



Statewide Health Information Network for New York (SHIN-NY) Standard Operating Procedure (SOP)

Statewide Data Infrastructure (SDI) Data Use Approval Process

Introduction

Effective as of July 10, 2024, New York State has promulgated regulations (the SHIN-NY Regulations) requiring that the New York State Department of Health (the Department) “provide, either directly or through contract, [the Statewide Data Infrastructure (the SDI)] and any other SHIN-NY services that the [the Department] deems necessary to effectuate the purposes of [the SHIN-NY Regulations].”¹ The SDI, which includes a secure statewide data repository as well as centralized systems operated or directed by New York eHealth Collaborative (NYeC), will support increased interoperability, provide flexibility for the SHIN-NY to adapt in a constantly evolving technological environment, and facilitate the exchange of data among SHIN-NY participants, including the Department.

SHIN-NY participants that have received a waiver from the Department under 10 N.Y.C.R.R. § 300.6(b)(4) will connect to the SDI, cause patient data to be contributed to the SDI and authorize the use of patient data for statewide reporting and analytics for public health surveillance and Medicaid purposes, in accordance with the SHIN-NY SOPs.

NYeC, as the State Designated Entity (SDE) for the SHIN-NY, will maintain the technical and administrative resources which comprise the SDI. The Statewide Data Use Committee (SDUC), a standing committee of the SHIN-NY statewide collaboration process (SCP), will provide stakeholder engagement and governance support for the SDI. In these roles, NYeC and the SDUC will administer requests for use of SDI Data (as defined below), manage the provision of SDI Data to requesters, and uphold a transparent and open governance model for data use, in each case in accordance with and pursuant to this SOP.

SOP Purpose, Scope, Limitations, and Audience

Purpose

The purpose of this SOP is to set forth requirements and procedures for the use, disclosure, and re-disclosure of SDI Data, including disclosure to the Department and the use and re-disclosure of SDI Data to support statewide reporting and analytics for public health activities and Medicaid purposes. This SOP sets forth procedures to ensure that SDI Data is used, disclosed and re-disclosed only for the SDI Permitted Purposes (as defined below).

Scope

¹ 10 N.Y.C.R.R. § 300.2(c).



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This SOP details the requirements and procedures for the use, disclosure, and re-disclosure of SDI Data for the Public Health Permitted Purposes, Medicaid Permitted Purposes (each, as defined below), and, subject to the limitations set forth below, such other SDI Permitted Purposes as may be identified from time to time as described under “Additional SDI Permitted Purposes” below.

All actions of the SDUC described here (including without limitation any approval or denial of any Data Use Request) shall be exercised in accordance with the SDUC Charter.

Limitations

This SOP does not apply to, and no additional approval is required for use, disclosure or re-disclosure of SDI Data for any SDI Permitted Purposes which are required to meet the maintenance and operational needs of the SHIN-NY, specifically:

- Maintaining and operating the Statewide Master Patient Index (sMPI) and the Statewide Patient Record Lookup (sPRL);
- Facilitating the exchange of data by and among the SHIN-NY Qualified Entities (QEs);
- Facilitating the exchange of data by and among the SHIN-NY Qualified Entities (QEs);
- Facilitating the tracking and monitoring and exchange of data related to patient consents, including without limitation maintaining and operating a statewide consent management system; and
- Operating the SDI, including but not limited to (A) collecting, aggregating, and performing quality assurance on data contributed to or held or maintained in or transmitted through the SDI; (B) conducting inquiries and performing discovery with respect to Core SDI Data (as defined in the SCPA) to assess the scope of Core SDI Data and/or whether it is feasible to fulfill a potential data use request; and (C) analyzing Core SDI Data to assess the feasibility of developing new Required Participant Services (as defined in the SCPA) or other types of services to be provided through the SHIN-NY.
- This SOP does not apply to use, disclosure or re-disclosure of data from QE Platforms. However, additional SOP(s) may be developed in accordance with the Statewide Collaboration Process to address the use, disclosure and re-disclosure of data in QE Platforms for the QE Permitted Purposes (as such term is defined in the SCPA). Further, this SOP applies to data originally maintained in QE Platforms but later contributed, shared, disclosed, transferred or otherwise made available to the SDI, including as further described in the definition of SDI Data.

Audience

The audience for this SOP includes QEs, required and voluntary SHIN-NY participants, New York state and local public health authorities, health care consumers, and all other stakeholders with an interest in the SHIN-NY and the SDI.



