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# Data Access Request Tracker (DART)

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VA Informatics &  
Computing  
Infrastructure



# About DART

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- An online application for IRB Research data access approvals - Not for Operations or Preparatory to Research access at this time  
Future development planned
- Collects study information and documentation via a “Wizard”
- Determines required documentation based on Wizard entries
- Distributes the request to reviewers and approving authorities
- Allows Authorities review, request changes, approve, deny, monitor, track and report

# DART Features

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- Contains Communications utility to capture discussions between Requestor and Approvers
- Has step-by-step email notifications of progress
- Captures every event for tracking History
- Displays actual and average approval times
- More to come...Future development planned

# Poll #1

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- How familiar are you with using DART?
  - Not at all!
  - A little but I'm still confused about some aspects
  - I feel comfortable using it
  - I'm a pro and can even help others use it

# DART Forms on VHA Data Portal

<http://vaww.vhadataportal.med.va.gov>

Department of Veterans Affairs  
VHA Data Portal

Home Data Sources Data Access Tools Resources Training About Us Support

**Welcome to the VHA Data Portal!**

*The one-stop-shop for data users' needs.*

The VHA Data Portal is a collaborative effort among the following program offices to provide a central gateway to information about VHA data:

- VHA National Data Systems (NDS)
- VA Information Resource Center (VIReC)
- VA Informatics and Computing Infrastructure (VINCI)
- VHA Data Quality Program

Our mission is to promote a knowledge-sharing culture that supports the needs of VHA data users. The portal integrates information from multiple sources into a common format and single location to promote a comprehensive knowledge base and to facilitate a positive end-user experience.

**Data Access:**  
Visit the Access Section to learn about requesting access to VHA Data

**News**

**Change in Real SSN Research Data Request Process**  
ORD has instituted a change in the approval process for researchers' requests for data with real SSNs. New and pending DART requests will be required to submit the [Real SSN Access Request form](#). Visit the [Real SSN Data Request Process](#) page on VIReC's website for information on the new procedures and how they might affect your research project.

**Upcoming Events**

**VIReC Cyberseminars**  
Nov 3: [Requesting Access to VA Data for Research & Operations](#)  
Nov 18: [Uses of Mobile Text Messaging to Engage Homeless Persons](#)  
Dec 1: [Assessing Inpatient and Outpatient VA Health Care Use](#)

**VINCI Cyberseminars**

**Popular Links**

**Data Access Request Tracker (DART)**

- [DART Overview and Forms](#)
- [Launch DART Application](#)

**Resources**

- [Corporate Databases Monograph](#)
- [DAR](#)
- [HSRData-L Listserv](#)



# DART Required Documents

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- Studies generally need the following:
  - Research Request Memo (DART User Guide Appendix A)
  - IRB Approval letter
  - Research & Development Committee letter
  - Research Protocol
  - HIPAA Consent/Authorization OR Waiver
  - Real SSN Access Request Form (if needed)
  - Any additional data source specific forms
  
