



## APAC 2 - Pre-application for APAC Data Files

### Instructions

Complete this form to begin the application process for any All Payer All Claims (APAC) data requests. Please fully complete all sections in the application, and attach any necessary supporting documents with your submission. Once you've completed and submitted this form, OHA staff will contact you within 30 days regarding next steps in the process. Completed applications should be sent to:

[APAC.Admin@dhsaha.state.or.us](mailto:APAC.Admin@dhsaha.state.or.us)

Or

Office of Health Analytics - APAC  
421 SW Oak Street, Suite 850  
Portland, OR 97204

If you have questions while completing this application, please follow these steps:

1. Visit the APAC website for more information about the APAC Reporting Program at <http://www.oregon.gov/oha/analytics/Pages/All-Payer-All-Claims.aspx>
2. Visit the APAC Data Request page for more information about the data request process at <http://www.oregon.gov/oha/analytics/Pages/APAC-Data-Requests.aspx>
3. Review the [APAC Frequently Asked Questions](#) to determine if your question has been answered there.
4. If you still have questions,
  - a. Direct questions about APAC or this application to: [APAC.Admin@dhsaha.state.or.us](mailto:APAC.Admin@dhsaha.state.or.us)
  - b. Direct data privacy questions to: [dhsprivacy.help@state.or.us](mailto:dhsprivacy.help@state.or.us)
  - c. Direct data security questions to: [dhsinfo.security@state.or.us](mailto:dhsinfo.security@state.or.us)

### The Oregon Health Authority

#### *Vision*

A healthy Oregon

#### *Mission*

Helping people and communities achieve optimum physical, mental and social well-being through partnerships, prevention, and access to quality, affordable health care.

#### *Aims*

The Health Authority will transform the health care system in Oregon by:

- Improving the lifelong health of Oregonians
- Increasing the quality, reliability, and availability of care for all Oregonians
- Lowering or containing the cost of care so it's affordable to everyone

## Guidelines for receiving APAC Data:

Before requesting data, please ensure your organization has the capability and resources to import and analyze these data sets. Payment will not be refunded if OHA fulfills the data request, but the receiving entity does not have the capability to import or analyze the data.

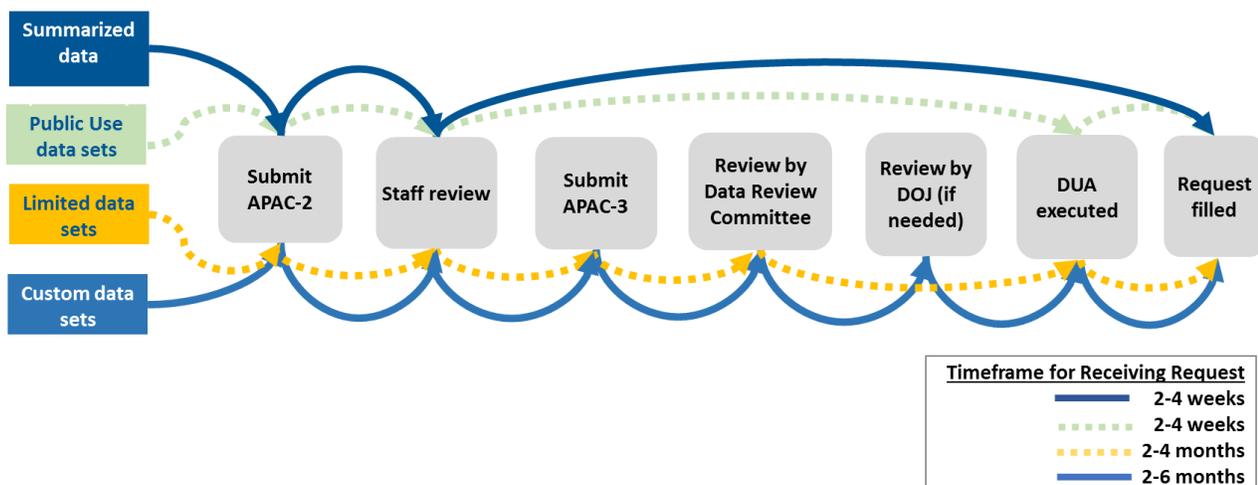
1. APAC data sets will be encrypted and sent in delimited text files over secure FTP. Public Use data sets are tab-delimited; Limited and Custom data sets are pipe-delimited.
2. APAC data sets range in size from 6 GB to 75 GB. For example, one year of Pharmacy data will comprise over 30 million rows, whereas one year of All Medical Claims will comprise over 100 million rows.
3. Software capable of importing and analyzing APAC data sets includes SAS, SQL Server, R, and SPSS. APAC data sets are generally too big for Microsoft Excel and Access.
4. Requesters should review the most recent [APAC Data Issue Log](#) on the APAC Data Request webpage. This is a log of known issues in APAC data – requesters should anticipate the effects of these issues on their projects and caveat their analyses accordingly. The log is updated as new issues are identified and/or known issues are corrected.

