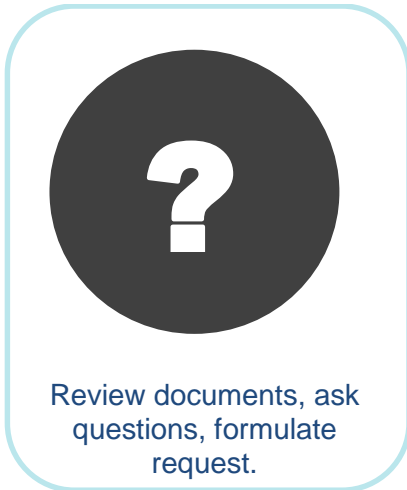


Overview of the Data Release Process

1. MEET & DISCUSS



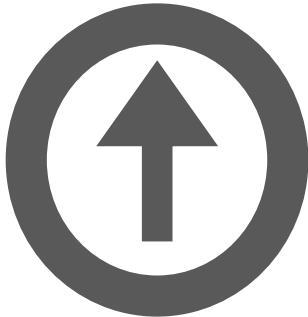
Review Documents and Formulate Request

Meet with AHCT staff and understand how your organization's needs can be fulfilled by our data and analytics services. Prior to submitting a data request to AHCT, please review all of the documents including AHCT's data release regulations associated with data release. Be sure to consult the Data Dictionary for definitions of Connecticut's APCD data elements as you formulate your request. AHCT staff will also provide an estimate of your project if it involves additional analytics involved in either customized data preparation or developing reports.

The AHCT Account Executives and other staff members are available to answer your questions and can provide assistance with:

- Identifying the best ways to tailor data requests to make best use of Connecticut's APCD
- Understanding AHCT's data privacy and security requirements
- Calculating pricing based on your requested scope of work
- Understanding the process by which your application will be reviewed

2. SUBMIT



Submit data request.

Submit A Data Request Application

Submit your completed form(s) - data request application to AHCT. You'll need to pay \$50 as a non-refundable application fee, payable to:

Access Health CT
280 Trumbull St, 15th Floor
Hartford, CT 06103.

Link to [Data Request Application](#)

3. REVIEW & CONSULT



AHCT review and consultation.

AHCT's Review and Consultation

AHCT will review your application materials. If you want, we can work with you to complete your data request application so that it meets administrative requirements. AHCT will look for complete information on data request forms, including objective and methodology of the research, requestor's data and computation infrastructure, identify risk of data re-identification, cost of the project, and so forth. Data Release Committee (DRC) meets first week of every month but the completed application for consideration at DRC must reach AHCT at least 6-8 weeks before the DRC meeting.

4. COMMITTEE REVIEW & APPROVAL



Data Release Committee (DRC)

All Connecticut's APCD requests are reviewed by the APCD Data Release Committee (DRC). The committee reviews each request for compliance with state and federal privacy laws, including establishing that the data sought is the minimum amount necessary to achieve a specific public purpose and establishing that the Data Dictionary is adequate.

The DRC is a group of experts representing carriers, providers, researchers, state agency, providers, and consumers. This committee considers whether the request is in the public interest as defined by Connecticut's APCD legislation.

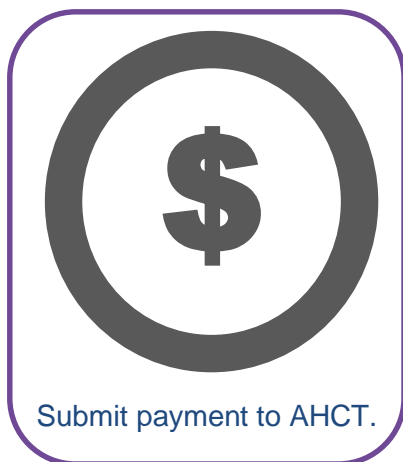
5. SIGN AGREEMENT



Execute a Data Use Agreement

Once your application is approved by AHCT and the DRC, you will be required to execute a Data Use Agreement (DUA).

6. SUBMIT PAYMENTS



Reimburse for Data Expenses

Once your application is approved by DRC, you will be required to pay the agreed upon expenses for accessing the requested data plus any other additional services you may have requested as value-added services.

7. DATA REQUEST FULFILLED



Analysts process data request; data released.

Data Extracts / Analyses Created

Once your Data Use Agreement (DUA) is signed by both you and AHCT's Executive Director of the APCD, AHCT processes your data request and sends you the completed data or analysis.