- Forms can be found on the VHA Data Portal

# DART Processing

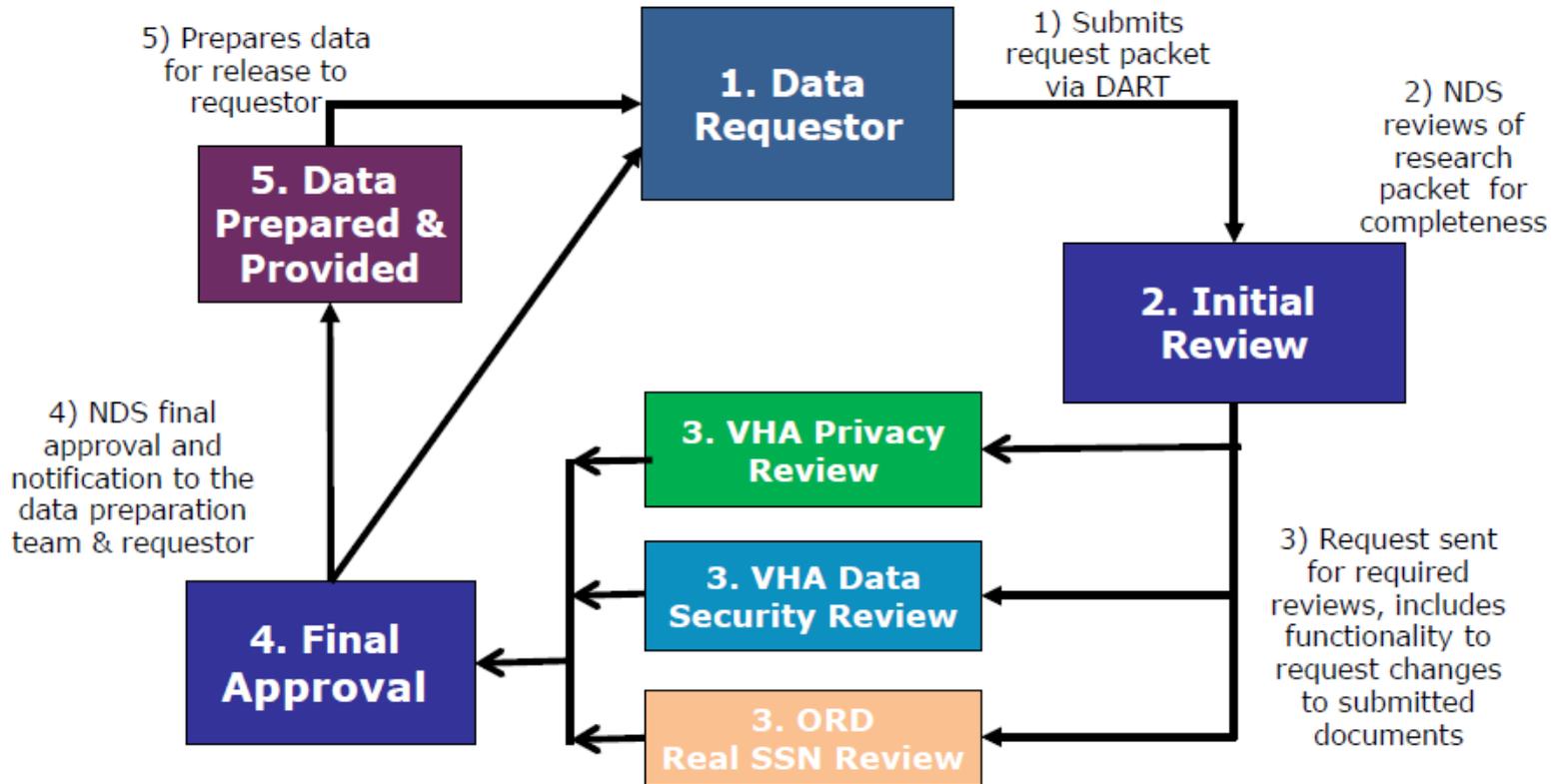
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- NDS approval takes approximately 10 business days from submission to approval if requirements are completed and submitted correctly
- Requests for changes adds additional time on behalf of the Requestor