## Data Request Review Process

For summarized and Public Use data requests, OHA typically reviews and processes the data request upon receipt of this APAC-2 form. These requests are usually approved, although may require answering some additional questions from OHA staff to clarify the request, especially for summarized data requests. These requests typically take 2-4 weeks to complete.

For Limited and Custom data set requests, requesters should first submit this APAC-2 form and then, when prompted by OHA, submit the APAC-3 form. OHA then reviews the APAC-3 form for completeness and to ensure the minimum amount of data necessary is requested. Once the request passes OHA's initial review, it is sent to the Data Review Committee (DRC) for further evaluation. Applications requesting direct identifiers may also require review by the Department of Justice (DOJ). After the application passes these reviews, OHA makes the final determination to grant or deny the data request. Limited data set requests typically take 2-4 months to complete. Custom data requests typically take 2-6 months to complete.

## How to Obtain APAC Data



## Contact information

Applicant name:

Title:

Organization:

Street:

City:

State:

Zip:

Phone:

Email:

## Project Summary

1. Project title:
2. Briefly state the project purpose and how you plan to use APAC data (~2 paragraphs).

3. What is the timeline for your project?
- a. Anticipated Start Date:
  - b. Anticipated Publication/Release Date:
  - c. Anticipated End Date:
4. Are you amending or renewing a previously approved APAC application?
- Yes       No
- If yes, provide the approved agreement number (example: APACYYYYXXXX or XXXX\_description\_of\_project):*
5. Does applicant belong to a covered entity (as defined in 45 CFR 160.103)? (A covered entity is a health plan, health care clearinghouse, or health care provider who transmits health information in electronic form.)
- Yes       No
6. Purpose of data request (choose only one—refer to 45 CFR 164.501 for official definitions of categories below):
- Research       Treatment       Payment       Health Care Operation
- Public Health Activities by a Public Health Authority (Refer to 45 CFR 164.512(b) for definition.)
- Business Associate (Refer to 45 CFR 160.103 for definition. If an OHA contract exists for the work in which data is needed, purpose of request is most likely a business associate request.)
- Contract number if contract is already executed:
- Other (please explain):
7. Will data be linked to any other data sources? If yes, specify which data sources and how they will be linked.

## Data Requested

There are four types of data available for request:

**Summarized data** are generated by request only. Because Summarized data show counts or aggregated totals only, this type of APAC data is usually requested by individuals who would like analytic support from OHA. Summarized data offer the lowest level of detail and do not contain protected health information (PHI) or patient-level data. Because creating these reports is not OHA's primary function, the requester must clearly outline the parameters of the data request – including what summarized data elements to include from the [Data Elements Workbook](#) and how to stratify the data.

**Public Use data sets** contain claim level detail, but still exclude PHI and any combination of data elements that may directly identify any person. Public Use data sets cannot be linked to external data sets and the data are organized into seven “pre-made” files based on the type of health care service: Episodes of Care<sup>1</sup>, All Medical Claims, Hospital Inpatient Claims, Emergency Department Claims, Ambulatory Surgery Claims, Ambulatory Outpatient Claims, and All Pharmacy Claims. Requesters may request one or more of these [Public Use Data Set Files](#), and will receive all data elements included in each requested file.

**Limited data sets** offer a higher level of detail than Public Use data sets and contain PHI, although they exclude direct identifiers such as patient name or address. Limited data sets can be linked to other external data sets, as long as this is explicitly approved by OHA. As with Public Use data sets, Limited data are organized into seven files: Episodes of Care<sup>1</sup>, All Medical Claims, Hospital Inpatient Claims, Emergency Department Claims, Ambulatory Surgery Claims, Ambulatory Outpatient Claims, and All Pharmacy Claims. In contrast to the Public Use data sets, however, these files are not “pre-made” for users; rather, in compliance with federal privacy laws regulating the release of PHI, requesters must identify and provide justification for the specific data elements needed within these files, and only the minimum necessary data elements required for the project will be approved and provided. The data elements that can be requested are listed in the [Data Elements Workbook](#).

