



Youth Health Survey Data Access Request Form: AGGREGATE DATA

Please submit this request form and all attachments electronically to the Data Access Review Panel Chair c/o heather.sparling@gov.mb.ca. If certain attachments are only available in hard copy, please advise us by email, and forward those attachments by mail to:

YHS - Partners in Planning for Healthy Living, c/o Heather Sparling
Manitoba Health Healthy Living and Seniors, 2046 - 300 Carlton Street
Winnipeg MB. R3B 3M9

Instructions:

- This form is to be completed when requesting **aggregated**¹ and **anonymized**² Youth Health Survey data held by CancerCare Manitoba on behalf of the Manitoba Regional Health Authorities as part of the Manitoba Risk Factor Surveillance System.
- If you have questions or require further information regarding data content, please contact tannis.erickson@cancercare.mb.ca.
- Every application **must** include the following documents:
 - Completed and signed Youth Health Survey Data Access Request Form: Aggregate Data
 - Research Ethics Board Application and Approval Letter (for all research studies) <http://umanitoba.ca/faculties/medicine/ethics/2689.html/>
 - CCMB Research Review Impact Committee Application and Approval Letter http://www.cancercare.mb.ca/home/cancer_research/rric/

The Manitoba Youth Health Survey Database:

The Manitoba Youth Health Survey (YHS) database holds data from the 2009 and 2012 cycles of the YHS:

For 2009, it includes data from students in grades 9 to 12 in all 11 Manitoba Regional Health Authorities (RHA) plus grades 6 to 8 in select RHAs. The 2009 survey was a 51-item multiple choice questionnaire on health behaviors related to tobacco use, nutrition, physical activity, self-esteem and school connectedness.

For 2012, it includes data from students in grades 7 – 12 in all 5 Manitoba RHAs. The 2012

¹ Aggregated data presents the total number of occurrences within a defined population (stratified by age, gender, or geographic area) or over a given time period. YHS data can only be presented in aggregate form for the purposes of reporting or publication with cell sizes of at least five (smaller rates of occurrence or cell sizes must be suppressed).

² Anonymized data excludes any information that when combined with other information or linked with other databases could allow the individual to be identified.

survey was an 82-item multiple choice questionnaire on health behaviors related to tobacco use, alcohol and drug use, nutrition, physical activity and sedentary behavior, mental health and school connectedness, sleep, sexual health and injury prevention.

In addition to student-level data, the 2012 database also includes data from a school-level survey, the YHS Administrators Survey. This survey was a 39 item on-line questionnaire completed by school administrators (i.e. Principals, Vice-Principals).

The YHS database is housed on a secure server at CancerCare Manitoba (CCMB) and CCMB is considered to be the Information Manager for the data. Requests to access the database will only be accepted by the Data Access Review Panel of Partners in Planning for Healthy Living and not the individual RHA's.

The YHS data is available at the regional level for the RHAs in place in 2012 (Winnipeg-Churchill RHA, Southern Health-Santé Sud, Interlake-Eastern RHA, Prairie Mountain Health Region and Northern Health Region). **No school or community specific data will be released.**

The purpose of the Manitoba Risk Factor Surveillance System is to provide schools, communities, RHA's and other health partners with current local-level information about risk factors for chronic disease in youth. Findings from the survey are intended for use by local area planners for health promotion planning and evaluation activities. The data have been adjusted to represent the youth population of each regional health authority.

The YHS data is available to community, government and university researchers seeking to carry out activities that will further enhance and advance our understanding of youth health and well-being in Manitoba. The Youth Health Survey applied community-based approaches and principles to data collection, analysis, interpretation and dissemination. To that end, all data access requests will be considered in the spirit of respecting the needs and priorities of the communities that provided their information for study.

I. General Information

Date of request (YYYY-MM-DD): _____

Date data is required (YYYY-MM-DD): _____

Title of Proposal: _____

Name of Principal Investigator/Requestor who will be responsible for the data:

Affiliation or Organization:

Email: _____

Address: _____

Postal Code: _____ **Phone:** _____ **Fax:** _____

List all others who will have access to the data (e.g. co-investigators, collaborators – including organizational affiliation):

Have you engaged with any community partners in the planning of this proposal? (Community partners refer to those who share common interests and goals with the researcher. Community based research requires active partnerships between those who share a sense of community and researchers who may or may not be members of that community.) **Please elaborate.**

II. Planned Use of the Information

Description of the request: (350 words) Please provide a general description of the planned use of the information, including its purpose, the proposed data analysis plan and the analytical methodology.

