Data Access Request Tracker (DART) 4.0

Ron D. Simpson, BSF VINCI Lead Concierge Specialist



About DART

- An online application for Preparatory to Research Activities and IRB and R&D Approved Research access. DART is NOT for Operations use.
- Automatically determines documentation requirements based on data requested
- Distributes requests to NDS reviewers and other approving data stewards
- Allows for one stop shop reviews, approvals, change requests, denials, monitoring and tracking



DART Features

- The Communication tool within DART allows for questions and answers between the Requestors and Approvers
- The History tool date and timestamps every event that takes place
- The DART Dashboard allows for display of approval times
- VA email notifications as the request progresses and ultimately approved



DART Features

- The updated DART User Guide is now on every page for your convenient reference
- New and improved look and feel
- Incorporated the Preparatory to Research (PTR) process into the DART application so all Research related processes are in a single location
- Easy to Navigate Toolbar on the bottom of each page

← Previous Validate Save Draft Next →



Poll

- How familiar are you with DART?
- What is DART?
- I have looked over someone's shoulder
- I have submitted a few DART requests
- I am a Jedi Master and teach others the DART process



Why Use DART

- Once stop shop for Research Activities
- Access to VHA National data for Research
- *NEW Access to Preparatory to Research
- Access to CAPRI for Research
- Incorporated a centralized secure environment with single sign-on and integrated services



DART Required Documents

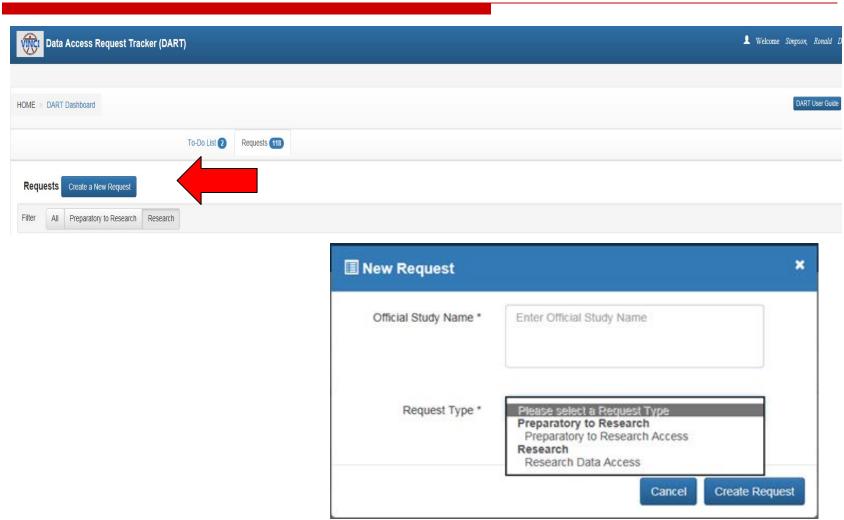
- Research Request Memo
- IRB Approval Letter
- Research and Development Committee Approval Letter
- Research Protocol
- HIPAA Informed Consent/Authorization or Waiver
- Real SSN Access Request Form (if needed)
- Any additional data source specific forms (CDW Checklist, SQDUG Checklist)
- Forms can be found on the VHA Data Portal



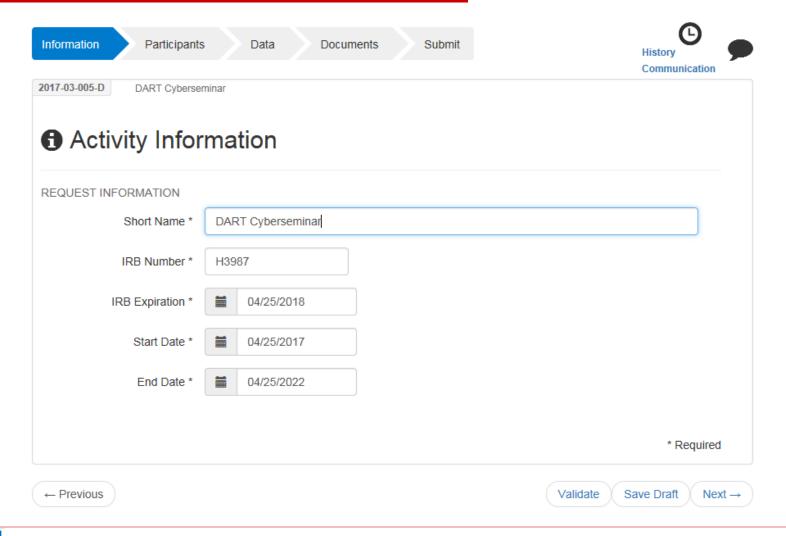
What Is New In DART?

