, CHAS staff will obtain their approval of the project before data are provided to the investigator. DHEC reserves the right to approve proposals based on scientific and programmatic merit.
5. CHAS coordinator will provide a copy of CHAS dataset in a mutually agreed format. The investigator is obligated to ensure that:
  - a. The CHAS dataset will be used only for the approved study. All future proposed studies will require additional approval.
  - b. After the approved research project is completed, the CHAS dataset will be deleted or returned with no copies made.

6. **Matching or merging the CHAS dataset with other datasets is prohibited without prior approval of the CHAS Coordinator.** In the event that CHAS is required to provide analytical support for the proposed project a nominal fee maybe required.
7. Although confidential identifiers will be stripped and/or data are aggregated, individuals or organizations receiving CHAS data files must sign a confidentiality pledge (see Appendix B) to assure protection of individual confidentiality and potentially sensitive data.
8. Any material submitted for publication must bear an acknowledgment and disclaimer stating the data source of the material is the South Carolina Department of Health and Environmental Control, Division of Chronic Disease Epidemiology, Children Health Assessment Survey.
9. The CHAS Coordinator reserves the right to limit the number of concurrent research studies.
10. Before publication or other distribution, the investigator(s) must provide the CHAS Coordinator with a copy of the final publication or report. Any material prepared for publishing will be subject to timely review and approval.
11. The CHAS Coordinator has the right to include the study and results as a possible topic for the CHAS annual report.
12. **User must submit an annual report to document how the CHAS has been used.**

As stated in the CHAS User Agreement, for use of CHAS data files, the User agrees to supply the CHAS Coordinator with a copy of any reports/analyses published or released using CHAS data. In addition, a CHAS Annual Report is to be submitted each year until all data are returned to the CHAS Coordinator or destroyed upon termination of the agreement or upon completion of the project.

**The CHAS User Annual Report includes the following:**

1. Institutional Review Board (IRB) information for any research project that uses CHAS data.
2. A list of public presentations using results based on CHAS data. Including copies of all presentations, posters, reports, and public communications.
3. A list of papers accepted for publication using CHAS data with complete citations; including all manuscripts, reports, fact sheets, and surveillance updates released to the public.
4. A list of grants that have been awarded for use of CHAS data.

*The CHAS User Annual Report is to be submitted each year to the CHAS Coordinator by June 30.*

**APPENDIX A**  
**FORMAT FOR PROPOSAL OUTLINING PLANNED RESEARCH**

- a. Title of proposed research project
- b. Primary investigator, research experience, affiliation, address, telephone number
- c. Co-investigators, affiliation, address, telephone number
- d. Brief literature review or clear statement of the problem to investigate
- e. Rationale for undertaking this analysis, including the public health importance of the proposed research
- f. Hypotheses to be tested and variables to be used
- g. Type of statistical analysis/weighted survey analysis to be conducted (descriptive vs. analytic)
- h. Use of data: interpretation and dissemination of findings
- i. Projected time table for analysis and completion of report

Proposal should be no longer than three pages double-spaced, 12 point Arial font. The confidentiality pledge must be signed by all investigators. The research proposal should be submitted to:

Chelsea Lynes, Interim CHAS Coordinator  
Division of Surveillance, Public Health Statistics and Information Services  
South Carolina Department of Health and Environmental Control  
2600 Bull Street  
Columbia, SC 29201  
Phone: (803) 898-1047  
Email: [lynesci@dhec.sc.gov](mailto:lynesci@dhec.sc.gov)

**APPENDIX B  
CONFIDENTIALITY PLEDGE**

**The undersigned gives the following assurances with respect to the South Carolina Children Health Assessment Survey (CHAS) dataset:**

I will not use nor permit others to use these data in any way except for statistical reporting and analysis;

I will not release nor permit others to release the dataset or any part of it to any person who is not a member of my organization;

I will not attempt to link nor permit others to attempt to link the dataset with individually identifiable records from any other dataset;

I will not attempt to use the dataset nor permit others to use it to learn the identity of any person or establishment;

I will not use the dataset to conduct analyses other than those described in the proposal accompanying this statement;

If I should inadvertently discover the identity of any person, agency, or institution, then (a) I will make no use of this knowledge, (b) I will advise the CHAS Coordinator of the incident, (c) I will destroy the information that would identify an individual or establishment, and (d) I will inform no one else of the discovered identity.

In all oral or written presentations of the results of the analyses, I will acknowledge that the dataset was developed by the South Carolina Department of Health and Environmental Control Division of Chronic Disease Epidemiology and Evaluation.

My signature indicates my agreement to comply with the above-stated requirements.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C  
CHAS USER AGREEMENT**

**Agreement for the Use of the Children Health Assessment Survey Data Files**

The USER agrees that information furnished following this agreement shall be used only for the originally agreed upon statistical or research purposes stated above. The USER will not use nor permit others to use the data in the CHAS data sets in any way except for research and aggregate statistical reporting. The South Carolina Department of Health and Environmental Control (DHEC) must authorize any further uses of the data in writing.

The USER agrees that DHEC retains ownership of all data supplied under the terms of this agreement. All data shall be returned to the DHEC or destroyed upon termination of this agreement or upon completion of the project, unless otherwise permitted by the CHAS Coordinator in writing. The USER shall not make or retain a copy of the data files upon termination of this agreement. The USER shall not copy nor provide access to the data base to any persons not associated with analysis of these data except upon written authorization of DHEC.

CHAS records provided by DHEC do not contain any direct personal identifiers. Any effort to determine the identity of any reported case, or to use the information for any purpose other than for statistical reporting and analysis, would be in violation of this agreement. The USER will not release nor permit others to release any information that identifies individuals or households directly or indirectly. The USER will not attempt to link nor permit others to attempt to link the CHAS data set with individually identifiable records from any other source. The USER will not attempt to use nor permit others to use the data sets to learn the identity of any individual or household included in any CHAS data set. No data or data analysis that would in any way identify an individual may be released or published by the USER. The USER agrees to supply the CHAS Coordinator with a copy of any reports/analyses published or released using CHAS data. The USER also agrees to provide the CHAS Coordinator with a *CHAS User Annual Report* by June 30 of each year that the data is in use and this agreement is operational.

The undersigned agrees to abide by the stated rules and policies related to the use of CHAS data.

Name of person entering agreement (USER): \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_