



**Traumatic Brain Injury Model Systems National Data and Statistical Center  
STANDARDIZED OPERATING PROCEDURE 602c**

<b>602c</b>	<b>Request for National Database</b>	
Approved: TBIMS Project Directors	Effective Date:	4/1/2009
Attachments: None	Revised Date:	Transferred to SOP template 11/22/08
Forms: <a href="#">602cf - TBIMS National Database Request Form</a> ; <a href="#">602a – NDSC Data Use Agreement</a>	Reviewed Date:	12/12/2008
Review Committee	SOP Committee	

**Introduction:**

The TBIMS National Database is available to TBIMS Project Directors upon request. In order to track release of the National Database and protect the use of the database, this procedure and request form were developed.

**Purpose:**

To establish a procedure for requesting the multicenter TBIMS National Database.

**Scope:**

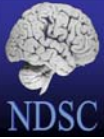
All TBIMS and TBIMS Follow-up Centers, NDSC, NIDRR.

**Responsibilities:**

All TBIMS and TBIMS Follow-up Centers, NDSC, and NIDRR will abide by this procedure.

**Procedural steps:**

1. The TBIMS National Database containing all centers' data is updated on a quarterly basis on the following dates: January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, October 31<sup>st</sup>.
2. The TBIMS Project Directors are the only persons who may request a copy of the National Database. Project Co-Directors may also request a copy if prior arrangements are made in writing between the Project Director and the NDSC.
3. The Project Director (or Co-Director) may not release the National Database to anyone other than those involved in his/her TBIMS project.
4. The Project Director (or Co-Director) will assume responsibility for the release of the National Database to his/her TBIMS staff.
5. For dissemination of any information contained in the multicenter TBIMS National Database, refer to SOP 602b - TBIMS Notification Policy.



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6. In order to receive a copy of the National Database, 602cf – Request for the TBIMS National Database Form must be completed and sent via email, mail or fax to Dave Mellick at the NDSC.
7. The version of the National Database available for download is that which does not contain Protected Health Information (PHI).
8. If a TBIMS wishes to receive a version of the National Database containing PHI, they must have a fully executed Data Use Agreement on file with the NDSC (see 602a – NDSC Data Use Agreement).
9. The NDSC will track requests for the National Database.
10. The National Database will be posted in a secure directory in the members only section of the NDSC website and will require security authentication to the website in order to be downloaded.

### **Training requirements:**

None

### **Compliance:**

All TBIMS requestors of the National Database must comply with this procedure.

### **References:**

None

### **History:**

Database Request Form Transferred to SOP template 11/22/08  
Approved by SOP Committee, Planning Committee and Project Directors 12/12/2008.

### **Review schedule:**

At least every 5 years.