- Incorporation of Preparatory to Research into the DART Application
- Single Sign-on
- DART User Guide Link on each page
- DART Performance Improvements
- Updated Change Requests
- Participant Tracking
- Delete Un-Needed Requests
- Long or Incorrect Document Names
- Data Sources by Individual Participant with Improved CAPRI wizard

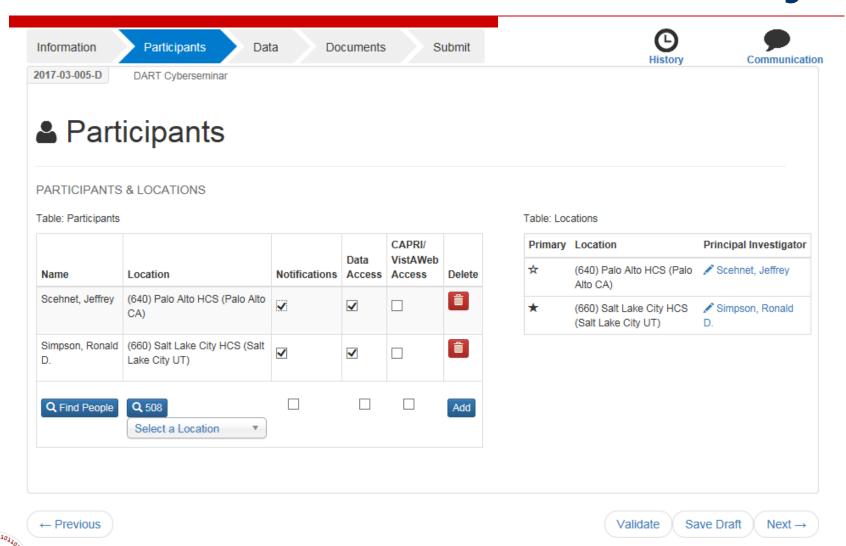


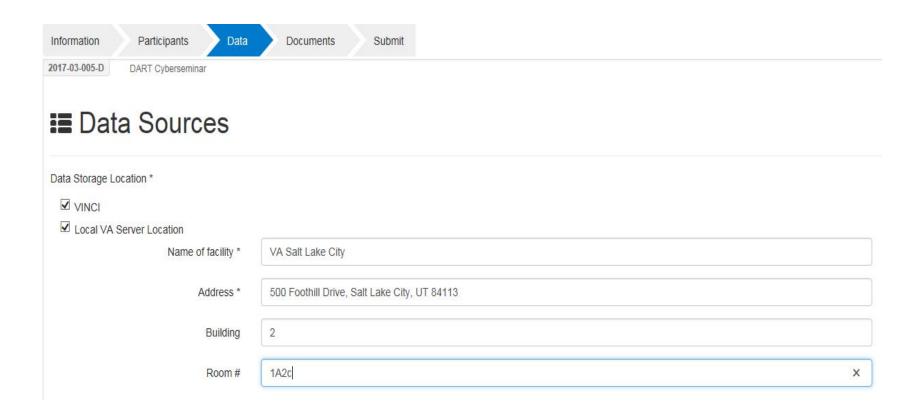














Will data be transferred external to the VHA?	*
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Currently CDW cannot approve a research request that would include disclosing the CDW data (identifiable or de-identified) outside of VHA without a signed research consent and HIPAA authorization from the individual because of the risk of re-identification. The data may be used (internally or within VHA) for the approved protocol. If "finder" files are to be sent out to Federal or state agencies for the purpose of the Federal or state agency disclosing information on the individual back to VA per SOR 34VA12, a DUA between the PI and the external agency must be submitted with the DART application.

