



NDIIS DATA REQUEST DOCUMENT
NORTH DAKOTA DEPARTMENT OF HEALTH
DIVISION OF DISEASE CONTROL
SFN 61133 (10-2016)



NDIIS Data Request Document

The North Dakota Immunization Information System (NDIIS) is a web-based system that collects and consolidates all immunizations administered by healthcare providers to children and adults in North Dakota. The system was established in 1996 and is operated by the North Dakota Department of Health (NDDoH) according to state law ([NDCC 23-01-05.3](#)).

All information in the NDIIS is kept confidential; however, the NDDoH may provide certain aggregate data or a de-identified data set. Please be aware that some data requests may not be fulfilled; data may be suppressed to meet confidentiality requirements or a data use agreement may be required before a request can be fulfilled.

To make a request for data from the NDIIS, please complete the following form in its entirety. Simple data requests can usually be processed within one to two weeks, but complex requests, those that require clarification with the requestor or that require a data use agreement may take longer.

If you would like to discuss your request with a member of the NDIIS team, please check the "consultation requested" box on the form and you will be contacted.

NDIIS Data Request Document

Date	
Name	Organization
Telephone Number	Email Address
Project Title	
Project Objectives (including purpose, relevant background, hypothesis, etc.)	
<input type="checkbox"/> Unpublished, aggregate data <input type="checkbox"/> Data set	
<p>Is this project being reviewed by an institution or peer review committee?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If yes, please indicate which institution or committee will be reviewing the project.</p>	
<p>In as much detail as possible, please describe the data you are requesting, including justification for each data element being requested.</p>	

Data are provided in an Excel spreadsheet. If you're not sure what fields you need, please check the consultation box and you will be contacted by a member of the NDIIS team to discuss your request.

Consultation requested

The following are some commonly used qualifiers for NDIIS data. Please check those which apply to your request.

Vaccine information:

Only valid doses (If not checked, all doses, valid and invalid, will be included)

Provider information:

Only Vaccines For Children (VFC) providers

All NDIIS providers

Time Period:

<input type="checkbox"/> Calendar year	Please indicate year:	
<input type="checkbox"/> Date range	From:	To:

Age Range:

<input type="checkbox"/> Age range	From:	To:
<input type="checkbox"/> Birthdate range	From:	To:

Other data qualifiers:

Please list any other qualifiers that will help to describe or limit the data you are requesting.

Confidentiality:

Please describe the security plan for the data (i.e. password protection, encrypted data, etc.), including how and where the data will be stored and the duration of the storage.

Will the data be made available to anyone other than the requestor or principal investigator?

Under no circumstances may the requestor or the principal investigator (PI) use this data for any other project than the one described in this request nor may they provide this data to any other PI for other project purposes.

Yes **No**

If yes, to whom will it be made available and why will they have access?

In general, requests can be completed in one to two weeks. Simple requests may take less time, complex requests may take longer. If the request requires more than 5 hours of work to fulfill, the requestor may be charged for the analyst's time to create the data set.

Data must be received by:

If you would like to schedule the receipt of this data on a regular basis, please specify this as part of your request.

If other, please describe:

Official Use Only: This section to be completed by NDIIS team member

Request includes identifying variables (Data use agreement may be required. **Request must be forwarded to NDDoH HIPAA Coordinator.**)

Final disposition:

Data request approved and data sent to requestor on _____
Date

Data request not approved on _____
Date

Comments:

Signature

Date