

# How to Conduct a Research Study in VINCI

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***Tim Trautman***

*Health Research Science Specialist*



VA Informatics &  
Computing  
Infrastructure



# What is VINCI?

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The VA Informatics and Computing Infrastructure (VINCI) was created as a Health Services Research and Development (HSR&D) Resource Center to give VA researchers access to the data and the applications they need to select, transform, and analyze patient data in a central, secure environment inside the VA Intranet. **VINCI supports HSR&D through four areas of focus: workspace; data; study and collaboration tools; and services.**

**VINCI Central web site**

<http://vaww.vinci.med.va.gov/VinciCentral>



# What does VINCI provide?

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- Computing resources
  - Virtual computers
  - Fileshares
  - Databases
  - SAS/Grid
  - Data security
  - Server maintenance
  - Data backups
- Analytical software
- Productivity software
- Data sets
- Data provisioning
- Data services
- Data access requests
- SP Collaboration sites
- Data exploration tools
- VINCI Services
  - Data needs assessments
  - Feasibility assessments
  - Cohort development
  - Patient Lists
  - Study setup assistance
  - Training
  - VINCI Concierge help

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**FREE! FREE! FREE! FREE!**



# Poll #1

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What is your reason for attending today?

(Select all that apply)

- I'm curious about VINCI
- I want to use VINCI
- I am using VINCI and want to know more
- I might move my research to VINCI
- I want to learn about how to do research

# Focus on using VINCI Resources

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This presentation will focus on studies that will be:

- Conducting IRB Research
- Using VINCI services
- Requesting data access with DART
- Using VINCI/CDW data
- Using the VINCI Workspace

# Basic Steps of a VINCI Study

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1. Feasibility Assessment (optional)
2. Create your Protocol
3. IRB approvals
  - a. IRB Letter
  - b. HIPAA Waiver and/or Informed Consent
  - c. Real SSN Access (if needed)
4. Data Needs Assessment (optional)
5. R&D Committee approval
6. Create Research Request Memo
7. Request data access with DART
8. VINCI data and project provisioning
9. Use the VINCI Workspace
10. Create Project Collaboration Site (optional)

A VINCI Concierge can assist at any time by contacting [VINCI@va.gov](mailto:VINCI@va.gov) with your request



# 1. Feasibility Assessment

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- A Feasibility Assessment is a free VINCI service and is done prior to starting a protocol or study
- It is for determining if enough patients exist to conduct the study you want
- To request a Feasibility Assessment, send the following to [VINCI@va.gov](mailto:VINCI@va.gov):
  - Put “Feasibility Assessment” in email Subject line
  - Primary Investigator Name
  - Phone number and email address
  - Inclusion/exclusion criteria

# 1. Feasibility Assessment

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- Inclusion/exclusion criteria
  - Location - nationwide or specific location(s)
  - Time frame
  - Age/gender/other limitation
  - Diagnosis - ICD9/10 codes - *Note: VA has used ICD10 codes since October 2015. If time frame exceeds 3 years, please provide both.*
  - Procedures - CPT codes or/and ICD-PC
  - Lab tests - topography, units, range
  - Medications - list of all generic and brand names, strength and route of administration



## 2. Create your Protocol

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- Introductory paragraph
- Statement of the Problem
- Purpose
- Significance of the Study
- Research Questions and/or Hypotheses and/or Null Hypotheses
- Background
- Methodology
- Procedure and time frame
- Analysis plan
- Scope and limitations
- Use the most up to date Protocol

## 3a. Institutional Review Board (IRB) Letter

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- You will need an IRB Letter from each location where an investigator is involved
- It can come from the Central IRB, local VAMC, or University Affiliate
- IRB Letters are not standardized across the VA
- Use [VINCI Description for IRBs](#)
- Use [VINCI Information Security Description](#) in IRB

## 3b. Waiver of HIPAA Authorization

Department of Veterans Affairs		IRB Documentation of Waiver of HIPAA Authorization for Research	
VA Facility Name	<input type="text"/>	Station Number	<input type="text"/>
Title of Study			
Principal Investigator (Last, First, Middle)			
Give a brief description of the Protected Health Information (PHI), including the identifiers, for which use or access has been determined to be necessary by the IRB. Example: name, initials, medical record information, x-rays, etc.			
<input type="text"/>			
<b>FOR IRB USE ONLY BELOW THIS LINE</b>			
<i>NOTE: For an IRB or Privacy Board to approve a waiver of HIPAA authorization for research, it must determine that the following criteria have been met as required by 45 CFR 164.512(i).</i>			
The IRB has determined that (check all that apply):			
<input type="checkbox"/> The use or disclosure of the PHI involves no more than minimum risk to the privacy of individuals, based on, at least, the presence of all the following elements:			
<input type="checkbox"/> An adequate plan to protect the identifiers from improper use and disclosure.			
<input type="checkbox"/> An adequate plan to destroy the identifiers at the earliest opportunity consistent with conduct of research, unless there is a health or research justification for retaining the identifiers or such retention is otherwise required by law.			
<input type="checkbox"/> Adequate written assurances that the PHI will not be reused or disclosed to any other person or entity, except as required by law, for authorized oversight of the research study, or for other research for which the use or disclosure of PHI would be permitted by the HIPAA Privacy Rule.			
<input type="checkbox"/> The research could not practicably be conducted without the waiver or alteration.			
<input type="checkbox"/> The research could not practicably be conducted without access to and use of the PHI.			
<i>Note: If an IRB determines that all criteria are <u>not met</u>, the IRB cannot approve the waiver.</i>			
VA FORM 10-0521 JUL 2011		Page 1 of 2	

