Ohio Longitudinal Data Archive (OLDA) Access Procedures

Welcome, Future OLDA Researcher. The OLDA data repository is comprised of public administrative records for all Ohio residents, and offers a unique opportunity to analyze the education, work, and training experiences of individuals over time. We encourage you to make use of this powerful resource!

Data access is allowed under restricted conditions to protect the privacy of individuals and organizations with records contained in the repository. Researchers who would like to use the OLDA must complete the following steps. This process **may require several months**, so please plan your research timeline accordingly.

1. Complete and submit an application for data access to ohioanalytics@oerc.osu.edu. The application includes:

    (a) An **OLDA Research Request for Data** which outlines:

    - Background information about the researcher and other research team members. Please note, graduate students must include their faculty advisors on the research team;
    - A research plan including the specific data variables the researcher will use, the research design, how the data will be used, and the project timeline;
    - Acknowledgment of the data security plan detailing physical and electronic security and how access to the data will be handled. Note: Data access may be restricted to within the CHRR building on the Ohio State University's main campus in Columbus, OH, unless permission for data access from another location is granted from all data-providing agencies.

    (b) An **OERC and/or OWDQI data sharing agreement** (MOU) which identifies the legal terms of the agreement.
    - The lead research team member from each institution involved in the study must submit a completed copy of the OERC and/or OWDQI data sharing agreement.
    - One signed document per institution is required.
    - Faculty advisors must sign on behalf of their graduate students. In some cases the signature of a legal affairs or research office representative may be required by the researchers' institution.

2. CHRR will review your application for data access and determine if it meets our requirements. We may ask for additional details, so please allow sufficient time for review and subsequent editing. CHRR will forward the research request and data sharing agreement(s) to the relevant data-providing agency representatives for **approval to use the data**. The length of the approval process varies.

3. Agency approval to access the data is given contingent upon the outcome of **human subjects review**. Once the relevant agencies have approved your research plan, you must submit the signed data request materials to your Institutional Review Board (or equivalent) for review. The data request application process will be complete when CHRR receives written verification that the research plan is in compliance with responsible research practices and has either been granted IRB approval or exempt status.

4. Before accessing the data, each researcher named in the approved data request will be required **to complete the Ohio State University's online Collaborative Institutional Training Initiative (CITI) human subjects training**, and to review **CHRR's security policy and sign confidentiality agreements**. Each researcher must review the data usage procedures by **completing the attached [Checklist](#)**.

5. The OLDA metadata are accessible online at https://www.chrr.ohio-state.edu/investigator/pages/search.jsp. OLDA metadata include a list of each variable available in each dataset. Using the Welcome to Investigator guide, **select and save the desired data elements (variables).** This saved group of data elements is referred to as a tagset. The variables you include in your tagset must comply with the description of requested data outlined in the agency-approved data request. **Submit the saved tagset(s)** to CHRR via E-mail.

6. CHRR staff will upload the researcher-created tagsets to extract the data from the OLDA. Prior to releasing prepared data to the researchers, CHRR will review the data to be released.

7. Once steps 1-6 are completed, the data will be made available to the researchers via CHRR's secured network.

8. In consideration of the use of this data, communicate your findings to the relevant agencies as follows:

   (a) At least **21-days prior to sharing findings outside the approved research team (e.g. for presentation or publication),** upload key findings to your secure FTP account and send an email notification to your CHRR contact. The findings will be forwarded by CHRR to the relevant agency(ies) for their review. Altered presentations or publications, of the same basic study and analysis, may not need agency(ies) approval if the criteria below

are met. As above, upload key findings to your secure FTP account and send an email notification to your CHRR contact. Your CHRR contact will assess the new materials and forward for agency review if the changes are deemed substantial enough to warrant agency review.

Criteria:
1. The research questions and goal remain the same,
2. Data tables and findings are not fundamentally altered, and
3. The interpretation and findings do not fundamentally change;

(b) Provide **bibliographic references** to final publications produced from the data;
(c) Submit a short (2-3 page) **research brief** describing the research, key findings, and policy-relevant insights that can contribute to the priorities of the data-providing public agencies and the OERC. The research brief will be published on the Ohio Analytics and/or Ohio Education Research Center websites;
(d) If requested, conduct a brief **presentation of the findings** to interested agencies.

9. Please include the following **acknowledgement** on any materials produced using data accessed from the OLDA:
 The Ohio Longitudinal Data Archive is a project of the Ohio Education Research Center (oerc.osu.edu) and provides researchers with centralized access to administrative data. The OLDA is managed by The Ohio State University's Center for Human Resource Research (chrr.osu.edu) in collaboration with Ohio's state workforce and education agencies (ohioanalytics.gov), with those agencies providing oversight and funding. For information on OLDA sponsors, see http://chrr.osu.edu/projects/ohio-longitudinal-data-archive.

10. All researchers will **destroy all OLDA data** from all computers by the research end date identified in the OLDA Research Request. Once all of the data are destroyed, the Authorized Representative, as named on the last page of the OLDA Research Request for Data, will sign, notarize, and return an "Affidavit for Recipient of Ohio Longitudinal Data Archive Data at the Conclusion of Memorandum of Understanding or Data Sharing Agreement with the Ohio Education Research Center or the Center for Human Resource Research." We will provide the Affidavit to you prior to the research end date. **Affidavits can be returned** to:
> Dr. Lisa Neilson
> Center for Human Resource Research
> 921 Chatham Lane, Suite 200
> Columbus, OH 43221