

Ohio Department of Health Policy for  
Release of Ohio Cancer Incidence Surveillance System Data to Ohio Local Health Departments  
Effective April 1, 2012

1. Ohio Cancer Incidence Surveillance System (OCISS) data will be made available to staff at Ohio's local health departments (LHDs) in an expeditious manner. Release of OCISS data to Ohio's LHDs does not require approval by the ODH Institutional Review Board (IRB).
2. Available Data:
  - a. Official End of Year Dataset – this dataset is created annually. It is available each December, which coincides with when ODH makes its annual data submission to CDC. The dataset contains cancers reportable to ODH and for diagnosis years within the most recent CDC data submission. (For example, the dataset available in December 2011 included cancers with diagnoses from 1996 through 2009, the dataset available in December 2012 will include cancers with diagnoses from 1996 through 2010, and so on.) The dataset includes consolidated records and has been reviewed and edited for quality and completeness. (Consolidation is the process of combining data from two or more records for the same patient and tumor to produce a single “best” value for each patient and tumor variable. Consolidation is performed to ensure that each cancer is counted only once, and that the combined record includes the best information available from all sources.) There are two versions to this dataset – one, which includes identifiers, and another, which is de-identified. Click on LHD Data Items for a list of variables included in each.
3. Current Dataset – this dataset differs from the Official End of Year Dataset in that: 1) it contains cancers reportable to ODH and diagnosed from 1996 through the end of the previous month, 2) it includes some records that have not been reviewed and edited for quality and completeness and 3) it may include duplicates. There is nothing in the dataset to indicate which records have been reviewed and edited or to distinguish new or updated records from those in the Official End of Year Dataset. The dataset will not include cancers reported to ODH that have not been entered or consolidated. There are two versions to this dataset – one, which includes identifiers, and another, which is de-identified. Click on LHD Data Items for a list of variables included in each.
4. Local Health Department Data User Agreement:
  - a. Each LHD employee who needs access to OCISS data must complete and submit to OCISS a Local Health Department Data User Agreement (LHD DUA), Attachment 2. The LHD employee indicates which dataset is being requested and his/her signature indicates agreement with all ODH requirements for access and use of OCISS data. LHD staff may only request data for the counties in which they have jurisdiction.
  - b. The Health Commissioner must also sign the LHD DUA indicating that the LHD employee requires access to OCISS data for work-related purposes. The Health Commissioner may only authorize access to OCISS data for the counties in which s/he serves as Health Commissioner.
  - c. LHD employees only need to complete and submit one LHD DUA to obtain countywide data when a county has multiple LHDs. The Health Commissioner who signs the LHD DUA should inform the other Health Commissioners in that county that OCISS data are being requested.

- d. LHD employees who require access to OCISS data for multiple counties must complete and submit multiple LHD DUAs, one for each county for which data are being requested and signed by a Health Commissioner with jurisdiction in that county.
  - e. Non-LHD personnel, when acting as agents of a LHD, can have access to OCISS data through the same process as LHD personnel. Non-LHD personnel wanting to do independent analysis, including research, must request OCISS data through the ODH IRB.
  - f. LHD DUAs remain in effect through December 31 of the year in which they are signed, allowing for additional data to be requested and released within the same calendar year without a new LHD DUA.
5. Data Release: Upon receipt of a signed LHD DUA, the OCISS Data Steward will provide access to the requested dataset(s).