



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH

# 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](mailto: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](mailto: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.

# Special Note

- 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.

# Office of Planning & Fiscal Analysis

