



Statewide Planning and Research Cooperative System Mandatory Publication Guidelines

As a condition of obtaining access to Statewide Planning and Research Cooperative System (SPARCS) hospital discharge data, all requestors are required to provide the New York State SPARCS Program with a copy of any public-facing report, article, manuscript, or any other derivative based upon the use or analysis of SPARCS data prior to submission for publication. New York State SPARCS Program staff will review submissions and may provide comments or feedback prior to publication.

If such report, article, or manuscript is ultimately approved for publication or public posting, requestors must also provide a copy of the final draft.

For proprietary uses of SPARCS data, including the creation of dashboards or other online tools, requestors may be required to provide documentation or a demonstration of functionality prior to consideration by the SPARCS Data Governance Committee (DGC). New York State will not endorse findings made in any publication based on the use or analysis of SPARCS data.

For reporting of a journalistic nature, SPARCS understands that full articles may not be able to be shared due to organizational policies. In those cases, the numbers, tables, sentences or other citing of SPARCS data may be provided in an isolated document separate from the full text of the article. These outputs must still be approved by the SPARCS program prior to publication and include the disclaimer language below.

All publications must also comply with the Centers for Medicare and Medicaid Services [small cell size policy](#) of suppressing any results with a value of 10 or less.

Failure to comply with these requirements may result in revocation of your approval to use SPARCS data and/or may disqualify your organization from receiving SPARCS data in the future.

Required Disclaimer

All publications utilizing SPARCS data must include the following disclaimer:

“The raw SPARCS data used to produce this publication was provided by the New York State Department of Health. However, the calculations, metrics, conclusions derived, and views expressed herein are those of the author(s) and do not reflect the work, conclusions, or views of New York State. The New York State Department of Health, its employees, officers, and agents make no representation, warranty or guarantee as to the accuracy, completeness, currency, or suitability of the information provided here.”



Instructions

Requests for publication approval should be submitted through the SPARCS Release ticketing platform: <https://sparcssupport.zendesk.com/hc/en-us>

1. Click the “Submit a Request” button located in the upper right corner of the page.
2. On the next screen, select “I have a publication approval request or final publication to submit” from the dropdown menu.
3. Attach a copy of the following documents:
 - a. Your proposed publication or final publication.
 - b. Your SPARCS application approval letter
4. Submit the request.
5. A member of the SPARCS Release team will contact you to confirm receipt and provide information on the review process.