Information related to submission of Statistical or Research Materials for the Pre-public Disclosure Review

In signing an Information Sharing Plan under the General Health Information Sharing Agreement, an Information Sharing Agreement or a Research Agreement with the Ministry of Health for access to data, applicants commit to sending Evaluation and/or Research Materials to the Ministry of Health in advance of public dissemination. Ministry of Health, as those responsible for ensuring appropriate uses of the public body's data, check that: privacy / confidentiality requirements are upheld; there is no gross misuse of the data; and that the data is appropriately referenced. This also provides an opportunity for Ministry of Health to learn of, and brief internally on, the research findings.

Review Requirements

Type of Research Material	Approval required	Condition	Notice
Results that have NOT previously been vetted			
Generally, anything that is to be released into the public domain requires vetting by Ministry of Health, as per the Agreement. Interim results shared with colleagues are the only exception.			
Presentations: seminars, conferences, lectures			
Presentation of interim results to colleagues	no	Results must be in compliance with the applicable ministry/agency's policy on suppression of small cell sizes. Results are clearly marked "DRAFT, not for public dissemination."	n/a
Presentation of interim results to other audiences	yes	Conference abstracts should also be submitted	7 days
Presentation (seminars, lectures, conferences) of final results to any audience	yes	Conference abstracts should also be submitted	7 days
Publications: articles, op-eds, journals, theses and dissertations			
Article for general public release (newspaper, magazine, blog, wiki, etc.)	yes	n/a	45 days
Op-ed for general public release (newspaper, magazine, blog, wiki, etc.)	yes	n/a	45 days

Type of Research Material	Approval required	Condition	Notice
Journal publication	yes	n/a	45 days
Academic thesis or dissertation material	yes	n/a	45 days
Other			
Radio, television, internet, etc. interview	yes	n/a	45 days
Instructional use (examples in lectures and/or lab exercises, etc.)	yes	n/a	45 days
Using results that HAVE previously been vetted			
Analyses and results that have previously been vetted and have not changed do not require subsequent vetting for use in a different output format. Ministry of Health still request that copies be provided.			
Any of the above outputs, making use of previously vetted information	no	No new data was used and/or no new analysis conducted	n/a

How to cite data sources

Using the citation standards established by DataCite[1], there are a number of mandatory and optional elements that are to be included in your citation.

With these elements in place, the generic citation format would appear as follows:

Creator[creator](PublicationYear): Title. Version. Publisher[publisher]. ResourceType. Approver(Year). Identifier

To aid you in developing your data citations, you will find a Table below outlining each element, followed by specific citation examples for each data source.

Elements	Description and instructions	Requirement	Example
Identifier	The Identifier is a unique string that identifies a resource, and	Mandatory*	http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central

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[1] DataCite https://www.datacite.org/

Elements	Description and instructions	Requirement	Example
	typically takes the form of a Digital Object Identifier (DOI). For the purposes of citing data provided by MoH, a link to MoH Data Access''s website will be sufficient.		
Creator	The main researchers and/or organizations involved in producing the data, or the authors of the publication, in priority order.	Mandatory*	BC Ministry of Health
Title	A name or title by which a resource is known.	Mandatory*	Medical Services Plan (MSP) Payment Information File PharmaCare Discharge Abstract Database (Hospital Separations) Home & Community Care (Continuing Care) Mental Health PharmaNet Data
Publisher	A holder of the data. In the case of datasets, "publish" is understood to mean making the data available to the community of researchers.	Mandatory*	BC Ministry of Health
Publication year	The year the data was published/extracted, not the date range for observations in	Mandatory*	YYYY

Elements	Description and instructions	Requirement	Example
	the data set.		
Version	Version number of the resource.	Optional	VX *(where X is the version number)*
Resource type	The general type of a resource.	Optional	Data Extract
Approver (year)	The executive and/or authority who grants access to the data. Typically this role resides within the Creator's organization. The approval year must also be included and can be obtained from the Ministry of Health.	Mandatory*	*BC Ministy of Health titles* - MOH (YYYY) *Research requests involving PharmaNet* *PharmaNet titles prior to May 2012 -* PharmaNet Stewardship Committee (YYYY) *PharmaNet titles after May 2012 -* Data Stewardship Committee (YYYY)

*These elements are currently mandatory for Ministry of Health.

Applying this format to specific data requests, the following examples illustrate what the final data citations might look like (note that the publication year, approval year, and version elements would need to be revised and/or removed as needed in the final citations):

BC Ministry of Health

1. British Columbia Ministry of Health [creator] (2011): Medical Services Plan (MSP) Payment Information File. British Columbia Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central
2. British Columbia Ministry of Health [creator] (2011): PharmaCare. British Columbia Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central
3. Canadian Institute of Health Information [creator] (2011): Discharge Abstract Database (Hospital Separations). British Columbia Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central
4. British Columbia Ministry of Health [creator] (2011): Home & Community Care (Continuing Care). British Columbia Ministry of Health [publisher]. Data Extract. MOH

(2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central

5. British Columbia Ministry of Health [creator] (2011): Mental Health. British Columbia Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central

6. BC Ministry of Health [creator] (2011): Consolidation File (MSP Registration & Premium Billing). BC Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central

7. BC Ministry of Health [creator] (2011): PharmaNet. BC Ministry of Health [publisher]. Data Extract. MOH (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central

If the original request for data was a research request involving PharmaNet data which was approved by the Data Stewardship Committee the citation will have to reflect this as follows:

PharmaNet

1. BC Ministry of Health [creator] (2011): PharmaNet. BC Ministry of Health [publisher]. Data Extract. Data Stewardship Committee (2011). http://www2.gov.bc.ca/gov/content/health/conducting-health-research-evaluation/data-access-health-data-central