No Yes (DUA is required)
DENTIFIERS (More about identifiers)
✓ Real SSN
☐ Scrambled SSN
☐ Identifiable data but no real or scrambled SSNs



REQUESTED DATA SOURCES	
Corporate Data Warehouse (CDW)	
SQL Format	
☑ CDW Production Domains	
☐ CDW Raw Domains	
☐ CDW MCA (formerly DSS) NDE	
☐ MedSAS Files including VetsNet Files	
☐ TIU Text Notes (Requires Real SSN Approval)	
✓ Vital Status Files (includes BIRLS)	
SAS Format (no longer available – same data available in SQL format above)	
BIRLS	
☐ MCA (formerly DSS) NDE (legacy)	
☐ Vital Status Files with Scrambled SSN	
☐ Vital Status File Real SSN Crosswalk File	
Mainframe - Access	
☐ BIRLS Real SSN (110JJ02)	
☐ MedSAS including VetsNet Files for National Level Real SSN (1100TT01)	
☐ MedSAS Files for VISN Level Real SSN (1100TT05)	
☐ Vital Status Files with Scrambled SSN (110NN06)	
☐ Vital Status File Real SSN Crosswalk File (110TT20)	



Other Data
CAPRI/VistAWeb (Individuals needing Capri/VistA Web access are selected on the participants page and require real SSN approval)
☐ Care Assessment Need (CAN) Score (Requires Scrambled SSN Level Access)
☐ Health Economics Resource Center (HERC) Average Cost Data
☐ Health Economics Resource Center (HERC) V21 and Nosos Risk Scores Data
☐ Homeless Registry
☐ Legacy Data Warehouses (i.e. VISN 21)
☐ MCA (formerly DSS) Web Reports
OEF/OIF Roster File (DUA required for internal data distribution/use)
☐ Patient Aligned Care Team (PACT) Implementation Index (Pi2)
☐ Surgery Quality Data Users Group (SQDUG)
□ VSSC Web Reports
Data Access Systems
□ SAS Grid
Does your study require Informed Consent and HIPAA Authorization?
○ No
Does your study require a HIPAA Waiver?
Yes
○ No



Required Documents

EQUIRED DOCUMENTS	
7 (660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)	
Research Request Memo Required for CDW Production Domains, Vital Status	Upload
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	Upload
Sample Informed Consent and HIPAA Authorization Required for CDW Production Domains, Vital Status	Upload
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	Upload
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	Upload
Research Protocol Required for CDW Production Domains, Vital Status	Upload
CDW-Domain Checklist Required for CDW Production Domains	Upload
Real SSN Access Request Required for CDW Production Domains, Vital Status	Upload



₹ (640) Palo Alto HCS (Palo Alto CA)	
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	Upload
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	Upload
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	Upload
➤ Simpson, Ronald D. (Principal Investigator)	
Vital Status Rules of Behavior Required for Vital Status	Upload
➤ Scehnet, Jeffrey (Principal Investigator)	
Vital Status Rules of Behavior Required for Vital Status	Upload



Information Participants Data Documents Submit 2017-03-005-D DART Cyberseminar ✓ Submit SUBMIT REQUEST Request form incomplete! You may submit your request when all required information has been entered. Error: Document must be uploaded: Vital Status Rules of Behavior Error: Document must be uploaded: Vital Status Rules of Behavior Error: Document must be uploaded: Research Request Memo Error: Document must be uploaded: Research Study Institutional Review Board (IRB) Approval Letter Error: Document must be uploaded: Sample Informed Consent and HIPAA Authorization Error: Document must be uploaded: Research and Development (RD) Committee Approval Letter Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization Error: Document must be uploaded: Research Protocol Error: Document must be uploaded: Real SSN Access Request Error: Document must be uploaded: Research Study Institutional Review Board (IRB) Approval Letter Error: Document must be uploaded: Research and Development (RD) Committee Approval Letter Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization Error: Document must be uploaded: CDW-Domain Checklist



➤ (660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)