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Definitions

Authorized Requester means designated staff of QEs, NYeC, or the Department and designated staff of such other entities as may be approved by the SDUC.

Data Lake means a secure data repository that is part of the SDI.

Data Use and Contribution Agreement (DUCA) means the agreement between a QE and NYeC regarding such QE's contribution of data to the Data Lake and QE's and NYeC's use and disclosure of such data.

Data Use Requests means requests for use, disclosure and re-disclosure of Core SDI Data for Public Health Permitted Purposes, Medicaid Permitted Purposes, as well as any future SDI Permitted Purposes that the SDUC may review and approve. Each Data Use Request shall include a detailed explanation of the intended use, disclosure or re-disclosure of Core SDI Data, and the basis on which the intended use, disclosure or re-disclosure is for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations). All Data Use Requests shall be produced in a standard format using the form included as Attachment A to this SOP, as such form may be amended, modified or replaced from time to time by the SDUC.

De-identified Data has the meaning set forth in the Privacy and Security SHIN-NY SOPs. As of the date hereof, De-identified Data is defined in the Privacy and Security SHIN-NY SOPs to mean data that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual. Data may be considered de-identified only if it satisfies the requirements of 45 C.F.R. § 164.514(b).

Limited Data Set has the meaning set forth in the Privacy and Security SHIN-NY SOPs. As of the date hereof, Limited Data Set is defined in the Privacy and Security SHIN-NY SOPs to mean Protected Health Information (as defined therein) that excludes the 16 direct identifiers set forth at 45 C.F.R. § 164.514(e)(2) of an individual and the relatives, employers or household members of such individual.

Narrow Data Use Request means a Data Use Request for data consisting solely of a Limited Data Set, De-Identified Data, and/or aggregate data (*i.e.*, non-individual level statistics). For example, a Data Use Request for a de-identified flat file containing all calendar year 2023 patient encounters in New York State with CPT code 33418, for patients who live in New York State, including patient's county of residence only, is a Narrow Data Use Request. The SDUC may establish additional criteria that must be satisfied in order to constitute a Narrow Data Use Request.

Medicaid Permitted Purposes means “purposes related to the administration of the Medicaid program, including but not limited to reporting to support any Social Security Act section 1115 waiver approved by the Centers for Medicare and Medicaid Services.”²

Public Health Permitted Purposes means “purposes for which a SHIN-NY participant is permitted to disclose protected health information to a public health authority without an authorization or opportunity to agree or object under federal standards for uses and disclosures for public health activities,”³ which purposes are further defined in the Privacy and Security SHIN-NY SOPs.

QE Platform means the platform by which a QE maintains data contributed, shared, disclosed transferred or otherwise made available by SHIN-NY participants in accordance with the SCPA.

Qualified Entity Participation Agreement (QEPA) means the agreement or set of agreements between NYeC and each QE pursuant to which such QE participates in the SHIN-NY, as such agreements may be amended, modified or replaced from time to time.

SDI Data means all data maintained in the SDI, including but not limited to Core SDI Data (as defined in the SCPA). SDI Data includes data contributed, shared, disclosed, transferred or otherwise made available to NYeC by SHIN-NY participants or the Department pursuant to and in accordance with the SCPA, by QEs pursuant to the QEPA, or by the Department pursuant to DUA. SDI Data shall include data contributed, shared, disclosed, transferred or otherwise made available to NYeC by QE or SHIN-NY participants, where applicable, specifically in fulfillment of a Data Use Request approved pursuant to this SHIN-NY SOP, whether contributed, shared, disclosed, transferred or otherwise made available to NYeC before or after such approval. For example, upon approval of a Data Use Request and in order to operationalize such approved Data Use Request, NYeC may request from QEs certain data maintained in the QE Platforms. QE shall provide such data to NYeC pursuant to and in accordance with the QEPA, at which point such data shall become SDI Data and may be shared subject to and in accordance with such approved Data Use Request.

SDI Permitted Purposes means the purposes for which SDI Data may be used or disclosed. The SDI Permitted Purposes shall include, at a minimum:

- i. Public Health Permitted Purposes;
- ii. Medicaid Permitted Purposes;
- iii. Maintaining and operating the “Statewide Master Patient Index” and the “Statewide Patient Record Lookup” each as defined by or described in the SHIN-NY SOPs;

² 10 N.Y.C.R.R. § 300.1(p).

