


**OKLAHOMA STATE DEPARTMENT OF HEALTH • MCH SERVICE • ASSESSMENT DIVISION  
OKLAHOMA PRAMS and TOTS DATA REQUEST FORM**

*Please allow 2-4 weeks for completion of data request. Electronic submission preferred.*

 <p><b>OKLAHOMA State Department of Health</b></p> <p>Maternal &amp; Child Health Assessment PRAMS &amp; TOTS Projects 123 Robert S. Kerr Ave., Suite 1702 405-426-8092 <a href="mailto:PRAMS@health.ok.gov">PRAMS@health.ok.gov</a></p>	<b>RETURN COMPLETED FORM TO:</b>		<b>Name(s)</b>
			<b>Title(s)</b>
			<b>Organization(s)</b>
			<b>Primary Phone</b>
			<b>Primary Email</b>
			<b>Date of Request</b>
<b><i>You will receive email notification of approval or rejection of your request.</i></b>			

<b>Project(s) of interest</b>	<input type="checkbox"/> PRAMS	<input type="checkbox"/> TOTS
<b>Type of data requested</b>	<input type="checkbox"/> Aggregate	<input type="checkbox"/> Record Level
<b>Aggregated data format – please specify (e.g. breastfeeding rates or smoking rates)</b>	<b>Record level data format – please select</b>	
	<input type="checkbox"/> SAS data file <input type="checkbox"/> Comma-separated values (CSV) file	
<b>PRAMS data years (can only be provided cumulatively)</b>	<b>TOTS data years (can only be provided cumulatively)</b>	
<b>Phase 8 (current phase)</b> <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	<b>Phase 6 (current phase)</b> <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	
<b>Phase 7</b> <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015	<b>Phase 5</b> <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017	
<input type="checkbox"/> <b>Other</b> <i>(we'll contact you about this request)</i>	<input type="checkbox"/> <b>Other</b> <i>(we'll contact you about this request)</i>	
<b>PRAMS data requested – Specify the question number(s) associated with the data you need</b>	<b>TOTS data requested – Specify the question number(s) associated with the data you need</b>	
<a href="#">Phase 8 Survey Link</a> <a href="#">Phase 7 Survey Link</a>	<a href="#">Phase 6 Survey Link</a> <a href="#">Phase 5 Survey Link</a>	
Question numbers:	Question numbers:	

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<b>Maternal demographic data of interest</b> ( <i>check all that apply</i> ) <input type="checkbox"/> Age group <input type="checkbox"/> Education <input type="checkbox"/> Race <input type="checkbox"/> Income <input type="checkbox"/> Hispanic origin <input type="checkbox"/> Other (specify)	<b>Special instructions or comments</b>
<b>Describe the intended use of the data requested</b> ( <i>public health research, analyze policy issues, program evaluation, etc.</i> ).	
<b>Describe the potential final products that you may create using the data</b> ( <i>reports, articles, presentations, policy, etc.</i> ).	
<b>Include a time frame for analysis/product completion.</b>	

**DATA-TO-ACTION and FOLLOW-UP**

In an effort to promote data-to-action and meet CDC and state agency protocols, we ask that you submit to us all reports or presentations created using PRAMS and TOTS data obtained through the MCH Assessment for review. Please submit these items via email at least three weeks prior to presentation or publication. PDF format is preferred. The PRAMS/TOTS Project Manager will follow-up with you within six months after you receive the data if we do not hear back from you.

**WEIGHTED DATA ANALYSIS** (*for record level data requests*)

Weights are assigned to PRAMS and TOTS records which allow statistical inferences that are representative of all Oklahoma live births and toddlers, respectively. Analyzing PRAMS and TOTS data require software that takes into account the complex sampling design such as SUDAAN, SAS, etc.

**EXAMPLES of ANALYSIS STEP**

A. SUDAAN

*Use the following statements when using SUDAAN modules for table analysis*

```
proc crosstab data=<pramsdata>
design=strwor;
nest <stratum>;
totcnt totcnt;
weight wtanal;
run;
```

B. SAS complex survey

```
proc surveyfreq data<pramsdata>;
strata stratum;
weight wtanal;
tables <variables>;
run;
```

<i>Office Use Only</i>				
<b>1. Request No.</b>	<b>2. Date Received</b>	<b>3. Approved/Rejected</b>	<b>4. Approval/Rejection Date</b>	<b>5. Completion Date</b>
<b>Reason for rejection/comments</b>				

**AGREEMENT FOR SHARING PRAMS AND TOTS DATA**

Oklahoma State Department of Health (OSDH), Maternal and Child Health (MCH) Service

I, \_\_\_\_\_, on \_\_\_\_\_, as Principal Investigator on this proposed analysis of Oklahoma Pregnancy Risk Assessment Monitoring System (PRAMS) and/or The Oklahoma Toddler Survey (TOTS) data, agree and assure compliance to the following data use requirements.

- 1 An abstract of the research proposal must be submitted to the Oklahoma PRAMS Project and TOTS Project (hereafter identified as PRAMS-TOTS) prior to the release of any data. A list of variables to be studied and a description of their proposed use must accompany the proposal. The data can only be used for statistical reporting. Any change to the original research intent must be resubmitted to PRAMS-TOTS for approval.
- 2 PRAMS-TOTS retains the right to reserve selected topics for analyses.
- 3 Individuals or organizations receiving data files must guarantee the protection of confidential data. Confidential data include any information, combination of information, and/or data elements that could lead to the identification of a PRAMS/TOTS participant. The data will never be used to learn the identity of any participant. Incidental identification of a participant will never be used or shared for any purpose.
- 4 The data will not be shared with other individuals or entities not part of this specific research request.
- 5 The proposal must include a time frame for the completion of PRAMS and/or TOTS data analyses. All raw data files are the property of OSDH and must be destroyed or returned to PRAMS-TOTS upon analyses completion.
- 6 Any material submitted for publishing, presentation, or distribution must acknowledge:
  - a. The Centers for Disease Control and Prevention (CDC)
  - b. The U.S. Department of Health and Human Services, Health Resource Services Administration, Maternal and Child Health Bureau
  - c. The Oklahoma State Department of Health, Maternal and Child Health Service PRAMS Project and/or TOTS Project, as appropriate
- 7 Any material prepared for publishing, presentation, or distribution must first be submitted to PRAMS-TOTS for review and comment. Analysis work (including work done for school purposes at any level) will be shared with a designated PRAMS-TOTS or MCH program staff. Data interpretation will be discussed with the designated staff before any product release. If PRAMS-TOTS disagrees with the conclusions, the researcher or organization must allow PRAMS-TOTS to provide comments or a disclaimer that will be distributed with the findings.
- 8 Issues of ownership for analytic findings and statistical reports produced through contractual relationships will be held consistent with the terms of the contract.
- 9 A staff member from PRAMS, TOTS, or another MCH program will be assigned as a co-investigator for all research projects and will be so noted on all material distributed or presented.
- 10 All individuals who will have access to the PRAMS-TOTS data and who participate in the research study will be identified in the Agreement.

*My signature indicates agreement with these requirements by all research participants. I understand that failure to comply may result in PRAMS-TOTS refusal to supply data to me, my co-researchers, or my organization in the future.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Individuals with access to PRAMS and TOTS Data for this research \_\_\_\_\_

Time period requested to access Data (from) \_\_\_\_\_ (to) \_\_\_\_\_

<i>Office Use Only</i>			
1. Date Received	2. Approved/Rejected	3. Approval/Rejection Date	4. Staff Signature