Research Request Memo

Required for CDW Production Domains, Vital Status

Research Study Institutional Review Board (IRB) Approval Letter

Required for CDW Production Domains, Vital Status

Sample Informed Consent and HIPAA Authorization

Required for CDW Production Domains, Vital Status

Research and Development (RD) Committee Approval Letter

Required for CDW Production Domains, Vital Status

IRB Approval of Waiver of HIPAA-Compliant Authorization

Required for CDW Production Domains, Vital Status

Research Protocol

Required for CDW Production Domains, Vital Status

CDW-Domain Checklist

Required for CDW Production Domains

Real SSN Access Request

Required for CDW Production Domains, Vital Status

2017-03-005-D Research Request Memo-(660) Salt Lake City HCS (Salt Lake City UT).docx (View) Upload

V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

2017-03-005-D IRB Letter-(660) Salt Lake City HCS (Salt Lake City UT).pdf (View) Upload

V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

2017-03-005-D Informed Consent - HIPAA-(660) Salt Lake City HCS

(Salt Lake City UT).docx (View) Upload

V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

2017-03-005-D RD Letter-(660) Salt Lake City HCS (Salt Lake City

UT).docx (View) Upload

V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

2017-03-005-D Waiver of HIPAA Auth-(660) Salt Lake City HCS (Salt

Lake City UT).pdf (View) Upload

V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

2017-03-005-D Research Protocol-(660) Salt Lake City HCS (Salt Lake

City UT).docx (View) Upload

V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

2017-03-005-D CDW-Domain Checklist-(660) Salt Lake City HCS (Salt

Lake City UT).docx (View) Upload

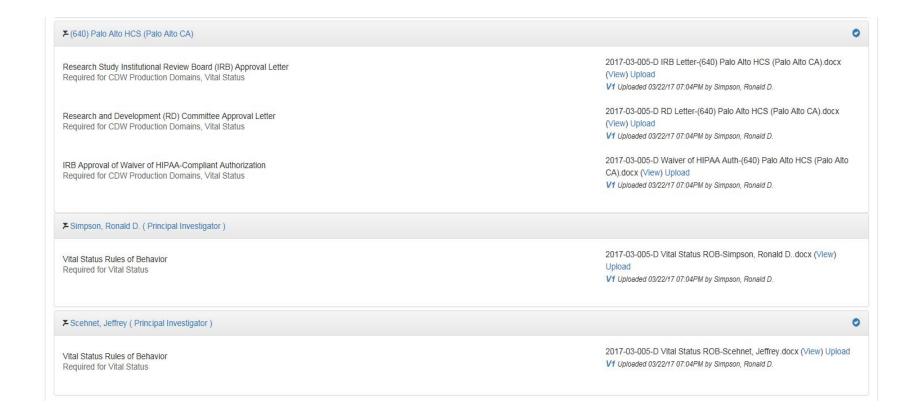
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2017-03-005-D Real SSN Access Request-(660) Salt Lake City HCS