³ 10 N.Y.C.R.R. § 300.1(o).

- iv. Facilitating the tracking, monitoring, and exchange of data related to patient consents, including without limitation maintaining and operating a statewide consent management system;
- v. Fulfilling NYeC's obligations related to the SHIN-NY and the SCPA, including but not limited to facilitating the exchange of data by and among the QEs; and
- vi. Operating the SDI, including but not limited to (A) collecting, aggregating, and performing quality assurance on data contributed to or held or maintained in or transmitted through the SDI; (B) conducting inquiries and performing discovery with respect to Core SDI Data to assess the scope of Core SDI Data and/or whether it is feasible to fulfill a potential data use request; and (C) analyzing Core SDI Data to assess the feasibility of developing new State-Funded Participant Services or other types of services to be provided through the SHIN-NY.

Other permitted purposes may be added to or removed from this list pursuant to the Statewide Collaboration Process.

Statewide Common Participation Agreement (SCPA) means "...a common agreement, developed using a statewide collaboration process, consistent with any minimum standards set forth in the SHIN-NY policy guidance and approved by the New York State Department of Health, that is used statewide by each qualified entity or by SHIN-NY participants, allowing them to connect to the SHIN-NY statewide data infrastructure either directly or through a contractor, and pursuant to which SHIN-NY participants agree to participate in the SHIN-NY and adhere to SHIN-NY policy guidance, including but not limited to causing patient data to be contributed to the statewide data infrastructure and authorizing the use of patient data for statewide reporting and analytics for public health activities and Medicaid purposes, consistent with applicable law."⁴

Statewide Data Infrastructure (SDI) means "...the information technology infrastructure provided by the New York State Department of Health, either directly or through contract, to support the aggregation of data provided by qualified entities and SHIN-NY participants, statewide reporting and analytics for public health activities and Medicaid purposes, consistent with applicable law."⁵ The SDI includes centralized SHIN-NY systems operated or directed by NYeC which serve to aggregate, store, and distribute or otherwise grant access to authorized users of SHIN-NY data.

Statewide Data Use Committee (SDUC) is defined as a committee of the Statewide Collaboration Process designated by the Department with responsibility for the development and amendment of SHIN-NY SOPs (or sections of SOPs) concerning disclosures and uses of data

⁴ 10 N.Y.C.R.R. § 300.1(m).

⁵ 10 N.Y.C.R.R. § 300.1(n).

contained in the SDI. The SDUC is additionally responsible for adjudication of SHIN-NY Data Use Requests in accordance with this SOP.

Summary Decision Memo is defined as a memo provided by NYeC to the SDUC and made public as set forth herein, which memo sets forth an analysis of whether a Data Use Request is for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations) or, if applicable, a Narrow Data Use Request or a Data Use Request for Urgent Public Health Surveillance. All Summary Decision Memos shall be in accordance with the form, if any, and otherwise satisfy any requirements established by the SDUC from time to time. All Summary Decision Memos shall be produced in a standard format using the form included as Attachment B to this SOP.

Urgent Public Health Surveillance is defined as a public health authority's surveillance of a communicable disease that the Department has determined represents a significant risk to public health. For instance, a declared public health emergency may trigger Urgent Public Health Surveillance but is not required. It is also possible that Urgent Public Health Surveillance may be required to determine whether a public health emergency should or should not be declared. The SDUC may establish additional criteria for determining Urgent Public Health Surveillance.

Description of Standard Operating Procedures

Standard Review Process

Except with respect to Narrow Data Use Requests (as defined above) or Data Use Request for Urgent Public Health Surveillance, which shall be reviewed as set forth below, all Data Use Requests shall be reviewed in accordance with the following procedure:

1. An Authorized Requester submits to NYeC a Data Use Request that meets the requirements described in the definition of "Data Use Request".
2. NYeC will evaluate the following:
 - a. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is for a Public Health Permitted Purpose or a Medicaid Permitted Purpose; and
 - b. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations).
 - c. In connection with NYeC's review, NYeC will make any initial clarifications with the requester.

