**Appendix D—Staff review for DRC (standardized for all Health Analytics' data requests)**

Office of Health Analytics Application Number: 3625

Staff Review Checklist

Staff Name: Mary Ann Evans

1. Data Source(s) Requested:

| | **APAC** | |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

2. Application materials included:

| | |
|---|---|
| Application | Y |
| Payment | N/A |
| Data Elements Worksheet | Y |
| IRB Approval | N/A |
| DUA | N |

3. Has the requestor provided an overview of the project and adequately explained the need for the data? Y

   Notes:

4. Has the requestor adequately justified the need for the specific data files and elements requested? Y

   Notes:

5. Has the requestor asked for the minimum necessary data to accomplish the stated purpose? Y N

   Notes:

6. Has the requestor adequately described safeguards in place to protect the data and comply with privacy and security requirements? Y

   Notes:

7. Recommendation for request: Approve