- HIPAA Waivers are not standardized across the VA
- VA Form 10-0521 is available for use
  - VA Facility Name
  - Title of Study
  - PI Name
  - Brief description of PHI used

## 3b. Sample Informed Consent & HIPAA Authorization

Department of Veterans Affairs		RESEARCH CONSENT FORM	
SUBJECT NAME		DATE (MM/DD/YYYY)	
TITLE OF STUDY			
PRINCIPLE INVESTIGATOR		VAMC	
<small>DESCRIPTION OF RESEARCH BY INVESTIGATOR 1. Purpose of study and how long it will last; 2. Description of study including procedures to be used; 3. description of procedures that may result in discomfort or inconvenience; 4. Expected risks of study; 5. Expected benefits of study; 6. Other treatment available; 7. Use of research results; 8. Special circumstances.</small>			
SUBJECT'S IDENTIFICATION			
VA FORM 10-1086		Page 1 of 1	

- Used to inform potential study participants and gain their consent to participate
- Informed Consent forms are not standardized across the VA
- [VA Form 10-1086](#) is available for use
  - Subject Name (leave blank)
  - Title of Study
  - PI Name
  - Description of research by Investigator (8 sections)

# 3c. Real SSN Access

**Real SSN Access Request**

This form is required for research requests for real SSN data requested through DART. Complete the information below and submit this form for approval by your IRB Chair and the Associate Chief of Staff for Research. Instructions follow below.

**Section A: Project Information**

Principal Investigator: \_\_\_\_\_ Project's IRB#: \_\_\_\_\_

Project Name: \_\_\_\_\_

IRB Institutional Name or VA Facility Name (Primary site): \_\_\_\_\_

Check the box below that indicates why the project requires real SSN data access. Include the protocol page number where this information is located.

<input type="checkbox"/> Link to primary data collection	p.	<input type="checkbox"/> Use of VA data <u>only</u> available with real SSNs	p.
<input type="checkbox"/> Recruit subjects	p.	<input type="checkbox"/> Link to non VHA data sources	p.
<input type="checkbox"/> Other reason:			p.

I affirm the reasons checked above are consistent with the IRB approved protocol.

Principal Investigator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B. IRB Chair or Voting Member:**

Real SSN access is clearly reviewed and approved in the IRB Approval Letter (if checked, skip to Section C)

Indicate in the boxes below which of these documents were submitted and approved for this project.

Protocol	<input type="checkbox"/>	Informed Consent	<input type="checkbox"/>
HIPAA Authorization	<input type="checkbox"/>	Waiver of Informed Consent	<input type="checkbox"/>
Waiver of HIPAA Authorization	<input type="checkbox"/>	Exempt: Informed Consent Not Required	<input type="checkbox"/>

I affirm that the documents checked above are consistent with the use of real SSN data and the Human Subjects Sub-committee (IRB) has determined access to real SSN data is justified for this research project.

IRB Chair or Voting Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section C. Associate Chief of Staff for Research (ACOS-R)**

I affirm that the Privacy Officer has reviewed the protocol and that legal authority exists for use and disclosure of individually-identifiable information, and that the Information Security Officer has reviewed for security measures to protect SSNs in accordance with this facility's standard operating procedures.

ACOS-R Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Electronic or handwritten signatures are accepted. VA Information Resource Center for Office of Research & Development, May 2019

- This form is for justifying use of Real SSN
- You will need a [Real SSN Access Request form](#) signed by your IRB
- More information is available on the [VIReC Real SSN Data Request Process](#) page.

## 4. Get a Data Needs Assessment

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- This free VINCI service helps you discover the data you need to conduct your study and how to get access approvals
- It is not for Preparatory to Research where you explore the data yourself
- A DNA will deliver a list of data sources mapped to CDW data and a CDW Checklist for your DART request

# 4. Get a Data Needs Assessment

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- To request a DNA, send an email to [VINCI@va.gov](mailto:VINCI@va.gov) with the following:
  - Put “DNA” in email Subject line
  - Your study protocol if you have one or similar study information
  - An extensive description of what kind of data you are looking for - a prior Feasibility request helps


# 4. Explore the Data Yourself

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- [VHA Data Portal](#)
- [VINCI Data Sources](#)
- [VINCI Data Topics](#)
- [See CDW Metadata Reports Page on the CDW Production Data on the CDW Site](#)
- [See CDW-Raw Domains Page on the CDW site](#)
- [See VIREC's CDW Documentation](#)
- [VINCI's Dim Data Viewer](#) (Explore CDW Dim Table)
- [VINCI's Meta Data Viewer](#) (Explore CDW Meta Data Table)



