

Alabama Department of Public Health
Division of STD Prevention and Control

HIV/STD Data Release Policy

Contact Person:
Danita Crear, DrPH
Director, HIV/AIDS Surveillance
Phone: (334) 206-6499
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The following guidelines apply to all information requests from the HIV Surveillance Branch.

1. The Alabama Department of Public Health (ADPH), Office of Public Information is available to answer questions at 334-206-5510 between 8 A.M. and 5 P.M. Monday through Friday.
2. The Division of STD publishes statistics at <http://www.alabamapublichealth.gov/hiv> and <http://www.alabamapublichealth.gov/std> via the front page and Statistics link. Please review the website for available published statistics prior to submitting a data request.
3. The Division of STD will make every effort to provide answers as soon as possible. Staff will accept verbal requests, but to ensure the request is understood, or if the request involves a special analysis of data, staff may ask requests to be submitted in writing on the following Data Request Agreement with a contact phone number in case staff needs to clarify the request. Requests should be submitted directly by the interested party, not their designee. Surveillance staff will respond verbally or in writing, with supporting documentation, when appropriate.
4. Requests should be faxed or e-mailed to:

Danita Crear, DrPH
Director, HIV/AIDS Surveillance
Fax: (334) 206-2760
E-mail: Danita.Crear@adph.state.al.us

5. To protect the privacy of persons with HIV/STD in Alabama, the Division of STD reserves the right to only release total numbers of HIV/STD cases by county when the total number of reported cases is five or more. Selected variables may only be given for counties having 50 or more cases.
6. Interviews will take place in a conference room away from the Division of STD area.
7. Staff does not go “off the record”.
8. Staff may ask questions to determine how best to provide data including:
 - What is the story about?
 - What type of story is it (e.g., hard news, feature, investigative report)?
 - To whom have you spoken?
 - What documents have you seen?
 - How do I fit in the story?
 - What is the interview format?
 - When will the story run?
 - What is your deadline?
 - Are you willing to let me review your draft prior to publication?

Data Requests from the General Public, Community-Based Organizations (CBOs), and Researchers

This policy applies to all information requests from the Division of STD.

1. The Division of STD publishes statistics at <http://www.alabamapublichealth.gov/hiv> and <http://www.alabamapublichealth.gov/std> via the front page and Statistics link. Please review the website for available published statistics prior to submitting a data request.
2. Requests should be made by submitting the following HIV/STD Data Request Agreement via e-mail, fax, or mail to:
3.
 - Danita Crear, DrPH
Director, HIV/AIDS Surveillance
201 Monroe Street, Suite 1440
Montgomery, AL 36104
Phone: (334) 206-6499
Fax: (334) 206-2092
E-mail: Danita.Crear@adph.state.al.us
4. Requests should be submitted directly by the interested party, not their designee. Surveillance staff will respond verbally or in writing, with supporting documentation, when appropriate.
5. Clarify the information that is being requested and state how the data will be utilized in the HIV/STD Data Request Agreement.
6. Please submit requests related to grants as soon as possible as grant requests often require additional time to analyze and compile (i.e., thoroughly read grant guidance to identify required statistics and initiate data requests prior to beginning narrative components).
7. Please be very clear regarding the full extent of statistics requested so that data requests can be answered in a timely manner. The Division of STD reserves the right to limit data analysis and compilation to two requests each six months or per grant period. To ensure the correct information is being requested, data requests may be discussed with the Director of HIV/AIDS Surveillance at the number listed above.
8. The Division of STD will make every effort to provide answers as soon as possible. A minimum of 10 business days should be allotted for completion of all data requests. Special circumstances will be considered on a case by case basis for requests not complying with the 10 business day deadline.
9. To protect the privacy of persons with HIV/STD in Alabama, the Division of STD reserves the right to only release total numbers of HIV/STD cases by county when the total number of reported cases is five or more. Selected variables may only be given for counties having 50 or more cases.

Alabama Department of Public Health
HIV/STD Data Request
Agreement

Name	Title	Organization	
Street Address	City	State	Zip
e-Mail	Phone	Fax	

1. Please furnish the following information:

- A. For what purpose will the information be used?

- B. In what form will the final product be disseminated?

- C. Please describe in detail the data being requested (e.g., prevalence, incidence, specific variables, HIV infection, HIV-nonAIDS, Stage 3 AIDS, chlamydia, gonorrhea, syphilis – by stage).

- D. On what date is the information required?

- E. In what format should the information be provided (e.g., electronic pdf)?

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2. To protect the privacy of persons with HIV/STD in Alabama, the Division of STD reserves the right to only release total numbers of HIV/STD cases by county if the cumulative number of reported cases is five or more. Selected variables may only be given for counties having 50 or more cases.
3. All publications utilizing the information must acknowledge the Alabama Department of Public Health (ADPH), Division of STD as the original source.
4. All interpretations and/or conclusions derived from the information provided must include a disclaimer crediting interpretation and/or conclusion reached to the authors and not to the Division of STD.
5. Parties must assure that technical descriptions of the data are consistent with those provided by the Division of STD.
6. The data provided must not be used for purposes other than those stated in the Data Request Agreement without prior written approval from the Division of STD.
7. The data provided may not be released to any third party.
8. A copy of any material derived from the information requested will be sent to:

Danita Crear, DrPH
Director, HIV/AIDS Surveillance
201 Monroe Street, Suite 1440
Montgomery, AL 36104

9. Consultation with the Director of HIV/AIDS Surveillance at (334) 206-6499 to discuss uses and limitations of the data is encouraged.
10. The terms of this agreement extend to all employees, volunteers, interns and contractors of the signing entity.

By the signature below, I agree to abide by the terms and conditions provided above.

Signature

Date

Printed/Typed Name

Title

Approved By

Date