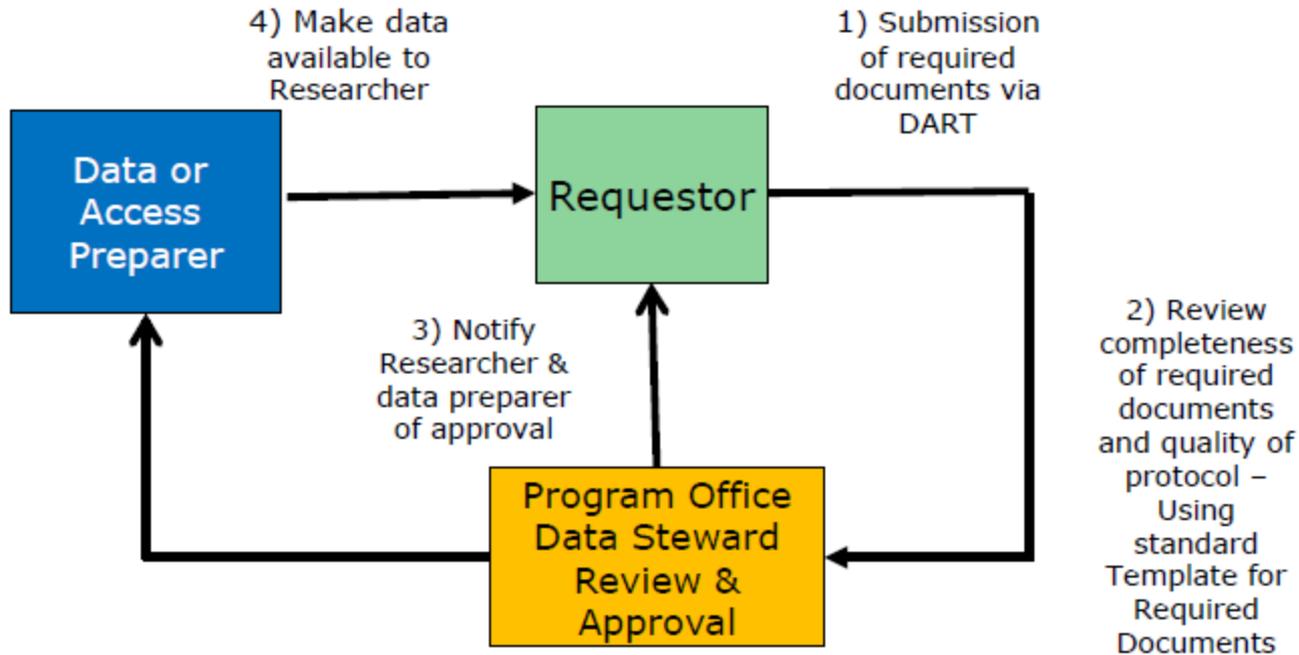
# DART Process Overview

## DART Research Approval Process NDS Managed Data Access



# DART Process Overview

## DART Research Approval Process Independent Workflow



# DART Processing - Initial NDS Review

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- Upon submission, the request is sent for an Initial NDS Review
  - Verify completeness of request
  - Verify documentation is valid
  - Determine appropriate approvals needed
  - Submit to additional reviewers as needed
  - Request Changes as needed
  - Deny the request if inappropriate use of DART



# DART Processing - Added Reviews

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- Processing often includes Privacy, Security and any additional reviews such as ORD (for Real SSN requests) and any other Data Steward's review required for approvals
- Reviews documentation relevant to them
  - Request Changes as needed
  - Deny their portion of the request as needed
  - Approve their portion of the request
- Upload approval documentation



# DART Processing - Final NDS Review

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- Upon approval by additional reviewers, NDS conducts a Final NDS Review
- Ensures completeness
- Upload approval documentation
- Approves request
- DART automatically notifies study of approval
- After approval, Requestor can amend request as needed



# Post-DART Approval

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- CDW/VINCI data requests are sent to VINCI/CDW data managers for fulfillment. “Other” data requests are routed to their respective data stewards for fulfillment.
- If VINCI Workspace is requested, VINCI will set up the study and then send out access information to individuals

# DART Access from VHA Data Portal

<http://vaww.vhadataportal.med.va.gov>

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Dec 1: Assessing Inpatient and Outpatient VA Health Care Use

**VINCI Cyberseminars**  
Nov 6: DART – The Data Access Request Tracker Application

**Popular Links**

**Data Access Request Tracker (DART)**

- DART Overview and Forms
- Launch DART Application

**Resources**

- Corporate Databases Monograph
- DAR
- HSRData-L Listserv
- RAMP

# DART Access from VINCI Central

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

VINCI Central

Home

**VA Informatics and Computing Infrastructure**  
The mission of VINCI is to improve the healthcare of Veterans by providing researchers access to integrated national data sets and tools for analysis in a secure, high-performance computing environment. The vision of VINCI is to become VA researchers' preferred data source and data-processing environment.