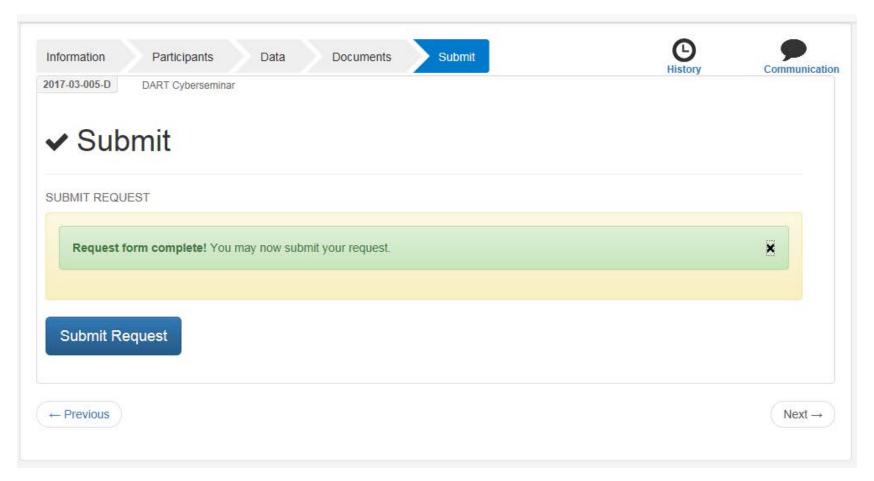
(Salt Lake City UT).docx (View) Upload

V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

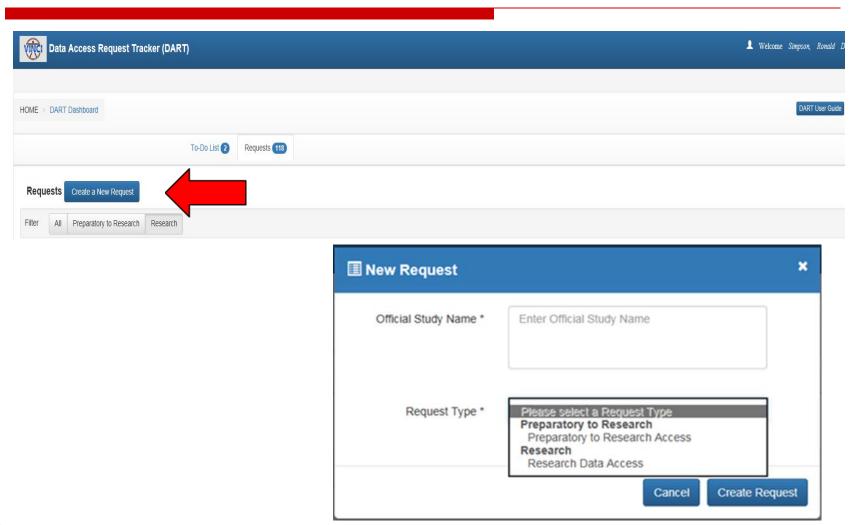




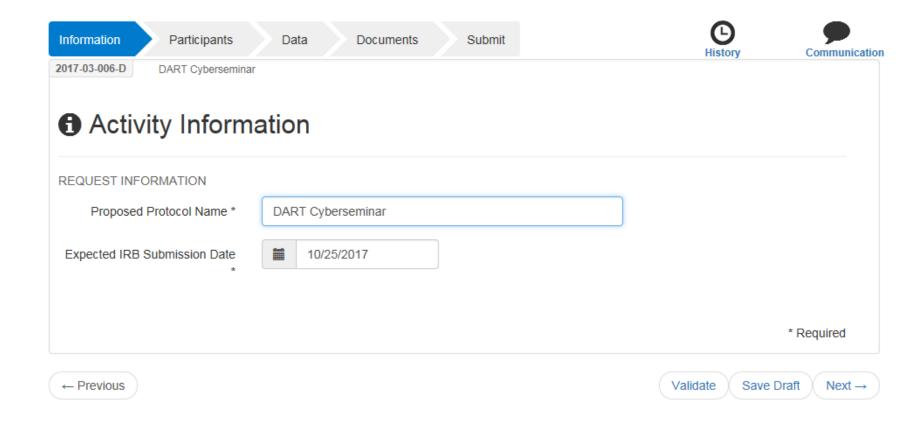














[WARNING: A/V UNSCANNABLE]DART 2017-03-005-D has been Initiated - Please Read Before Submitting This Request - Do Not Reply

dart@va.gov

Sent: Wed 3/22/2017 3:24 PM Simpson, Ronald D.

Message | 🏗 DART Considerations.pdf (334 KB)

Greetings DART User,

You are receiving this email because you initiated a new Research Data Access Request Tracker (DART) request:

DART Tracking Number: 2017-03-005-D

Study/Protocol Name: DART Cyberseminar

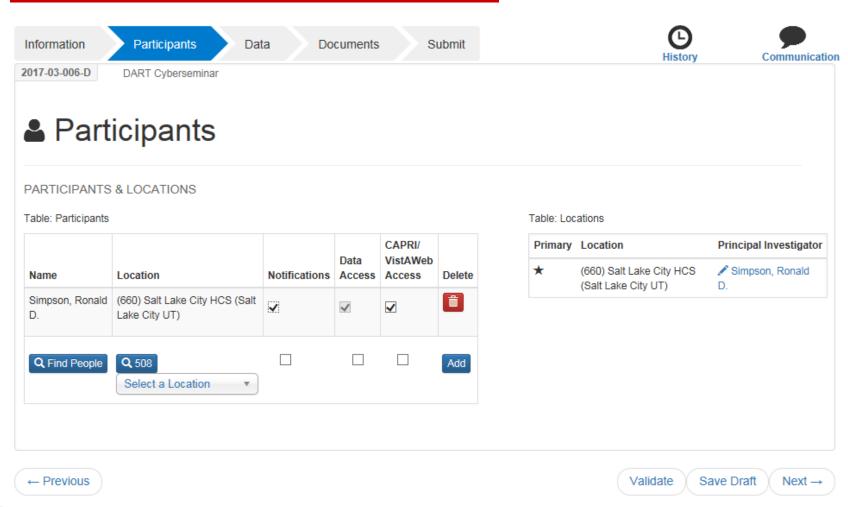
It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