# 5. R&D Committee Approval

Department of Veterans Affairs	Memorandum
<p>Date: September 25, 2018 From: Research and Development Service Center, ACOS/R&amp;D (151) Subj: Final VA Approval To: [Redacted]</p>	
<p>1. This research project entitled "Utilization of Conditionally Validated and Aging Veterans' (2008-2011) has received final approval to be conducted at the VA Health Care System. The IRB conducted the administrative review by the VA regarding the VA research components of the study and approved both the VA and University research components of the study and the Research &amp; Development Committee approved the VA research components of the study on 9/13/2018.</p> <p>2. The use of University Read Social Security Numbers is approved and may be used as identified in the IRB approved protocol.</p> <p>3. This will be required to submit a study progress report.</p> <p>4. Any changes to the protocol and any adverse event notifications must have the approval of the IRB. All submissions to the IRB are electronically submitted to the VA Research Office. Failure to comply with the requirement will cause termination of the study.</p> <p>5. If you have questions, please contact Caroline Murray at 800-535-2689.</p>	
	
<p>cc: Study File</p>	

Automated VA FORM 2105

- Each VA facility has a local Research and Development Committee
- All IRB Approved Research studies in DART must have and R&D approval letter for each location participating in the study

# 6. Create Research Request Memo

Memorandum		
Department of <b>Veterans Affairs</b>		
Date:	<input type="text"/>	
From: Principal Investigator	<input type="text" value="Insert Name of Principal Investigator"/>	
Subj: Research Data Request Memo for:	<input type="text" value="Tracking Number - Name of Protocol"/>	
To:	Director, National Data Systems	
The following information is required and all signatures must be obtained before any review of this request can take place:		
Are all participants requesting access a VA employees or WOC employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this request for data use for a VA research study (includes pilot studies)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this request for activities preparatory to research? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Select the type(s) of data needed: <input type="checkbox"/> Real SSN <input type="checkbox"/> Scrambled SSN <input type="checkbox"/> PHI but No SSN		
Is access to CAPRI / JLV being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is access to VSSC and/or MCA Web Reports being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any requested data be transferred outside of the VA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the data be stored in the VINCI Environment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both		
A. Please describe the data you are requesting. The data requested must reflect data discussed in the protocol or HIPAA waiver if applicable and selected in DART.		
B. Provide a high level summary of how the requested data will be used in the research study.		
C. If Real SSN access is requested, please provide a justification.		
D. List the participants names and whether they are VA Employee, Contractor, or Without Compensation (WOC).		
Estimated time the data will be needed for: <input type="text"/>		
<b>Approvals</b>		
As the Principal Investigator, I certify that the data will be transferred, retained, utilized, and destroyed in accordance with VA and VHA policy including the following: VA Handbook 5011.5, Chapter 4 (Alternative Workplace Arrangements); VA Directive and Handbook 6500, Information Security Program; VA Directive and Handbook 6502, Privacy Program; and VHA Directive 1605, VHA Handbook 1200.05, 1605.1, and 1605.2. The data being requested will only be used in accordance with the protocol listed above.		
I acknowledge and affirm that I am the responsible party should there be any data incidents/ breaches involving downloaded data from this request.		
NAME OF PRINCIPAL INVESTIGATOR	DATE SIGNED	<input type="text"/>
NAME AND TITLE OF SUPERVISOR	DATE SIGNED	<input type="text"/>
<input type="text" value="March 2019"/>		

- [Research Request Memo](#)
- Instructions are in Appendix A of the [DART User Guide](#)
- Initiate your DART request to obtain your DART Tracking Number for the memo's Subject line

# 7. Request data access with DART

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- DART is the [Data Access Request Tracker](#) online application used by National Data Systems (NDS) to approve access to various data sources including CDW/VINCI data
- Collects study information and documentation via a 4-screen “Wizard”
- Determines required documentation based on Wizard entries
- Distributes the request to approving authorities who approve online
- See [DART Research Request Process](#) page
- Contact [VINCI@va.gov](mailto:VINCI@va.gov) for assistance

# DART Demo - IRB Research Study

HOME > DART Dashboard DART User Guide

To-Do List **6** **Requests 25** Administration Pool Add/Remove Roles

**Requests** Create a New Request

Filter: All Preparatory to Research Research

Showing 1 to 10 of 25 Search:

Table: Requests

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-01-001-D	NDS & SQDUG - Submitted - No Approvals	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>20%</span>	Actions
2018-01-002-D	NDS & SQDUG - Unsubmitted	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-003-D	NDS & SQDUG - NDS Approved - SQDUG Not Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>APPROVED</span>	Actions
2018-01-004-D	NDS & SQDUG - NDS Not Approved - SQDUG Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>APPROVED</span> NDS <span>0%</span>	Actions
2018-01-005-D-A01	NDS & SQDUG - Approved	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-006-D	NDS & SQDUG - NDS Change Requested	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>CHANGE REQUESTED</span>	Actions



# DART Demo - IRB Research Study

**New Request**

Official Study Name \*

Request Type \*

\* Required


I'm not a robot 

Table: Requests

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-01-001-D	NDS & SQDUG - Submitted - No Approvals	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS 20%	Actions
2018-01-002-D	NDS & SQDUG - Unsubmitted	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-003-D	NDS & SQDUG - NDS Approved - SQDUG Not Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS APPROVED	Actions
2018-01-004-D	NDS & SQDUG - NDS Not Approved - SQDUG Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG APPROVED NDS 0%	Actions
2018-01-005-D-A01	NDS & SQDUG - Approved	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-006-D	NDS & SQDUG - NDS Change Requested	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS CHANGE REQUESTED	Actions