**Learn About VINCI**  
About VINCI Workspace Software Available Data

**I Want to Use VINCI**  
Click here to request access to the VINCI Workspace

**I Am a Current User**  
Support Training VINCI Guides SAS Guides FAQs

**Launch the VINCI Workspace**  
Click here to UPLOAD files to your VINCI Workspace project folder  
Click here to DOWNLOAD files from your VINCI Workspace project folder

**Did you know?**  
Take the VINCI Customer Satisfaction survey of 5 quick questions now by clicking here.

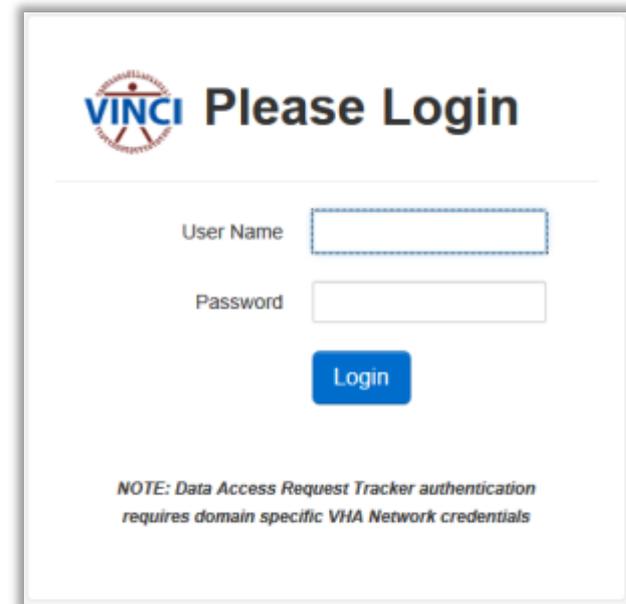
**Announcements**  
(1 of 1) **NEW - VINCI File Download Utility! VincIFT discontinued.**  
VINCI is proud to announce the release of its new VINCI Workspace File Download utility with easy to use interface which replaces the previous VincIFT download application which is being discontinued immediately. The new utility is available by clicking on the DOWNLOAD link above or under the VINCI Workspace tab above. To see a training video on how to use it, click on this announcement.

Contact Us | Site Map

# DART Login

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- [https://vhacdwttest02.vha.med.va.gov:8443/vinci\\_dart\\_client/dart9/index.html](https://vhacdwttest02.vha.med.va.gov:8443/vinci_dart_client/dart9/index.html)
- Enter User Name = VA Login User Name
- Enter VA Password



 **Please Login**

User Name

Password

*NOTE: Data Access Request Tracker authentication requires domain specific VHA Network credentials*

# DART Wizard - Requestor

The screenshots illustrate the following steps in the DART Wizard Requestor process:

- Activity Information:** A form titled "Activity Information" for request "2014-04-095.D BSL Demo of DART". It includes fields for "Short Name \*", "IRB Number \*", "IRB Expiration \*", "Start Date \*", and "End Date \*". Navigation buttons "Previous" and "Save Draft Next" are visible.
- Principal Investigator:** A field for "Principal Investigator" with the value "SCS (Sat) / Soehnle, Jeffrey".
- SQL Format:** Checkboxes for "CDW Production Domains" and "CDW Raw Domains", both with instructions to complete their respective checklists.
- RD Committee Approval:** A section for "Research and Development (RD) Committee Approval Letter (File Document)" with an "Upload" button.

# DART Dashboard - Requestor

- Displays To-Do List tab and Requests tab
- Create a New Request on Requests tab

