

## **RESEARCH COLLABORATION**

### **ACCESSING LOS ANGELES COUNTY HEALTH SURVEY DATA**

The Los Angeles County Health Survey (LACHS) data are available for health-related research purposes by entering into a formal research agreement with the Los Angeles County Department of Public Health (LAC-DPH). The department is interested in making the best possible use of the data and furthering collaborations with academic centers and other institutions. Requests to use the LACHS data sets are considered on a case-by-case basis. LAC-DPH's Health Assessment Unit (HAU) within the Office of Health Assessment and Epidemiology (OHAE) manages the collaboration process.

The following steps are required to access LACHS data:

#### **A. Submission of Research Protocol:**

- Prior to obtaining a data user agreement allowing access to the LACHS data, a detailed research protocol is required. The protocol should include the title of the study or project, contact information of the researcher(s), specific aims of the project, background and significance of the study, research design and methods (including data set(s) being requested for the project, outcome and explanatory variables to be used and controlled for, modeling method if applicable, and limitations of the study), measures to protect data confidentiality, anticipated start and completion dates, reporting of results (i.e., report, peer-reviewed publication, presentation, etc.), and references. All researchers who will work on the project should be listed in the protocol (including name, degree, title, and affiliation).

#### **B. IRB Approval**

- Upon approval of the research protocol by HAU, Institutional Review Board (IRB) approval for the study is required from LAC-DPH. If applicable, current documentation of IRB approval from the researcher's institution is also required.

#### **C. Approval by Public Health Information System**

- The approved research protocol and detailed responses to "IT Contract Monitoring Tool" document will be submitted to the department's Public Health Information System (PHIS) for review and approval. The "IT Contract Monitoring Tool" document and guidance on completing this document will be provided to the researcher(s) by HAU staff following approval of the research protocol.

#### **D. Approval by Contracts and Grants Division and the County Council**

- The research project will also need approvals from LAC-DPH's Contracts and Grants Division and County Council to ensure it meets the required standards of quality and data security.

#### **E. Data User Agreement**

- Once approvals for the project are granted by HAU, IRB, Public Health Information System, Contracts and Grants Division, and County Council, a data user agreement form will be signed by the LAC-DPH and by the researcher's institution.
- By signing the data user agreement, the researcher(s) agree(s) to the terms and conditions outlined in that document. For example, by signing this document, the researcher(s) agree(s) to have each presentation, publication, or other product generated from the use of the LACHS data set(s) reviewed by OHAE prior to dissemination. Additionally, at least one HAU staff is to be included in the authorship in any peer reviewed journal article(s) and/or acknowledged in any presentation(s). The researcher(s) is/are not allowed to explore additional research questions or conduct other types of analyses without the written approval of HAU.

#### **F. Research Progress Reports**

- We require that the researcher(s) provide us a 1-2 page update of his/her research progress every six months after receiving the data. (Please send progress reports to [mshah@ph.lacounty.gov](mailto:mshah@ph.lacounty.gov) and [ycui@ph.lacounty.gov](mailto:ycui@ph.lacounty.gov)).
- If you do not make demonstrable progress with your analyses within 12 months of receiving the LACHS data set(s), we reserve the right to void this agreement. The researcher will be required to return the data set(s) to HAU or to destroy it and inform HAU that they have done so.

For further information regarding the research collaborations, please contact:

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