# DART Demo - IRB Research Study

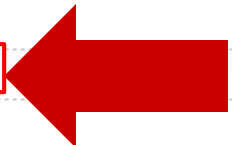
**[WARNING: A/V UNSCANNABLE]DART 2017-03-005-D has been Initiated - Please Read Before Submitting This Request - Do Not Reply**

dart@va.gov

Sent: Wed 3/22/2017 3:24 PM

To: 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](mailto:VINCI@va.gov) or [NDS.ResearchAccessRequests@va.gov](mailto: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*

# DART Demo- IRB Research Study

**VINCI** Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests DART User Guide

Information Participants Data Documents Submit History Communication

2019-11-002-D Creating a DART Request for IRB Research

### **i** Activity Information

REQUEST INFORMATION

Short Name \*

Does your project have an IRB or other Project Number?  Yes  No

IRB or Project Number \*


Does your project have an approval expiration date?  Yes  No

Approval Expiration Date \*

Study Start Date \*

Anticipated Study Close Date \*

# DART Demo- IRB Research Study

 Data Access Request Tracker (DART) Welcome Trautman, Timothy N. ^

Anticipated Study Close Date \*

**Exemptions & Informed Consent \***

1. Has your study been determined to be an exempt human subjects study?  
 Yes  
 No

1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?  
 Yes  
 No

1b. Does your study have IRB approval for a full Waiver of Informed Consent?  
 Yes  
 No

**HIPAA Authorization \***

2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?  
 Yes  
 No

2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?  
 Yes  
 No

2b. Is the Waiver of HIPAA authorization for the entire study?  
 Yes  
 No

\* Required



# DART Demo- IRB Research Study

**VINCI Data Access Request Tracker (DART)** Welcome Trautman, Timothy N.

Anticipated Study Close Date \*

**Exemptions & Informed Consent \***

1. Has your study been determined to be an exempt human subjects study?  Yes  No

1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?  Yes  No

1b. Does your study have IRB approval for a full Waiver of Informed Consent?  Yes  No

**HIPAA Authorization \***

2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?  Yes  No

2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?  Yes  No

2b. Is the Waiver of HIPAA authorization for the entire study?  Yes  No

1. Has your study been determined to be an exempt human subjects study?	<b>Yes</b>	<b>No</b>	<b>No</b>
1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?	N/A	<b>Yes - Need Sample Informed Consent and HIPAA Authorization.</b>	<b>No</b>
1b. Does your study have IRB approval for a full Waiver of Informed Consent?	N/A	<b>No or Yes</b>	<b>No or Yes</b>
2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?	<b>Yes - Need Waiver of HIPAA-Compliant Authorization.</b>	<b>Yes - Need Waiver of HIPAA-Compliant Authorization.</b>	<b>No - Need Sample Informed Consent and HIPAA Authorization.</b>
2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?	<b>Yes - Need Sample Informed Consent and HIPAA Authorization.</b>	<b>No</b>	N/A
2b. Is the Waiver of HIPAA authorization for the entire study?	<b>No</b>	<b>Yes</b>	N/A

← Previous Validate Save Draft Next →

# DART Demo- IRB Research Study

2018-06-002-D Creating a DART Request for IRB Research

## Participants

PARTICIPANTS & LOCATIONS

Table: Participants

Name	Location	Notifications	Data Access	CAPRI/ VistAWeb Access	Delete
Trautman, Timothy N. (FVFT)	(660) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Larimer, Grant G. (LongView)	(644) Phoenix, AZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Find People 503 Select a Location Add

Important! Please select a Primary Location and a Principal Investigator for each location.

Table: Locations

Primary	Location	Principal Investigator
★	(660) Salt Lake City HCS (Salt Lake City UT)	Trautman, Timothy N.
☆	(644) Phoenix, AZ	Larimer, Grant G. (LongView)

← Previous Validate Save Draft Next →

# DART Demo - IRB Research Study

**VINCI** Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests DART User Guide

Information Participants **Data** Documents Submit History Communication

2019-11-002-D Creating a DART Request for IRB Research

## Data Sources

Data Storage Location \*

VINCI

Other Server Location

Data Access Systems

SAS Grid

Will data be transferred external to the VHA? \*

*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)

IDENTIFIERS [\(More about identifiers\)](#)

Real SSN

# DART Demo - IRB Research Study

**VINCI Data Access Request Tracker (DART)** Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests [DART User Guide](#)

Information Participants **Data** Documents Submit

2019-11-002-D Creating a DART Request for IRB Research

**Data Sources**

Data Storage Location \*

- VINCI
- Other Server Location
  - Name of facility \*
  - Address \*
  - Building
  - Room #


Data Access Systems

- SAS Grid

Will data be transferred external to the VHA? \*

*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*

# DART Demo - IRB Research Study

 Data Access Request Tracker (DART) Welcome *Trautman, Timothy N.*

Address \*

Building

Room #

Data Access Systems

SAS Grid

Will data be transferred external to the VHA? \*

*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)

Name of Company/Agency\*

Street \*

City \*

State \*

Zip Code \*

IDENTIFIERS ([More about identifiers](#))

# DART Demo - IRB Research Study

The screenshot shows the DART web application interface. At the top, there is a blue header with the VINCI logo on the left and the text "Data Access Request Tracker (DART)" in the center. On the right side of the header, it says "Welcome Trautman, Timothy M." with a user icon and a dropdown arrow.