3. NYeC shall use commercially reasonable efforts to complete its review of the Data Use Request as soon as reasonably practicable, but in any event shall endeavor to complete its review within ten (10) business days after receipt by NYeC of the Data Use Request.
4. If the Data Use Request is determined by NYeC to be other than for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and/or other than in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations), NYeC shall provide notice of denial of the Data Use Request to the requester (including reasons for the denial) and shall so inform the SDUC.
5. If the Data Use Request is recommended by NYeC as for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations), NYeC shall document such recommendation in a draft Summary Decision Memo, shall refer the Data Use Request to the SDUC, and shall so inform the requester.
6. Upon referral to the SDUC by NYeC, the SDUC shall review the Data Use Request and the draft Summary Decision Memo, conduct any additional due diligence the SDUC deems necessary and appropriate (including without limitation discussions with the requester), and make a final determination on approval or denial of the Data Use Request.
7. The SDUC shall use commercially reasonable efforts to approve or deny the Data Use Request as soon as reasonably practicable, but in any event shall endeavor to approve or deny the Data Use Request within fifteen (15) business days after receipt by the SDUC of the Data Use Request and draft Summary Decision Memo. The vote of the SDUC will be conducted in accordance with the SDUC Charter.
8. As soon as reasonably practicable, but in any event within three (3) business days after the SDUC's decision, NYeC shall finalize the Summary Decision Memo and provide notice of the SDUC's decision to the requester.
9. NYeC shall be responsible for making the final Summary Decision Memo publicly available online at www.nyehealth.org. NYeC shall endeavor to make such Summary Decision Memo publicly available concurrently with the provision of notice of the SDUC's decision to the requester, but in any event as soon as practicable after such notice is given.

All Narrow Data Use Requests (as defined above) shall be reviewed in accordance with the following procedure:

1. An Authorized Requester submits to NYeC a Data Use Request that meets the requirements described in the definition of “Data Use Request” and that indicates that the Data Use Request is a Narrow Data Use Request.
2. NYeC will evaluate the following:
 - a. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is for a Public Health Permitted Purpose or a Medicaid Permitted Purpose;
 - b. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations). NYeC will make any initial clarifications with the requester; and
 - c. whether the Data Use Request is a Narrow Data Use Request.
 - d. In connection with NYeC’s review, NYeC will make any initial clarifications with the requester.
3. NYeC shall use commercially reasonable efforts to make a determination regarding the Data Use Request as soon as reasonably practicable, but in any event shall endeavor to make a determination within five (5) business days after receipt by NYeC of the Data Use Request.
4. If the Data Use Request is determined by NYeC to be other than a Narrow Data Use Request, the Data Use Request will be reviewed in accordance with the Standard Review Process described above, commencing with step 2.
5. If the Data Use Request is determined by NYeC to be a Narrow Data Use Request, but other than for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and/or other than in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations), NYeC shall provide notice of denial of the Data Use Request to the requester (including reasons for the denial) and shall so notify the SDUC.
6. If the Data Use Request is determined by NYeC to be a Narrow Data Use Request and for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations), the Data Use Request shall be deemed approved and NYeC shall document the determination in a Summary Decision Memo. NYeC shall share the Summary Decision Memo with the SDUC for awareness and provide notice of approval of the Data Use Request to the requester.
7. NYeC shall be responsible for making the final Summary Decision Memo publicly available online at www.nyehealth.org. NYeC shall endeavor to make such Summary Decision Memo publicly available concurrently with the provision of notice of the

SDUC's decision to the requester, but in any event as soon as practicable after such notice is given.

Expedited Review Process: Urgent Public Health Surveillance

All Data Use Requests related to Urgent Public Health Surveillance (*e.g.*, a request for identifiable data on all Emergency Department encounters beginning 6/1/24 with symptoms consistent with H5N1) shall be reviewed in accordance with the following procedure:

1. An Authorized Requester submits to NYeC a Data Use Request that meets the requirements described in the definition of "Data Use Request" and that indicates that the Data Use Request is related to Urgent Public Health Surveillance.
2. NYeC will evaluate the following:
 - a. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is for a Public Health Permitted Purpose;
 - b. whether the use, disclosure and/or re-disclosure as described in the Data Use Request is otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations); and whether the Data Use Request is related to Urgent Public Health Surveillance.
 - c. In connection with NYeC's review, NYeC will make any initial clarifications with the requester.
3. NYeC shall use commercially reasonable efforts to make a determination regarding the Data Use Request as soon as reasonably practicable, but in any event shall endeavor to make a determination within three (3) business days after receipt by NYeC of the Data Use Request.
4. If the Data Use Request is determined by NYeC to be other than related to Urgent Public Health Surveillance, the Data Use Request will be reviewed in accordance with the Standard Review Process described above, commencing with step 2.
5. If the Data Use Request is determined by NYeC to be related to Urgent Public Health Surveillance and for a Public Health Permitted Purpose and otherwise in compliance with the SCPA, the SHIN-NY SOPs and applicable law (including the SHIN-NY Regulations), the Data Use Request shall be deemed approved and NYeC shall document the determination in a Summary Decision Memo. NYeC shall share the Summary Decision Memo with the SDUC for awareness and provide notice of approval of the Data Use Request to the requester.
6. NYeC shall be responsible for making the final Summary Decision Memo publicly available online at www.nyehealth.org. NYeC shall endeavor to make such Summary Decision Memo publicly available concurrently with the provision of notice of the SDUC's decision to the requester, but in any event as soon as practicable after such notice is given.



