

NATIONAL LONG TERM CARE SURVEY

Data Use Agreement

The Center for Demographic Studies understands the importance of maintaining the confidentiality of all survey participants. To that end, CDS has made every attempt to remove any data that could be used singly or in combination with other data to identify an individual. However, certain demographic data, e.g., sex, year of birth, race, are necessary for research, and have been retained. Since it is impossible for us to anticipate every contingency, it is mandatory that users of this data make no attempt to identify individuals from any computer file or to link with a computer file containing identifiers. It is also mandatory that all research be presented or published in a manner that ensures that no individual can be identified.

In order for you to receive the 1982-Current National Long Term Care Survey data, the CDS Analytic Data, and the 1999 NLTCSS Supplemental Studies data you must agree to the following provisions.

1. You will not use nor permit others to use the data in any way other than for statistical reporting and analysis.
2. You will not present or publish data from which an individual can be identified.
3. You will not attempt to link nor permit others to link this data with individually identified records in another database.
4. You will not attempt to learn the identity of any person whose data is contained in these files.
5. If the identity of any person is discovered inadvertently, or a technique for doing so is discovered, you will do the following:
 - a. Ensure that no use is made of this knowledge,
 - b. Report immediately to the National Long Term Care Study at NLTCSS@cds.duke.edu,
 - c. Inform no one else of the discovered identity or procedure.
6. You will not release nor permit others to release NLTCSS data to any third party other than staff or students for whom you are directly responsible except as indicated in the User Notes section¹.
7. If accessing the data from a centralized location on a time-sharing computer system or any intranet or Internet connection, you will not share your logon name and password with any other individuals. You will also not allow any other individual access to your computer account after you have logged on.

8. For all data provided by CDS, you will not distribute it, profit from its sale or use, or incorporate it with any other data set for distribution.
9. You will certify the destruction of any Public Release data file as well as any data files derived from the downloaded file when requested to do so by the National Long Term Care Study or when you complete your use of the data.
10. You will include the following citation in any research reports, papers, or publications based on Public Release data:

In text: "The NLTCS (National Long Term Care Study) is sponsored by the National Institute of Aging and conducted by the Duke University Center for Demographic Studies under Grant No. U01-AG007198."

In references: "National Long Term Care Study, (Wave [x]/Year [yyyy]) public use dataset. Produced and distributed by the Duke University Center for Demographic Studies with funding from the National Institute on Aging under Grant No. U01-AG007198.."

11. You will include the following citation in any research reports, papers, or publications based on any Public Release data file tagged as "Early" or "Preliminary":

"This Analysis uses Early Release data from the National Long Term Care Study, Wave [x]/Year [yyyy]), sponsored by the National Institute of Aging and conducted by the Duke University Center for Demographic Studies under Grant No. U01-AG007198.. These data have not been cleaned and may contain errors that will be corrected in the Final Public Release version of the dataset."

12. You will immediately report any discovery of flaws or errors in the data or documentation files to the National Long Term Care Study at NLTCS@cds.duke.edu
13. You will provide information about publications that are based on data obtained from the National Long Term Care Study by sending a copy of any papers or publications using NLTCS public files or datasets to:
National Long Term Care Study
2117 Campus Drive
Box 90408
Durham, NC 27708-0408
14. You will notify the National Long Term Care Study of changes in your electronic mail address, postal address, telephone number, organizational affiliation or organizational status by using the update function provided at this site or by electronic mail directed to NLTCS@cds.duke.edu

ⁱ **User Notes**

A number of requests have been received concerning redistribution of NLTCS Public Release files to third parties. Data libraries and archiving institutions are permitted to redistribute NLTCS public release files under the following restrictions:

- Third parties to whom the data files are distributed must be affiliated with the distributor's institution or organization.
- An authorized representative of the data library or archive must fill out and return the Data Use Agreement form. It must be completed and returned by postal service to
NLTCS Public Data Release Registrations
2117 Campus Drive
Box 90408
Durham, NC 27708-0408.
- **All** third party recipients of NLTCS Public Release files must personally fill out and return the Data Use Agreement form.
- Procedures must be in place at the requestor's facility to ensure that these requirements are fulfilled.

Co-investigators and persons who are not under the direct supervision of another researcher are required to submit separate applications in order to obtain access to NLTCS public files and datasets.