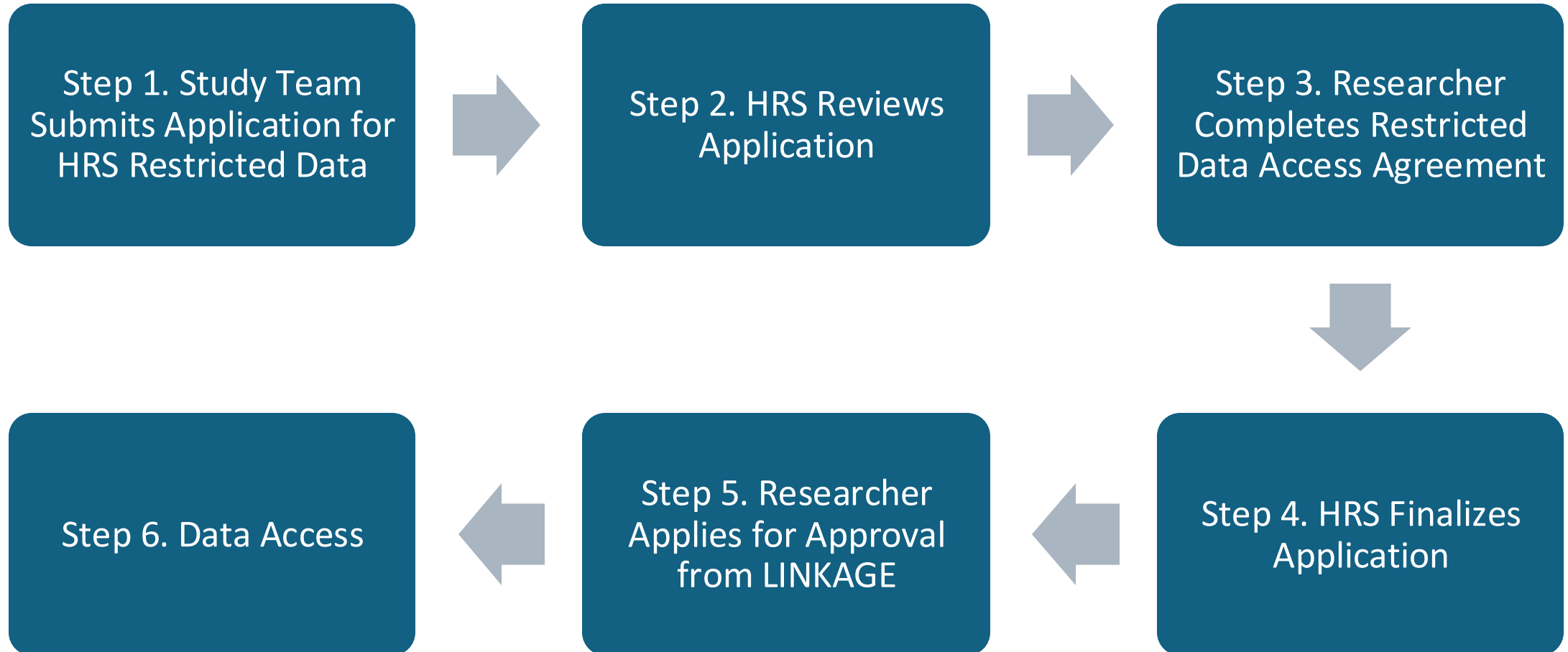# Submitting an HRS-CMS Linked Data Request: Tips for a Successful Application

Shared by the Community Care Network for Dementia Data Hub
Prepared by Jordan Harrison, RAND
Last updated November 14, 2024

Accessing HRS-CMS Linked Data

Step 1. Study Team Submits Application for HRS Restricted Data

Step 2. HRS Reviews Application

Step 3. Researcher Completes Restricted Data Access Agreement

Step 4. HRS Finalizes Application

Step 5. Researcher Applies for Approval from LINKAGE

Step 6. Data Access

Submitting Your Request to HRS

✓ Follow the guidance on the HRS website:
https://hrs.isr.umich.edu/data-products/restricted-data/cms-data

✓ Provide a complete research plan including but not limited to:

- Description of proposed analyses
- Justification for all datasets you are requesting (including HRS restricted files and CMS files)
  - *Only request CMS file years listed on the website*
- Proposed statistics for export and how you will meet disclosure limitations
- Documentation of IRB determination for each institution represented on the request
  - *Project must undergo expedited or full review. Determinations of "exempt" and "not human subjects" are not accepted for LINKAGE access.*

Submitting Your Request to HRS

✓ Follow the guidance provided in the first row of the user tracking spreadsheet as an example of what the IT team expects

✓ Tell project team members to be on the lookout for communications from HRS to complete the required materials

User Info			Computer					
Name	Email	Location	Make	Model	OS	Antivirus	User Login Controls	Unauthorized Viewer Prevention
Sample Entry	sample.entry@umich.edu	3200 Thompson Bldg. 426 Thompson St. Ann Arbor, MI 48103	HP	Z420	Windows 10 Enterprise	Microsoft Defender	Valid ISR username and password required	Monitors facing away from door. No windows in office. Share workspace, so privacy filter attached to monitors