The attached document provides links to helpful resources, considerations to take into account when requesting data access, and what to expect. The DART User Guide provides complete details about how to use DART. If you need assistance with completing the DART request or have questions, please contact the VINCI Concierge Service at VINCI@va.gov or NDS.ResearchAccessRequests@va.gov. Do not reply to this email as it is system generated.

Remember, please take time to read the DART User Guide.

Sincerely, The DART Team





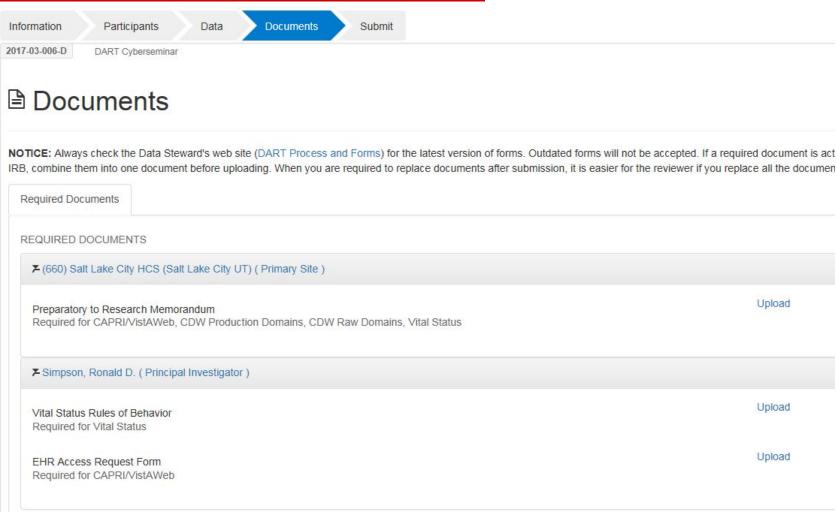


Information	Participants Data Documents Submit
2017-03-006-D	DART Cyberseminar
≡ Da	ta Sources
Data Storage I	Location *
✓ VINCI	
IDENTIFIERS	(More about identifiers)
✓ Real SSI	N
Scramble	ed SSN
☐ Identifiab	ble data but no real or scrambled SSNs
REQUESTED	DATA SOURCES
Corporate Da	ta Warehouse (CDW)
SQL Format	
✓ CD\	W Production Domains
✓ CD	W Raw Domains
□ CD\	W MCA (formerly DSS) NDE
□ Med	dSAS Files including VetsNet Files
☐ TIU	Text Notes (Requires Real SSN Approval)
✓ Vita	ll Status Files (includes BIRLS)



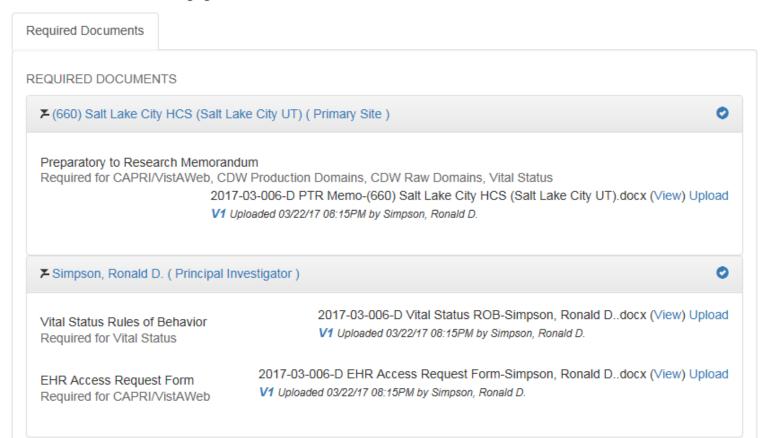
Mainframe - Access
☐ BIRLS Real SSN (110JJ02)
☐ MedSAS including VetsNet Files for National Level Real SSN (1100TT01)
☐ MedSAS Files for VISN Level Real SSN (1100TT05)
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Data Access Systems
□ SAS Grid



