

## LOCAL PUBLIC HEALTH AGENCY PUBLIC HEALTH PRACTICE 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 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 public health practice purposes will only be provided access to the [minimum information necessary](#) to achieve their specific requests. Requestors and/or contractors 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 10-33.10](#) 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 surveillance. The statutes listed above apply to Missouri residents only.

### Application Procedures

To request record-level data for public health practice, a LPHA must submit a completed [Local Public Health Agency Application for Missouri Vital Records or Patient Abstract System Data for Public Health Practice Use](#). The application requires detailed information about the purpose(s) of the request 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 request. Release of data from vital records and/or the Patient Abstract System by the Missouri Department of Health and Senior Services is granted to a Local Public Health Agency for the sole purpose(s) described in the initial 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 LPHA Administrator's signature (must be two different LPHA 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 DHSS- provided data. LPHAs may retain up to 10 rolling years of data at a time.

An application will be immediately rejected if it is determined that 1) it does not clearly describe how the data will be used and for what purpose(s), 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.

LPHAs interested in obtaining DHSS data should first familiarize themselves with the data sets prior to requesting data. Vital Records and Patient Abstract Data custodian contact information may be found under the [Contact Us](#) link.

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### PLEASE NOTE:

The data provided are to be used **solely** for the public health practice purpose 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 <http://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. *Applications are reviewed on an 'as time permits' basis among other priority projects. The number of priority projects may impact the response time.* Please plan accordingly.

**Regardless of the duration of the request, approval is only for one year at a time. [Annual review](#) is required for each application request for as long as DHSS-provided 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 application is approved, the records/files will be provided 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

Requests 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.

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### Application Submissions

All applicants must complete, sign and date the application, Agreement for Oversight, and a Confidentiality Pledge. Completed packets are to be mailed to the Project Coordinator at the address listed below. Electronic submission of applications with a scanned signature is preferred.

Missouri Department of Health and Senior Services  
Division of Community and 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](mailto:Dawn.Parker@health.mo.gov)