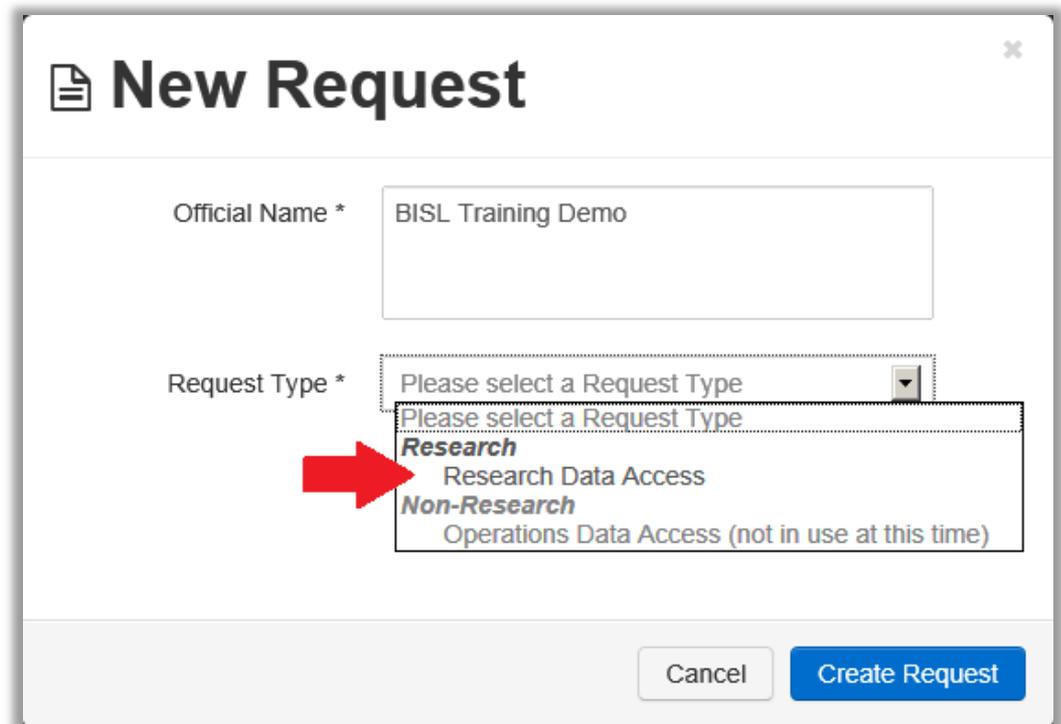
The screenshot shows the DART Dashboard - Requestor interface. At the top, there are two tabs: 'To-Do List' with a count of 0 and 'Requests' with a count of 2. The 'Requests' tab is active. Below the tabs, there is a 'Requests' section with a 'Create a New Request' button, which is highlighted with a red arrow. Below the button is a 'Filter' section with three buttons: 'All', 'Research', and 'Operations'. Below the filter section, there is a search bar and a table displaying two requests. The table has columns for Tracking #, Name, Type, Contact, Submitted, Status, and Actions. The status for both requests is 'NOT SUBMITTED'.

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2013-12-001-D	Document requirements testing by data source	Research Data Access	Trautman, Timothy N.		NOT SUBMITTED	Actions
2014-04-005-D	BISL Demo of DART	Research Data Access	Scehnet, Jeffrey		NOT SUBMITTED	Actions

# DART “Wizard” Requestor Initiate

## ■ Initiate

- Study Official Name (AKA - Protocol name)
- Request Type - *Research Data Access*



