

Alabama Department of Public Health
Division of HIV/AIDS Prevention and Control

HIV Data Release Policy

Contact Person:
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HIV Surveillance Coordinator
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Media Interview Guidelines

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. -5 P.M. Monday thru Friday.
2. The HIV Surveillance Branch publishes statistics at: <http://adph.org/aids/Default.asp?id=984>. Please review the website for available published statistics prior to submitting a data request.
3. The HIV Surveillance Branch will make every effort to provide answers as soon as possible. Surveillance 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 that requests be submitted in writing on the attached 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:

Richard P. Rogers, MS, MPH
HIV Surveillance Coordinator
Fax: (334) 206-2092
E-mail: richard.rogers@adph.state.al.us

5. To protect the privacy of persons with HIV in Alabama, the HIV Surveillance Branch reserves the right to only release total numbers of HIV 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.
6. Interviews will take place in a conference room away from the HIV Surveillance area.
7. Surveillance staff does not go “off the record”.
8. Surveillance 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, in-depth background)?

Who have you talked to?

What documents have you seen?

How does ADPH 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, and Researchers

This policy applies to all requests for information from the HIV Surveillance Branch.

1. The HIV Surveillance Branch publishes statistics at: <http://adph.org/aids/Default.asp?id=984>. Please review the website for available published statistics prior to submitting a data request.
2. Requests should be made by submitting the attached HIV Data Request Agreement via e-mail, fax, or mail to:

Richard P. Rogers, MS, MPH
HIV Surveillance Coordinator
201 Monroe Street, Suite 1412
Montgomery, AL 36104
Phone: (334) 206-5364
Fax: (334) 206-2092
E-mail: richard.rogers@adph.state.al.us

3. 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. Clarify the information that is being requested and state how the data will be utilized in the HIV Data Request Agreement.
5. Grant requests often require additional time to analyze and compile the requested statistics. Please be very clear regarding the full extent of statistics requested, so that data requests can be answered in a timely manner.
6. The HIV Surveillance Branch reserves the right to limit data analysis and compilation to two requests each six months or per grant period. To ensure the correct information if being requested, data requests may be discussed with the HIV Surveillance Coordinator, Allison Smith at the number listed above.
7. The HIV Surveillance Branch 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.
8. To protect the privacy of persons with HIV in Alabama, the HIV Surveillance Branch reserves the right to only release total numbers of HIV 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.
9. The HIV Surveillance Branch is located in a secured area. If an individual wants to pick up materials, they must check in and wait at the front counter of the Bureau of Communicable Disease for a member of the HIV Surveillance staff to bring them the requested material.

Alabama Department of Public Health HIV Data Request Agreement

| | | | |
|----------------|-------|--------------|-----|
| <hr/> | | | |
| Name | Title | Organization | |
| <hr/> | | | |
| Street Address | City | State | Zip |
| <hr/> | | | |
| e-Mail | Phone | Fax | |

- I. 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, HIV, AIDS, specific variables).

 - D. On what date is the information required?

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

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- II. To protect the privacy of persons with HIV in Alabama, the HIV Surveillance Branch reserves the right to only release total numbers of HIV 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.
- III. All publications utilizing the information must acknowledge the Alabama Department of Public Health (ADPH), HIV Surveillance Branch as the original source.
- IV. Any material derived from the information provided must include a disclaimer crediting any analyses, interpretation, or conclusions reached to the authors and not to the HIV Surveillance Branch.
- V. Parties must assure that technical descriptions of the data are consistent with those provided by the HIV Surveillance Branch.
- VI. The data provided must not be used for purposes other than those stated in the Data Request Agreement without prior written approval from the HIV Surveillance Branch.
- VII. The data provided may not be released to any third party.
- VIII. A copy of any material derived from the information requested will be sent to:

Richard P. Rogers, MS, MPH
HIV Surveillance Coordinator
201 Monroe Street, Suite 1440
Montgomery, AL 36104

Consultation with the HIV Surveillance Coordinator at (334) 206-5350 to discuss uses and limitations of the data is encouraged.

- IX. 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 _____