Please check all that apply:

- Research
- Education
- Planning or delivering a program or policy
- Evaluating or monitoring a program or policy
- Lecture, presentation, rounds
- Other: Please explain _____

Is the data intended for publication? Yes No

If yes, where? _____

III. Specific Data Required

(a) Please list the **specific variables** to be included in the study (incl. the outcome variable). (Please refer to the YHS survey website for a list of available variables and the User Guide <http://partners.healthincommon.ca/tools-and-resources/youth-health-survey/>) **NOTE: This data is only available at the regional level. No school or community specific data will be released.**

Year	2008 _____	2012 _____	Both years _____
Outcome variable(s):			
Study variables:			

(b) Does the proposal involve the collection of additional data? If yes, please explain.

(c) What other data/databases, if any, will the YHS data be compared to?

Grant funding:

Have you received grant funding for this project? Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
From whom? _____ For what amount? \$ _____

CancerCare Manitoba Research Resource Impact Committee (RRIC)
http://www.cancercare.mb.ca/home/cancer_research/rric/ requires approvals for all studies conducted at CCMB or by CCMB staff. These include (but are not limited to):

- a. studies which involve CCMB data or Cancer Registry data;
- b. studies which involve any type of contact with CCMB patients (including questionnaires or surveys) and/or collection of any materials (eg. tissues, body fluids) from CCMB patients;
- c. studies which involve CCMB staff (as research subjects);
- d. studies which have an impact on CCMB resources.
- e. quality assurance projects, with potential publication of the findings.

Research activity, including screening and recruitment, must not begin until written approval has been received from the CCMB RRIC, University of Manitoba Research Ethics Board (REB), and from all other relevant regulatory bodies. There may be costs associated with the release of the requested data.

The University of Manitoba Health Research Ethics Board (HREB)
<http://umanitoba.ca/faculties/medicine/ethics/2689.html/> requires approval for any undertaking in which a university affiliated faculty, staff or student investigates and/or collects data on human subjects for research purposes. This includes research carried out on University premises or conducted elsewhere. The HREB has developed a new form and procedures for reviewing retrospective chart/record(s) review or a retrospective database review where there is no intention of contacting individuals.

To expedite approval of a study, it is recommended that researchers submit their proposals to the CCMB RRIC and the University HREB simultaneously, rather than sequentially.

Approvals: (Attach copies of all ethics proposals and approvals.)

Please check all that apply:		Application Date	Approval Date
<input type="checkbox"/>	University of Manitoba Health Research Ethics Board		
<input type="checkbox"/>	(or) Other Health Research Ethics Board		
<input type="checkbox"/>	CCMB Research Review Impact Committee		
<input type="checkbox"/>	Other Committee/Facility Approval:		
<input type="checkbox"/>	Name of "other" Committee/Facility _____		
<input type="checkbox"/>	Awaiting Approvals		
<input type="checkbox"/>	No Committee Approval Required Reason: _____		

Note: Data extractions by CCMB are performed on a priority basis and meeting your timelines cannot be guaranteed. Once your request is received and the programming time required for the extraction determined, an estimated delivery date will be provided.

IV. Additional Information

Please provide any additional information relevant to this application.

PLEASE NOTE:

1. The Requester will be required to sign a Manitoba YHS Research Data Sharing Agreement once the Provider has approved the data access request and has agreed to share the requested data with the Requester.

**2. Prior to publication(s)/presentation(s) of *Youth Health Survey* data, final copies of presentations/papers or any other type of publication are to be sent to the attention of:
YHS - Partners in Planning for Healthy Living, c/o Heather Sparling
Manitoba Health Healthy Living and Seniors, 2046 - 300 Carlton Street
Winnipeg MB. R3B 3M9**

I have read and understand the conditions outlined in this application.

Signature of Applicant: _____ Date: _____