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Approved Data Use Requests

Approved Data Use Requests will be operationalized by NYeC, with the SDUC and the SHIN-NY Policy and Technical Advisory Committees providing advice upon request.

All Summary Decision Memos will be posted publicly on the NYeC website.

Oversight and Appeals

Oversight and appeals of SDUC decisions will be conducted pursuant to the SDUC Charter. From and after receipt by NYeC of any successful appeal of previously approved Data Use Request (i.e., a previously approved Data Use Request is deemed to be denied), (a) NYeC shall not access, use or disclose SDI Data for the purposes described in the applicable Data Use Request; and (b) NYeC shall provide notice to the applicable requester of the successful appeal and shall request that the requester cease access, use or disclosure of SDI Data for the purposes described in the applicable Data Use Request; provided, however, that except as set forth herein, NYeC shall have no responsibility for any access, use or disclosure of SDI Data by the applicable requester from and after any successful appeal of any previously approved Data Use Request.

Additional SDI Permitted Purposes

In the event that additions are made to the list of the SDI Permitted Purposes, the SDUC shall establish a process, if any, for addressing data use requests related to such additional purpose(s) and amend this SOP accordingly. For the avoidance of doubt, no additional approval process shall be required for use, disclosure or re-disclosure of SDI Data for any SDI Permitted Purposes which are required to meet the maintenance and operational needs of the SHIN-NY, as further described under "Limitations" above.

Records

NYeC shall maintain a record of all written documentation related to all Data Use Requests (including, but not limited to, all Data Use Requests, all notices to requesters in connection with Data Use Requests, all Summary Decision Memos, and all documentation in connection with the oversight and appeals process) in accordance with NYeC's data retention policies in effect from time to time, or such other policies as may be adopted by the SDUC in accordance with the Statewide Collaboration Process and the SDUC Charter.

Amendment Procedures

Proposals to amend this SOP, including without limitation to reflect amendments or modifications to the definition of SDI Permitted Purposes approved pursuant to the Statewide



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Collaboration Process, shall be considered, approved and implemented by the SDUC in accordance with the Statewide Collaboration Process and the SDUC Charter. SHIN-NY stakeholders may submit proposals to amend this SOP to the SDUC (or to NYeC staff to provide to the SDUC) for the SDUC's consideration. All amendments to this SOP shall be documented in the Version History section and published in accordance with the Statewide Collaboration Process.

Attachments

- Form of Data Use Approval Request
- Form of Summary Decision Memo

Version History

Version Number	Date Adopted	Summary of Action/Changes
1.0	3/17/25	Approved by Statewide Data Use Committee
	4/01/25	Approved by NYeC Board
	4/02/25	Approved by NYS Department of Health

Form of Data Use Approval Request

[Attached]

Form of Summary Decision Memo

[Attached]

Project Name: [PROJECT NAME]	
Tracking ID: [Tracking ID]	
Request Overview	
Item	Response
Authorized Requester Information Description Summary of the project including how this data will be used.	
Project Description Summary of the project including how this data will be used.	
Permitted Purpose Description	☐ Public Health Permitted Purpose ☐ Data Use Request ☐ Narrow Data Use Request ☒ Data Use Request for Urgent Public Health Surveillance ☐ Medicaid Permitted Purpose ☒ Data Use Request ☒ Narrow Data Use Request ☐ Other (brief description: _____)
Description of Intended Use Describe the intended use of data, including any intended disclosure or re-disclosure, and the basis on which the intended use, disclosure or re-disclosure is for a Public Health Permitted Purpose or a Medicaid Permitted Purpose and otherwise in compliance with the SCPA, the DUCA, the SHIN-NY Regulations and SHIN-NY SOPs and/or applicable law.	
Target Population Inclusion Specify the criteria used for the dataset. Typical inclusion criteria are: demographic, clinical, and geographic characteristics.	
Target Population Exclusion Specify the criteria that would exclude the case/data from being included in the dataset. For example, if you are looking at residents of certain counties or only looking for persons over the age of 65.	
What law, regulation, rule or agreement grants the authority to obtain this information? Identify in detail, the laws, regulations, contracts, SHIN-NY SOPs other governing documents that allow access to the data requested.	
Is this data currently being supplied to Requester from another source?* (yes/no)	
*If Yes, explain where data is being supplied from and why SDI Data is being requested.	
Frequency of Request (select from drop down)	
What is the expected start date of this project? The date when the project work is expected to begin (Mo/Day/Yr.).	
Is this request time-sensitive and/or critical?* (yes/no)	
*If time-sensitive or critical, explain	