**New Request**

Official Name \*

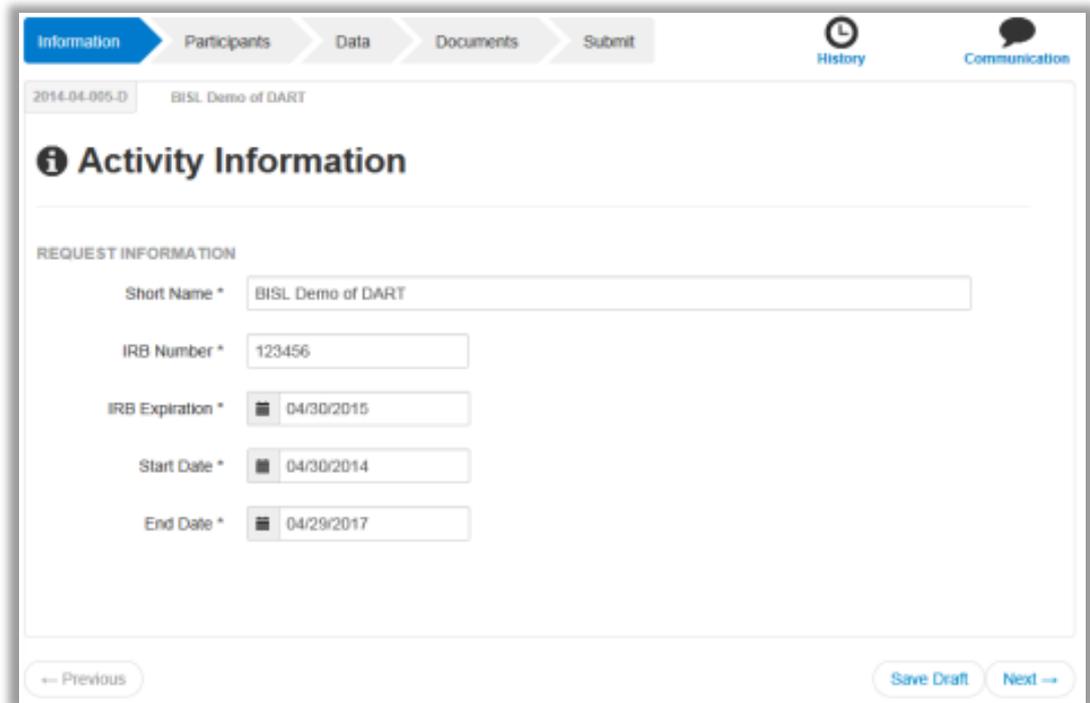
Request Type \*

- Research**
- Research Data Access
- Non-Research**
- Operations Data Access (not in use at this time)

# DART “Wizard” Requestor Step 1

## ■ Activity Information

- Study Short Name (nickname or acronym)
- IRB Number
- IRB Expiration
- Start Date
- End Date



The screenshot displays the 'Activity Information' step of the DART Wizard. The interface includes a navigation bar with tabs for 'Information', 'Participants', 'Data', 'Documents', and 'Submit'. The 'Information' tab is active. Below the navigation bar, there are icons for 'History' and 'Communication'. The main content area shows the following fields:

REQUEST INFORMATION	
Short Name *	<input type="text" value="BISL Demo of DART"/>
IRB Number *	<input type="text" value="123456"/>
IRB Expiration *	<input type="text" value="04/30/2015"/>
Start Date *	<input type="text" value="04/30/2014"/>
End Date *	<input type="text" value="04/29/2017"/>

At the bottom of the form, there are navigation buttons: '← Previous' on the left, 'Save Draft' in the center, and 'Next →' on the right.

# DART “Wizard” Requestor Step 2

## ■ Participants

- Add names of study personnel & location
- Specify Principal Investigator
- Specify Primary Location

Information Participants Data Documents Submit

2014.04.095-D BSL Demo of DART

### Participants

PARTICIPANTS & LOCATIONS

Name	Location	Notifications	Data Access	
Scheinet, Jeffrey	(860) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>
Trautman, Timothy N. (FVFT)	(860) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

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

Primary	Location	Principal Investigator
*	(860) Salt Lake City HCS (Salt Lake City UT)	Scheinet, Jeffrey

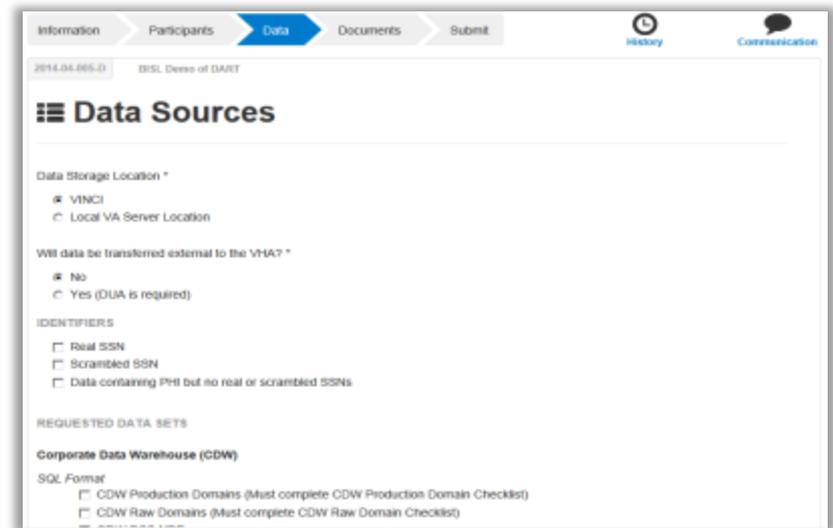
Find People Select a Location Add

Previous Save Draft Next

# DART “Wizard” Requestor Step 3

## ■ Data Sources

- Specify data storage location
- Specify Identifiers
- Select available data sources
- Specify HIPAA consent OR waiver