Below the header, there are four input fields for address information, each with an asterisk indicating it is required:

- Street \*
- City \*
- State \*
- Zip Code \*

Below these fields is a yellow highlighted section titled "IDENTIFIERS (More about Identifiers)". It contains three checkboxes:

- Real SSN
- Scrambled SSN
- Identifiable data but no real or scrambled SSNs

Below the identifiers section is a section titled "REQUESTED DATA SOURCES". Under this section, there is a sub-section for "Corporate Data Warehouse (CDW)".

Under "CDW", there is a sub-section for "SQL Format" with the following options:

- 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)

Below the "SQL Format" section is a sub-section for "SAS Format (no longer available – same data available in SQL format above)" with the following options:

- BIRLS
- MCA (formerly DSS) NDE (legacy)
- Vital Status Files with Scrambled SSN
- Vital Status File Real SSN Crosswalk File

# DART Demo - IRB Research Study

**VINCI** Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

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

# DART Demo - IRB Research Study

**2018-06-002-D** Creating a DART Request for IRB Research

## Documents

**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.

Required Documents

REQUIRED DOCUMENTS	
➤ (660) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )	
Research Request Memo Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Research Study Institutional Review Board (IRB) Approval Letter Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Sample Informed Consent and HIPAA Authorization Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Research and Development (RD) Committee Approval Letter Required for CAPRI/VistAWeb, CDW Production Domains	Upload



# DART Demo - IRB Research Study

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



# DART Demo - IRB Research Study

✦ (660) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )	
Research Request Memo Required for CDW Production Domains, Vital Status	2017-03-005-D Research Request Memo-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D IRB Letter-(660) Salt Lake City HCS (Salt Lake City UT).pdf ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Sample Informed Consent and HIPAA Authorization Required for CDW Production Domains, Vital Status	2017-03-005-D Informed Consent - HIPAA-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D RD Letter-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	2017-03-005-D Waiver of HIPAA Auth-(660) Salt Lake City HCS (Salt Lake City UT).pdf ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
Research Protocol Required for CDW Production Domains, Vital Status	2017-03-005-D Research Protocol-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
CDW-Domain Checklist Required for CDW Production Domains	2017-03-005-D CDW-Domain Checklist-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
Real SSN Access Request Required for CDW Production Domains, Vital Status	2017-03-005-D Real SSN Access Request-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) <a href="#">Upload</a> ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

# DART Demo - IRB Research Study

VINCI Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests [DART User Guide](#)