When is this information needed? The date by which Requestor would need the report/data (Mo/Day/Yr.).	
What is the expected end date of this project? The date when the project is expected to end (Mo/Day/Yr.).	
Technical Specifications Data Use Request	
What data elements are needed? Describe the data fields required for your project (example: Date of birth, diagnosis codes, etc.)	
Is the data being requested identified, limited or de-identified? (select from drop down)	
Proposed delivery method* (select from drop-down)	
*If selected "other" above for delivery method, please explain the proposed delivery method. <i>Only methods with secure encryption mechanisms will be accepted.</i>	
What is the requested format for the data? (examples include XLS, txt, CSV)	
What safeguards will you put in place to protect the data?	
How will files be handled/stored/deleted at the end of the project?	
Select "Yes" to indicate adherence to the standard of minimum necessary data requests. This field cannot be blank.	
Program/Project Contact Information	
Program Lead Contact Information	
Name (First, Last):	
Bureau/Unit:	
Email:	
Phone Number:	
Other Project Team Members (add more as needed)	
Team Member 1	
Name (First, Last):	
Employer:	
Email:	
Team Member 2	
Name (First, Last):	
Employer:	
Email:	
Team Member 3	
Name (First, Last):	
Employer:	
Email:	
Team Member 4	
Name (First, Last):	
Employer:	
Email:	
Team Member 5	
Name (First, Last):	
Employer:	
Email:	

SDI Data Use Request: Summary Decision Memo

Administrative Data:

Title: _____

Tracking Number: _____

Date of Data Use Request Receipt: _____

Date NYeC Evaluation Completed: _____

Date of NYeC Determination (if applicable): _____

Date of NYeC Recommendation (if applicable): _____

Date of SDUC Decision (if applicable): _____

Note: Attached to this Summary Decision Memo is the Data Use Request (and any supporting documentation) provided to NYeC by the NYS Department of Health Authorized Requester

Overview and Description of Request:

NYeC Review

Based on NYeC's review, the Data Use Request is found to be:

I. Procedure

☐ Made by an Authorized Requester

Authorized Requester Name: _____

Authorized Requester Title: _____

Authorized Requester's Organization/Entity Name: _____

☐ Not made by an Authorized Requester

Requester Name: _____

Requester Title: _____

Requester's Organization/Entity Name: _____

II. Purpose

☐ Public Health Permitted Purpose

☐ Data Use Request

☐ Narrow Data Use Request

☐ Data Use Request for Urgent Public Health Surveillance

☐ Medicaid Permitted Purpose

☐ Data Use Request

☐ Narrow Data Use Request

☐ Other (brief description: _____)

III. Compliance

	Compliant	Not Compliant	Not Applicable
Statewide Common Participation Agreement (SCPA)	☐	☐	☐
Data Use and Contribution Agreement (DUCA)	☐	☐	☐
SHIN-NY Regulations & Applicable SHIN-NY SOPs	☐	☐	☐
Applicable Law	☐	☐	☐

Justification for Compliance Findings:

NYeC Determination: Narrow Data Use Request

☐ Approved

☐ Denied (description of reason[s]):

NYeC Determination: Urgent Public Health Surveillance Data Use Request

☐ Approved

☐ Denied (description of reason[s]):

NYeC Recommendation to SDUC: Data Use Request

☐ Approval

☐ Denial (description of reasons[s]):

NYeC Legal

Date

NYeC Privacy & Compliance Officer

Date

SDUC Determination

☐ Approved

☐ Denied (description of reason[s]):

SDUC Chair

Date