Data Request Policies and Procedures

Office of Planning & Fiscal Analysis
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Step One

- Medicaid, PeachCare and GHF data requests should be emailed to: MedicaidDataRequest@dch.state.ga.us

  * This includes all report request to be provided by ACS’ GHP Repository team.

- SHBP data requests should be emailed to: StateHealthRequest@dch.state.ga.us

  * An automatic response message will be sent to the requestor to inform them that the information has been received and will be processed and completed within 4 business days.
Step Two

- An OPFA Data Manager will be notified of the request and will assign request to an OPFA analyst.

- The analyst will be in contact with the requestor with any questions regarding clarification.

- All requests will be tracked in database for reference, including all communications (i.e. email).
Step Three

- A full peer review of the information requested will be performed to ensure the information is correct and to the point.

- Once the information is received, the Requestor will be asked to review it and give approval before the request is signed off and completed.
Data Request Information

- All Data Requests must contain:
  - Nature of the information needed
  - Time frame of the information (i.e. Calendar year, state fiscal year, etc.)
  - Any specific fields needed in the information requested (i.e. date of service, procedure code, etc.)
  - Date of when report is needed, if sooner than automatic response implies.
For department staff that has access to the Medstat Decision Support System and GHP Repository tools, any information that you’re providing for your programs, please send to us a brief description of the information requested and a sample of the report before it is released, to ensure completeness.
Pre-Existing System Reports

- If the report requested already exists, the analyst will review the information and send it directly to the requestor for approval.

- For all staff who receive reports from ACS’ SIR system, if you have any questions regarding these reports, please contact our office.