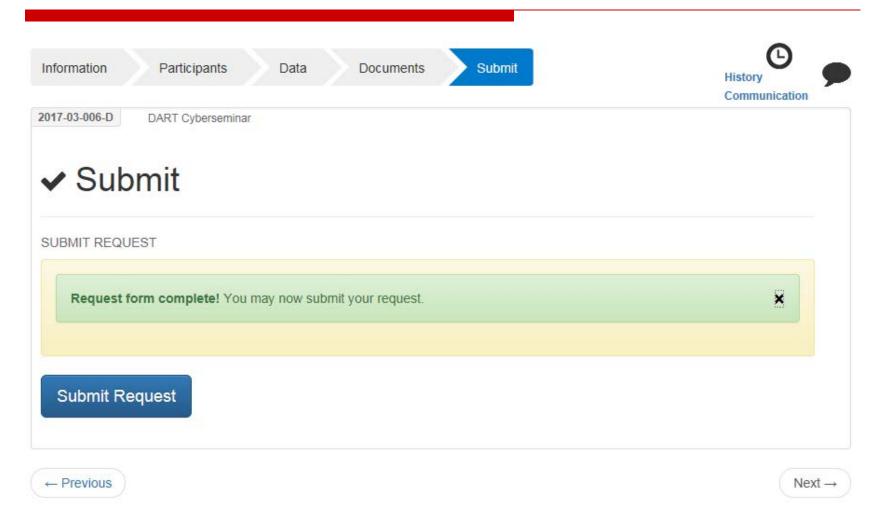




NOTICE: Always check the Data Steward's web site (DART Process and Forms) for the latest version of forms. Outdated forms will not be accepted. If a required document is actually several documents, such as an IRB and a Continuing IRB, combine them into one document before uploading. When you are required to replace documents after submission, it is easier for the reviewer if you replace all the documents that are changing at one time.









[WARNING: A/V UNSCANNABLE]DART 2017-03-006-D has been Initiated - Please Read Before Submitting This Request - Do Not Reply

dart@va.gov

Sent: Wed 3/22/2017 5:49 PM Simpson, Ronald D.

Message DART Considerations.pdf (334 KB)

Greetings DART User,

You are receiving this email because you initiated a new Preparatory to Research Access Request Tracker (DART) request:

- DART Tracking Number: 2017-03-006-D
- Study/Protocol Name: DART Cyberseminar

It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

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Remember, please take time to read the DART User Guide.

Sincerely, The DART Team



Tips and tricks

- When do I need to update a new Research Request Memo?
- If you add a data source through an amendment
- If you add or remove participants from the DART study
- EHR/Special User Access form for CAPRI -Line items 22 and 23 is for the ACOS-R
- If you are not sure on an item, contact us



What to expect after DART Approval

- DART email showing your DART has been initiated
- Welcome to VINCI email to your VA email address with VINCI login credentials
- Email is sent to your VA email address with your SharePoint Correspondence Site to communicate with your VINCI Data Manager
- Work to develop your cohort
- Access VINCI to look at your SQL database and the data you were approved for
- You will need someone on your team that knows SQL



Did You Know About Our Resources?

- Available only on VA Intranet
- VINCI Central https://vaww.vinci.med.va.gov/vincicentral/
- VHA Data Portal DART http://vaww.vhadataportal.med.va.gov/DataAccess/ DARTRequestProcess.aspx
- CDW Metadata Documentation on Data Sources https://vaww.cdw.va.gov/metadata/Metadata%20Do cuments/Forms/AllItems.aspx
- CDW Documentation on Data Sources from VIReC http://vaww.virec.research.va.gov/CDW/Documenta tion.htm



Questions?

How can we further assist you?

Contact us at:

VINCI@va.gov

