OHIO EDUCATION RESEARCH CENTER

Steps for Obtaining Access to Ohio Longitudinal Data Archive (OLDA)

Welcome, Future OLDA Researcher. The OLDA data repository is comprised of public administrative records for all Ohio residents, and offers a unique opportunity to analyze the education, work, and training experiences of individuals over time. We encourage you to make use of this powerful resource!

Data access is allowed under restricted conditions to protect the privacy of the records contained in the repository. Researchers who would like to use the OLDA must complete the following steps. This process may require several weeks, so please plan your research timeline accordingly.

1. Complete the OLDA Research Request for Data and send the request to contact@ohioanalytics.gov. The research request includes:

    (a) Background information about the researcher and other research team members (please note, graduate students must include their faculty advisors on the research team);

    (b) A detailed research plan, including the specific data variables the researcher will use, the research design, how the data will be used, and the project timeline;

    (c) Acknowledgment of the data security plan detailing physical and electronic security and how access to the data will be handled. Note: Data access may be restricted to within the CHRR building on the Ohio State University's main campus in Columbus, OH, unless permission for data access from another location is granted from all data-providing agencies.

2. You as the researcher will be asked to sign and return an OERC and/or OWDQI data sharing agreement. This document identifies the legal terms of the agreement.

3. CHRR will review your written proposal and determine if it meets our requirements. We may ask for additional details, so please allow sufficient

time. CHRR will forward the research request, data sharing agreement(s), and any other supporting documents to the relevant data-providing agency representatives for approval to use the data.

4. Agency approval to access the data is contingent upon the outcome of human subjects review. The signed data request materials must be included with the research plan submitted to the researchers' Institutional Review Board (or equivalent). The data request application process will be complete when CHRR receives written verification that the research plan is in compliance with responsible research practices and has either been granted IRB approval or exempt status;

5. At this point the data will be prepared for the researcher's use. Prior to releasing prepared data to the researcher, CHRR will review the data to be released.

6. Before accessing the data, the researcher will be required to complete the Ohio State University's online Collaborative Institutional Training Initiative (CITI) human subjects training, and will review CHRR's security policy and confidentiality agreements. As a final step, the researcher will review the data usage procedures by completing the attached [Checklist](#).

7. Once steps 1-6 are completed, the data will be made available to the researcher via CHRR's secured network.

8. In consideration of the use of this data the researcher will communicate their findings to the relevant agencies as follows:
   (a) Provide key findings to the agencies for a **21-day review period prior to submitting for presentation or publication**;
   (b) Provide **bibliographic references** to final publications produced from the data;
   (c) Submit a short (2-3 page) **research brief** describing the research, key findings, and policy-relevant insights that can contribute to the priorities of the data-providing public agencies and the Ohio Education Research Center. The research brief will be published on the [Ohio Analytics](#) and/or [Ohio Education Research Center](#) websites;
   (d) If requested, conduct a brief **oral presentation/slideshow of the findings** to interested agencies.