**Custom data sets** may include any of the data elements that APAC collects, whether that element is included in the Public Use or Limited data set specifications or not; however, the list of requested data elements is subject to close scrutiny during the application review process. Direct identifiers such as patient name or address are only released under special circumstances that comply with HIPAA requirements, and may require specific approvals such as patient consent and review by an Institutional Review Board (IRB) and/or the Department of Justice (DOJ). Custom data sets can be linked to other external data sets, as long as this is explicitly approved by OHA. To develop their request for a Custom data set, requesters may request data elements listed in the [Data Elements Workbook](#) as well as any other data elements that APAC collects (listed in see *Data Elements Collected by APAC* section of the [APAC Data User Guide](#)). As with Limited data sets, only the minimum necessary data elements required for the project will be approved and provided.

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<sup>1</sup> The Episodes of Care file contains all medical and pharmacy claims. If you request the Episodes of Care file, you do NOT need to request any other data set.

8. Please indicate the type of data you are requesting and follow any additional instructions as specified. (**Choose only one type of data.**)

Summarized Data

*If requesting summarized data, please elaborate on your request:*

- Explain the purpose of the summarized data and the audience who will view the results.
- Provide detail for what data you want included or excluded, and how the data should be stratified (e.g. by county, by gender, by age, etc.).
- Specify if this is a one-time request or if the summarized data will need regular updates (if so, specify frequency of requested updates).

Public Use Data Set(s)

If requesting Public Use data sets, complete the table in [Appendix A: Public Use Data Set Request](#) to specify which Public Use data set(s) you are requesting, and send in payment with this form. Refer to the [Public Use Data Set Files](#) for a list of data elements included in each file. If approved, you will receive all elements in the requested file(s).

Completed Appendix A table attached to this form.

Limited Data Set(s)

Custom data set - WITHOUT direct identifiers (no names, addresses, date of births, etc. requested)

Custom data set - WITH direct identifiers (names, addresses, date of birth, etc. requested)

**Signature**

By signing this application, I verify that the information contained within this APAC-2 form is accurate.

Name:

Date:

Signature

\_\_\_\_\_

**Staff Use Only**

**Application Number:** \_\_\_\_\_

## Appendix A: Public Use Data Set Request

This table is for Public Use data set requests ONLY. Send this completed application, along with full payment to the address on Page 1. Refer to the [Public Use Data Set Files](#) for a list of data elements included in each file (if the request is approved, you will receive all data elements included in the requested file(s)). **Please note:** Payment is only required at this time if requesting Public Use data sets. Please use the table below to calculate payment due. Payment for other types of data requests—Limited data sets, for example—will be due at a later point in the application process, depending on the complexity of the requested data.

Data File	2011	2012	2013	2014	2015
<b>Episodes of Care<sup>1</sup></b>	<input type="checkbox"/> \$1000				
<b>All Medical Claims<sup>2</sup></b>	<input type="checkbox"/> \$500				
<b>Hospital Inpatient Claims</b>	<input type="checkbox"/> \$250				
<b>Emergency Department Claims</b>	<input type="checkbox"/> \$250				
<b>Ambulatory Surgery Claims</b>	<input type="checkbox"/> \$250				
<b>Ambulatory Outpatient Claims</b>	<input type="checkbox"/> \$250				
<b>All Pharmacy Claims</b>	<input type="checkbox"/> \$500				
<b>Total</b>	<input type="checkbox"/> \$				
<b>Grand total</b>	<input type="checkbox"/> \$				

1: Episodes of Care file includes all medical claims and all pharmacy claims. If you request the Episodes of Care file, you do NOT need to request any other file.  
2: All Medical Claims file contains hospital inpatient, emergency department, ambulatory surgery, outpatient surgery and other hospital treatment settings. If you request the All Medical Claims file, you do NOT need to request the Hospital Inpatient Claims, Emergency Department Claims, Ambulatory Surgery Claims, or Ambulatory Outpatient Claims files.

Payment included with form