Information Participants Data Documents **Submit** History Communication

2018-06-002-D Creating a DART Request for IRB Research

✓ Submit

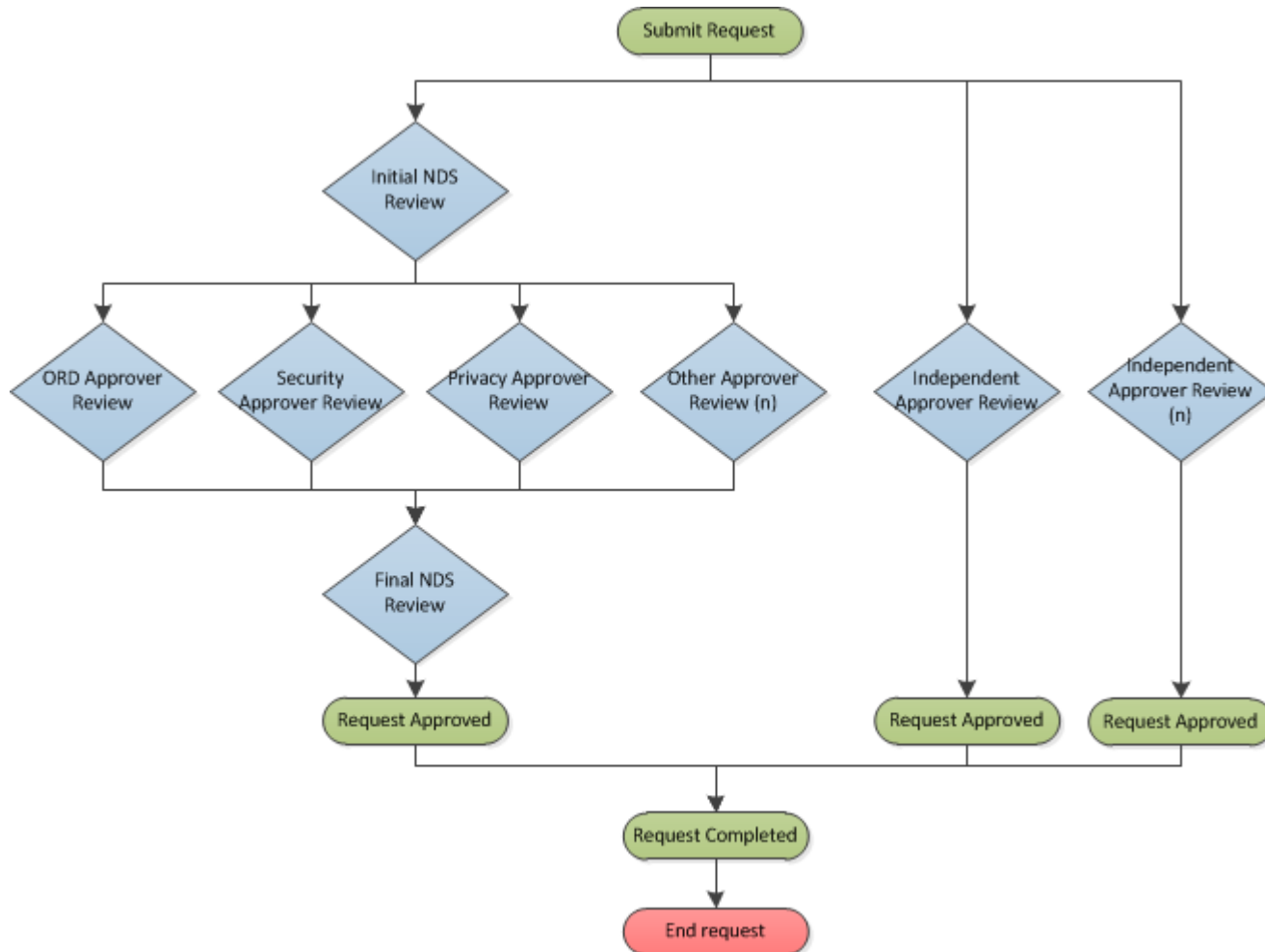
SUBMIT REQUEST

Request form complete! You may now submit your request.

**Submit Request**

← Previous Next →

# DART Processing

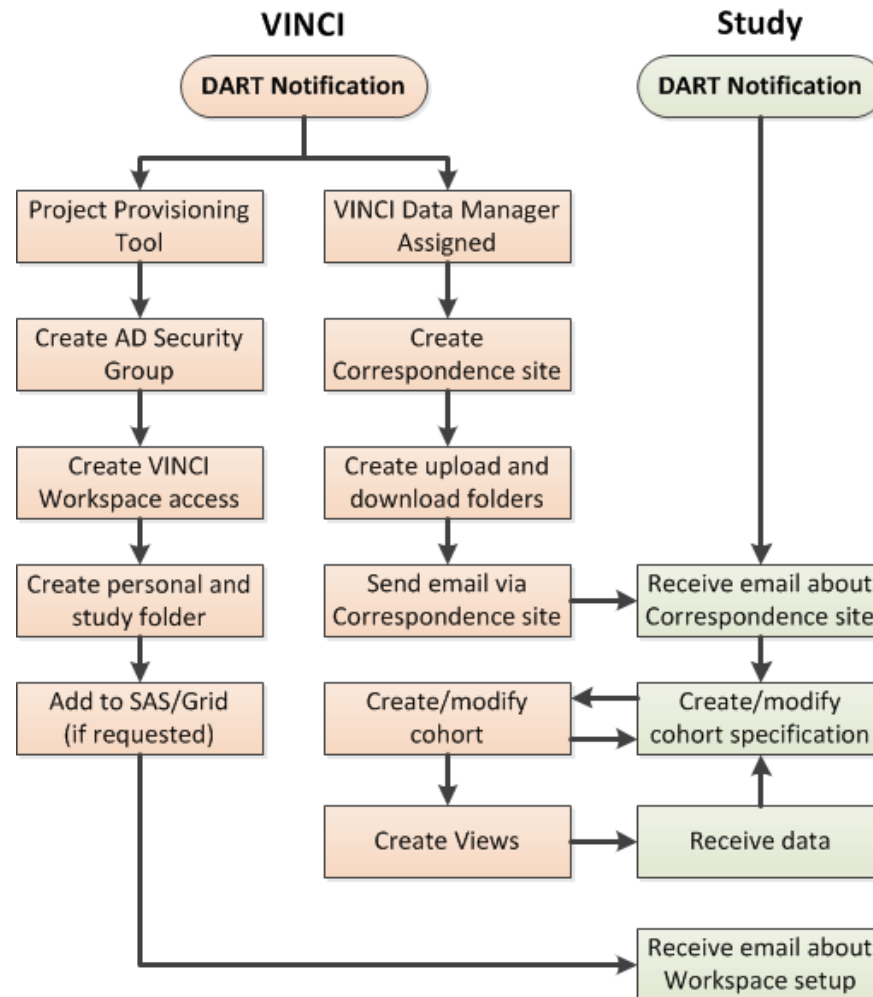


# 8. VINCI Provisioning

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- VINCI is automatically notified of approvals by DART
- VINCI's Project Provisioning Tool automatically sets up AD Group, VINCI Workspace access, and creates a study fileshare folder
- VINCI Data Manager begins provisioning the study by creating study Correspondence SharePoint site, group directories, and database - takes up to 5-business days
- All communications between study and VINCI Data Manager run through Correspondence site

