**DPHS NC Medicaid Request Review Process**

**Researcher**
- Start: Submit DPHS Resource Request Form
- Submit DPHS Resource Request Form
  - Submit DPHS NC Medicaid Data Request Form
  - Review DPHS Resource Request Form
    - Approved?
      - Yes: Proceed to next step
      - No: End
    - W/in 5 business days
  - Review DPHS NC Medicaid Data Request Form
    - Approved?
      - Yes: Proceed to next step
      - No: End
    - 2-3 weeks
  - Review data request (DPHS NC Medicaid Data Request Form)
    - Approved?
      - Yes: Proceed to next step
      - No: End
    - 2-3 weeks
- Obtain all required regulatory approvals (IRB, RDSP, etc.)
- Compile materials for Division of Health Benefits at NC DHHS packet
- Complete governance, technical, and data-specific training
- Grant researcher access to NC Medicaid data & create CoreResearch request

**DPHS NC Medicaid Governance Committee**
- Verify NCDHHS packet complete and send to NCDHHS (copy PI and PM)
  - Approved?
    - Yes: Proceed to next step
    - No: End
  - 2-3 weeks

**NCDHHS Division of Health Benefits**
- Verify DPHS NC Medicaid Data Request Form
  - Approved?
    - Yes: Proceed to next step
    - No: End
  - 2-3 weeks
- Review Duke NC Medicaid data request
  - Approved?
    - Yes: Proceed to next step
    - No: End

**DataShare Operations**
- DataShare Project Management & Governance
- DPHS NC Medicaid Review Committee
- DataShare Programming and Informatics

**NC DHHS packet includes**
- DPHS NC Medicaid Data Request Form
- IRB approval documentation and IRB application
- NC DHHS data request form
- NC Medicaid Data Use Acknowledgement(s)
- Statistical analysis plan (recommended)

Version date January 31, 2020