

ADMINISTRATIVE USE

Statutes, Rules and Regulations Pertaining to Vital Records Data

Missouri state statutes ([193.045](#), [193.245](#), & [193.255](#)) and the Code of State Regulations ([19 CSR 10-10.090](#) Access to Vital Records) allow for the release of record-level vital records data by the Missouri Department of Health and Senior Services. The statutes listed above only apply to vital events occurring within Missouri's borders. The records of vital events that occur to Missouri residents in other states are the property of the state where the events take place.

Under section [610.035](#), RSMo, the department is prohibited from disclosing any Social Security number of a living person unless such disclosure is permitted by federal law, federal regulation or state law. Section [208.120](#), RSMo prohibits the department from disclosing any information obtained by them in the discharge of their official duties relative to the identity of applicants for or recipients of benefits or the contents of any records (e.g., Medicaid, Food Stamps). Public assistance information can be provided on de-identified records only.

45 C.F.R. [Part 160 and Part 164](#). Vital Records requestors for administrative purposes will only be provided access to the minimum information necessary to achieve their specific administrative requests. Requestors are prohibited from disclosing any information that would identify a person and are also prohibited from the re-release of the data provided.

Statutes, Rules and Regulations Pertaining to Patient Abstract System Data

Missouri state statutes ([192.067](#), [192.665](#), & [192.667](#)) and the Code of State Regulations ([19 CSR 10-33.010](#) Reporting Patient Abstract Data by Hospitals and Ambulatory Surgical Centers) allow for the release of Patient Abstract System (PAS) data by the Missouri Department of Health and Senior Services. The Department and other public health authorities are authorized to utilize PAS information for epidemiologic studies and for surveillance. The statutes listed above apply to Missouri residents only.

Application Procedures

To request record-level data (whether identified or de-identified) for administrative/non-research projects, a project manager must submit a completed [Application for Missouri Vital Records or Patient Abstract System Data for Administrative/Non-Research Projects](#). The application requires detailed information about the project, justification for all data elements requested, and measures to ensure the confidentiality and security of the data. All information must be clear, consistent and specific. General descriptions do not allow accurate assessment of the value of the project or the need for the data items. Release of data from vital records and/or the Patient Abstract System by the Missouri Department of Health and Senior Services is granted to an agency/institution for the sole purpose of the project described in the project application. The applicant will be required to complete and submit an [Agreement for Oversight](#). The Agreement for Oversight requires both the requestor's signature and the Institutional/Agency Official's signature with the authority to bind the agency into the agreement (must be two different staff). All persons that will have access to the data must be listed in the application and will be required to sign [Confidentiality Pledge](#) prior to being granted access to the project data.

An application will be immediately rejected if it is determined that 1) it does not clearly describe a well-articulated project, 2) the data will be used for commercial or marketing purposes, or private gain, 3) providing the data would overburden the department, or 4) there is reason to believe that confidentiality of the data would be jeopardized by its release.

Project managers interested in obtaining DHSS data should first familiarize themselves with the data sets prior to requesting data (see [Data and Surveillance Systems](#)). Only those data elements necessary for the project should be requested. The project manager will be notified of any discrepancy between the list of data elements requested in

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the application and those determined by DHSS staff to be needed. Vital Records and Patient Abstract Data custodian contact information may be found under the [Contact Us](#) link.

PLEASE NOTE:

The data provided are to be used solely for the non-research/administrative purposes described in the application. Use of these data for research studies **is prohibited** and will require a separate application for research protocols. For additional information on these requirements see <https://health.mo.gov/data/policies.php>.

We suggest submitting a completed application at least **two to three months prior** to when data will be needed. *Project applications are reviewed on an 'as time permits' basis between other priority projects. The complexity of the requested data sets and the number of priority projects may impact the response time.* Please plan accordingly.

Regardless of the duration of the project, approval is only for one year at a time. [Annual review](#) is required for each project for as long as Department data are held.

Review Process

A primary reviewer is assigned to each application to conduct a preliminary review and to correspond with the applicant if the information provided is unclear or incomplete. If insufficient documentation is presented to determine approval, additional information will be requested to clarify the application. The primary reviewer will be reviewing issues such as the purpose of the request, the appropriateness of requested data, ensuring provisions for maintaining confidentiality and security protections are adequate, and the availability of department resources to fill the request.

Once the primary reviewer completes the review, a recommendation is provided to either the State Registrar and/or PAS Authority or their designee, as needed, to approve or deny the application. You will be notified in writing of the final decision. If your project application is approved, you will receive a *Scope of Work (Project Estimate/Quote)* outlining the requested files for your review/approval. Once the signed *Scope of Work* has been received back, the records/files will be prepared on the basis of your application in accordance with Missouri statutes, rules and regulations. If your request is denied, you will be notified of the reasons within 60 days of the denial.

Approval Criteria

Projects must meet the following specific standards and criteria:

- contribute to public health practice;
- not use Department resources unreasonably and unnecessarily;
- be conducted ethically and with integrity;
- be in compliance with state and federal statutes and regulations, including confidentiality provisions; and
- be consistent with Department policy.

Fee Schedule

In an effort to recover the service cost incurred for staff time and other expenses involved in data delivery, the Department will charge fees for their data and services based on the [Fee Schedule](#). Fees are assessed for preparation of data based on programming time and materials. Payment is required before data files can be released.

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Application Submissions

All applicants must complete, sign, date, and submit the [application](#), [Agreement for Oversight](#), and [Confidentiality Pledge\(s\)](#). If data files are requested, a completed [Data Element Checklist](#) is also required for **each** data set being requested. Combined checklist will be rejected.

Completed packets should be mailed to the Project Coordinator at the address listed below. Electronic submission of applications with all applicable signatures is acceptable. **When scanning, please scan in black and white only.** Please do not scan black and white documents in color (default) due to size limitations.

Missouri Department of Health and Senior Services
Division of Community & Public Health
Attn: Project Coordinator
Physical: 920 Wildwood Drive (65109)
Mailing: PO Box 570 (65102-0570)
Jefferson City, MO

Email: Dawn.Parker@health.mo.gov