# 8. Data Provisioning






# 9. Use the VINCI Workspace

- VINCI firewall provides enhanced data security
- Access to computing power, software tools, databases, SAS/Grid, file and data storage
- Can be accessed from outside the VA through VA VPN solutions of Rescue and CAG
- The VINCI Workspace and shared Project Folders allow for national collaboration in a research group
- Comes in two variations:
  - Standard Workspace
  - Development Workspace (for software development)



# 9. Use the VINCI Workspace

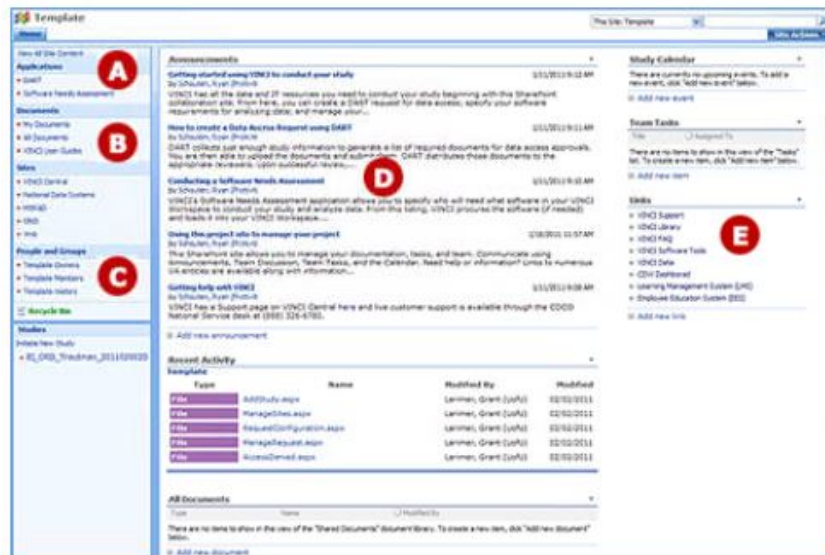
- Follow the guides! Found on [VINCI Central's User Guides](#) page
- [VINCI Workspace User Guide](#)
- [VINCI Database User Guide](#)
- [VINCI File Transfer Guide](#)

Type	Guide Name	Description	Last Updated
	<a href="#">VINCI Database User Guide</a>	This guide provides users with step-by-step instructions on how to access and query their study's SQL database in the VINCI Workspace, getting started with using SAS, and using CDW Project Specific databases.	2017-02-01
	<a href="#">VINCI File Transfer Guide</a>	This guide explains how to upload and download files to the secure VINCI Workspace.	2017-02-01
	<a href="#">VINCI Workspace User Guide</a>	This guide is intended to provide users with pre-requisites and instructions on accessing the VINCI Workspace for the first time as well as instructions on using the VINCI Workspace.	2017-03-27



# 10. Project Collaboration Site

- Project Collaboration sites are custom SharePoint sites for your study to maintain documentation and manage your study
- Created through self-service [VINCI Project Collaboration Site Registration](#) application



- A** Application Links
- B** Documents
- C** Manage Site Users
- D** Announcements
- E** Convenient Links

# VINCI Central - My VINCI Dashboard

Access your VINCI Resources from [My VINCI Dashboard](#)

The screenshot displays the VINCI Central website interface. At the top, there is a navigation bar with links for Home, About VINCI, and Skip to Content. The main header area includes the VINCI Central logo, a welcome message for the VA Informatics and Computing Infrastructure, a keyword search bar, and contact information for Timothy Trautman. A sidebar on the left lists various resources, with 'My VINCI Dashboard' highlighted by a red box and a red arrow pointing to the main dashboard area. The main dashboard area features a list of resource categories, each with a dropdown arrow: Databases, File Shares, Collaboration and Correspondence Sites, Virtual Machines, DART Requests, My Requests, My Projects, and My AD Groups. A vertical 'Feedback' button is located on the right side of the dashboard area. At the bottom left, there is a section titled 'How to Conduct a Research Study in VINCI' with a timestamp of 'Nov. 14th at 2pm ET'.

# VINCI Central - VINCI University

Access all training in [VINCI University](#)

The screenshot displays the VINCI Central website interface. At the top, there is a navigation bar with links for Home, About VINCI, and Skip to Content. The main header area includes the VINCI Central logo, a search bar with the text 'Keyword Search' and a 'Search' button, and a user profile for Timothy Trautman with contact information. A left-hand navigation menu lists various sections, with 'VINCI University' highlighted by a red box and a red arrow pointing to the main content area. The main content area features the VINCI University logo and a welcome message: 'Welcome to the VA Informatics and Computing Infrastructure'. Below this, there is a paragraph describing VINCI University as a one-stop shop for training and educational needs, followed by a list of resources: VINCI Tube, VINCI User Guides, VINCI Cyberseminars, Other Cyberseminars, VINCI Training Hour, VINCI Presentations, VINCI BISL Day Presentations, VINCI on VA Pulse, and Other Learning Resources. A 'Feedback' button is visible on the right side of the page.



