**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention

OMB control # 0920-130
Expiration: 6/30/2023

Data Management Plan

INSTRUCTIONS

Please complete the Management form thoroughly. If a question does not apply, please indicate 'Not Applicable' or 'N/A'.

CS335402-A   10/27/2022

Description

Simple description of data elements, amount of data, what the data can be used for (150 words or less), years of data included and collection cycles to expect updates).

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Project Type (surveillance, research, administration)

Indicate the primary purpose for which the data are being collected (e.g., surveillance, research, program administration, program evaluation, investigation, or other).

Surveillance	Program Evaluation
Research	Investigation
Administration	Other
Program Administration	Not Applicable

If you select other or not applicable, please briefly describe the primary purpose of the project:

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Standards used

Brief descriptions of standards that would be used in creating a dataset (e.g., how were variables categorized, suppression of values, level of aggregation (case, facility, region, national). Ideally provide link to full documentation or summarize key aspects here.

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Data Representation/Limitations

Include a brief description of representativeness and limitations of use (accuracy, interpretation, validation efforts).

Quality Check

Describe if the data set had a specific review of data for quality, and what that was (how are you confident that data available reflects what was used in the publication).

Data and metadata standards

Spatial

The range of spatial applicability of a data set. Could include a spatial region or a named place. List the geographic entities (variables) for which data are available (e.g., City, Country, Region, State, Country).

Population Represented

Open text summarizing population. Please include information such as social demographics, health conditions, healthcare settings, and other health equity variables.

Current Project Status

    Planning, collection not started
    Collection ongoing
    Collection complete-cleaning
    Collection complete data available

Project Start Year

Enter the 4 digit year corresponding to the fiscal year the project was first awarded. If this is a recurring award enter the first year of the current cycle of funding.

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Timing

Proposed timing of availability is:

    By one year of end of collection cycle
    30 months after end of a time limited data collection (not from time of cleaning, analysis, publication)
    Data tables only at time of publication
    Data tables at other time

Temporal

The range of temporal applicability of project (i.e., a start and end date of applicability for the data). Indicate the data years (or other periods) for which data are available; the date data collection started and is expected to end.

Tags

Keywords to make dataset discoverable, can be used by technical and non-technical users; consider MeSH terms.

Last Update

Date to indicate approval date of the most recent version of this DMP if updated. _____

Data Dictionary

    Yes
    No

If Yes, provide a URL:

Data File Format (e.g., Excel, SAS):

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Physical Location: location of dataset (physically):

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FOA– Link to any funding opportunity announcement(s) that this DMP is linked to:

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Policies for access and sharing

Exclusion

Summarize if data is justifiable excluded from compliance with CDC Policy CDC-GA-2005-14 (Policy on Public Health Research and Nonresearch Data Management and Access). If excluded, Check best single exclusion categories:

> Not part of CDC system
> Under license agreement/restricted DUA (prohibiting publication)
> Dual-Use Research concerns
> Protected under 308(d)
> Protected under 301(d)
> Other, specify:

Public Access Determination

If **not** excluded:

> Justified non-compliance
> Compliant

If Justified non-compliance or restricted access levels as described below, summarize privacy, security, cost, accessibility, and impact on grantees, perceived value of data access as considerations in justification.

- Provide reasons for not providing data to the public, the benefit of providing the information does not justify the cost in terms of privacy, security, cost of provision. If the benefits are preceived as low, justify why using examples ideally or other available data.

- For 'restricted public' access level, please describe justification for having restrictions (e.g., requires IRB approval, limited access at Research Data Center, limited access to summary data)

(255 character limit):

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Public Access Level

The degree to which this data collected as part of this project could be made publicly-available regardless of whether it has been made available. **Please include a justification below.**

Public *(Data set or summary data tables could be made publicly available to all without restrictions or suppressions.)*

Restricted public *(available with restrictions and/or limitations)*, either restricted use *(data suppression, binding Data Use Agreements)*, restricted access *(controlled access only-RDC)*, or summary data only

Non-public *(Data set is not available to members of the public).*

Justification:

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[                                                                   ]
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Policies and provisions for re-use, re-distribution

Timing

Please select one of the proposed timing of availability. If you timing is not reflected in the options, describe your proposed timing of availability below.

By one year of end of collection cycle

30 months after end of a time limited data collection (not from time of cleaning, analysis, publication)

Data tables only at time of publication

Data tables at other time

Other, specify:

_____

Access URL

URL providing indirect access to the data set. *(Must include protocol, data dictionary (variable names and valid values)*, data collection instrument and other relevant information. Please provide the URL for the documentation associated with this project. The information is to include protocol, data dictionary *(variable names, description, attributes, valid values)*, data collection instrument and other relevant information.

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[                                                                   ]
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Download URL

URL providing direct access to a downloadable file of the data set. Provide the URL for access to a downloadable file of the dataset.

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[                                                                   ]
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Contact Name and Email

Contact person's name and email address (Name, address, e-mail and phone). Please provide the name, email address and phone number of the DMP /data steward for this project.

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[                                                                   ]
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License/Other agreements

Provide the license or non-license (i.e. Public Domain) status with which the data set has been published. See Open Licenses for more information. Government works are by default in the U.S. Public Domain. If no other open license applies, the following URL should be used for the license field: **http://www.usa.gov/publicdomain/label/1.0/**.

Publisher

The publishing entity and optionally their parent organization(s) (e.g., CDC, grantee). Please provide the name of the data owner who will be publishing the data associated with this DMP. If varied, can there be a location from which specific datasets publishers can be identified.

Plans for archiving and preservation of access

Data integrity.

List provisions for integrity (e.g., protection, confidentiality, intellectual property).

Security Assessment and Authorization (Formerly Certification and Accreditation)

If CDC system - The review is handled by the OCISO/Center Privacy Officer. For more information about the process see **http://intranet.cdc.gov/ocio/docs/information-systems-security/CertificationAndAccreditation.pdf**.

Preservation Expiration date

Enter the 4 digit year that the dataset will be available until. All datasets are required to have an expiration date. After this date data will be archived and available upon request.

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Archival plans

Describe justification for plans for archive (length of time to maintain, rationale for duration).