# VINCI Central - VINCI Tube

## Access training videos on [VINCI Tube](#)

The screenshot displays the VINCI Central website interface. At the top, there is a navigation bar with links for Home, About VINCI, and Skip to Content. The main header area includes the VINCI Central logo, a search bar with the text 'Keyword Search' and a 'Search' button, and contact information for Timothy Trautmar, including his email (VINCI@VA.gov) and phone number (1-801-872-3324). A sidebar on the left contains a list of navigation items, with 'VINCI Tube' highlighted by a red box and a red arrow pointing to the main content area. The main content area features the 'VINCI Tube' logo and a description: 'VINCI Tube brings together all of VINCI's videos as well as outside videos of interest. The videos will help you to understand VINCI, VINCI data, the VINCI Workspace, VINCI applications, administrative processes, technical procedures, and more. We have included videos from VINCI Cyberseminars, other Cyberseminars, VINCI Happy Hour Q&A forum, as well as select You Tube videos. Here you learn more.' Below this, there are several blue expandable sections: 'VINCI Videos', 'VINCI Cyberseminar Videos', 'Other Cyberseminar Videos', 'VINCI Training Hour', and 'VINCI BISL Day Videos'. On the right side, there is a 'Most Popular' section with a video thumbnail titled 'What is VINCI?' and a 'Newest' section with a video thumbnail titled 'VINCI Services'. A vertical 'Feedback' button is located on the far right.

# VINCI Central - VINCIpedia

Find FAQs and more in [VINCIpedia](#)

The screenshot displays the VINCI Central website interface. At the top, there is a navigation bar with links for Home, About VINCI, and Skip to Content. Below this, the VINCI Central logo is on the left, and a search bar with a 'Search' button is in the center. On the right, contact information for Timothy Trautman is provided, including his email (VINCI@VA.gov), a Concierge Desk phone number (1-801-872-3324), and a link to VINCI Online Help.

The main content area is titled 'VINCIpedia' and features a 'Contents' section. A red box highlights the 'VINCIpedia/FAQ' link in the left-hand navigation menu. The 'Contents' section lists several links: [VINCI Frequently Asked Questions](#), [DART Considerations](#), [VINCI Data Topics](#), [Relevant VHA Regulations](#), [VINCI Linux Wiki](#), [DART Release Notes](#), [Requesting Elevated Permissions](#), [DaVINCI Data Manager Training](#), [VA OMOP Academy](#), and [VINCI Data Science Academy](#).

Below the 'Contents' section, there is a 'VINCI Citation for Publications' section with the following text: *VA Informatics and Computing Infrastructure (VINCI), VA HSR HIR 08-204, U.S. Department of Veterans Affairs. (2008). Retrieved [date], from https://vaww.VINCI.med.va.gov*



# Poll #2

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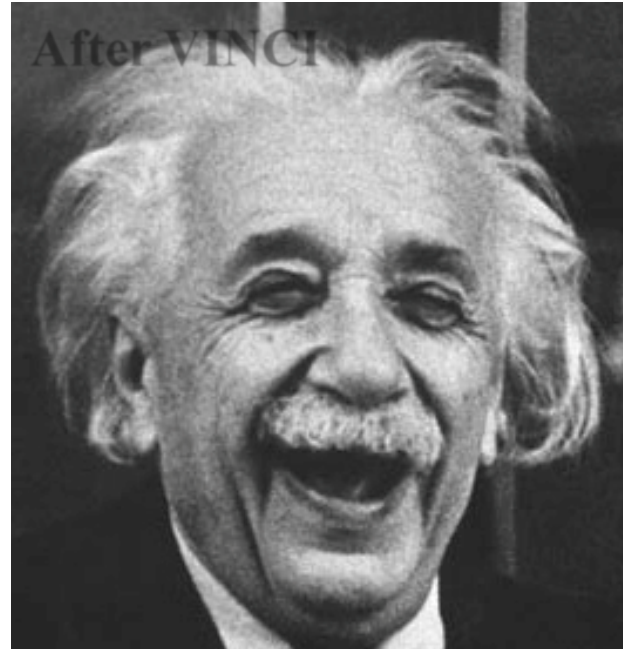
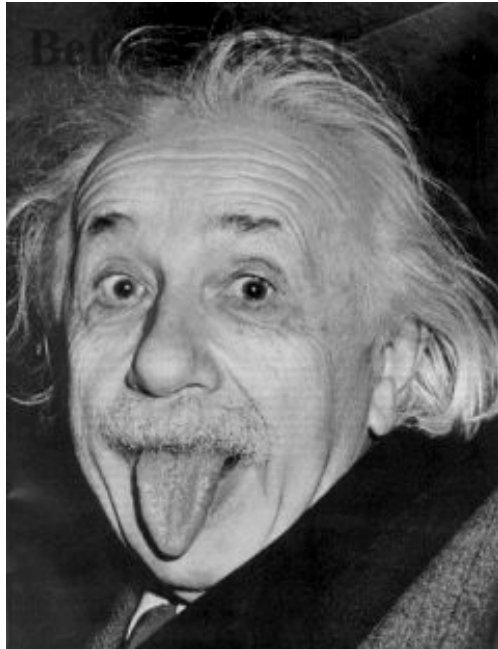
Now that you know how to conduct research in VINCI, how interested are you in doing so?

- Definitely!
- Very interested
- Somewhat interested
- Not interested
- I already use VINCI

# Questions?

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[VINCI@va.gov](mailto:VINCI@va.gov)



*A VINCI Concierge can assist at any time by contacting [VINCI@va.gov](mailto:VINCI@va.gov) with your request*