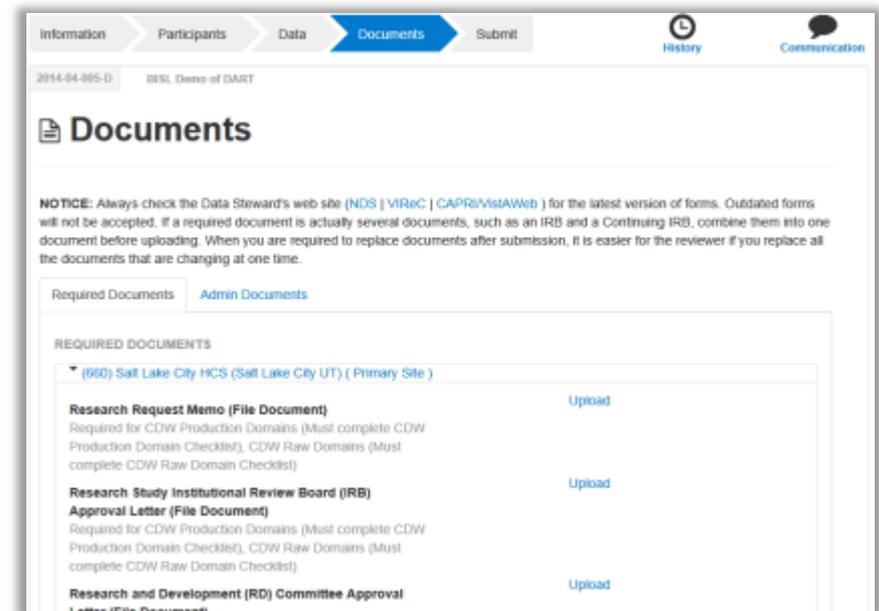
The screenshot shows the 'Data Sources' step of the DART Wizard. The interface includes a navigation bar with 'Information', 'Participants', 'Data' (selected), 'Documents', and 'Submit'. Below the navigation bar, the form is titled 'Data Sources' and contains several sections:

- Data Storage Location \***
  - VINCI
  - Local VA Server Location
- Will data be transferred external to the VHA? \***
  - No
  - Yes (DUA is required)
- IDENTIFIERS**
  - Real SSN
  - Scrambled SSN
  - Data containing PHI but no real or scrambled SSNs
- REQUESTED DATA SETS**
  - Corporate Data Warehouse (CDW)**
    - SQL Format**
      - CDW Production Domains (Must complete CDW Production Domain Checklist)
      - CDW Raw Domains (Must complete CDW Raw Domain Checklist)

# DART “Wizard” Requestor Step 4

## ■ Documents

- Displays required study documents
- Displays required participant documents
- Allows for upload and replacement (versions)



The screenshot displays the 'Documents' section of the DART system. At the top, there is a navigation bar with tabs for 'Information', 'Participants', 'Data', 'Documents' (which is highlighted), and 'Submit'. To the right of the navigation bar are icons for 'History' and 'Communication'. Below the navigation bar, the page title is 'Documents'. A notice states: 'NOTICE: Always check the Data Steward's web site (NDS | VIREC | CAPRS/VisiAWeb ) 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.' Below the notice, there are two tabs: 'Required Documents' and 'Admin Documents'. The 'Required Documents' tab is active. Underneath, there is a section titled 'REQUIRED DOCUMENTS' with a dropdown menu showing '(600) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )'. Below this, there are three rows of required documents, each with an 'Upload' button:

Document Name	Upload
<b>Research Request Memo (File Document)</b> Required for CDW Production Domains (Must complete CDW Production Domain Checklist), CDW Raw Domains (Must complete CDW Raw Domain Checklist)	Upload
<b>Research Study Institutional Review Board (IRB) Approval Letter (File Document)</b> Required for CDW Production Domains (Must complete CDW Production Domain Checklist), CDW Raw Domains (Must complete CDW Raw Domain Checklist)	Upload
<b>Research and Development (RD) Committee Approval Letter (File Document)</b>	Upload

# DART “Wizard” Requestor Step 5

## ■ Submit

- Allows requestor to submit request to NDS and other data stewards for review/approval

The screenshot shows the 'Submit' step of the DART Wizard. The navigation bar at the top includes 'Information', 'Participants', 'Data', 'Documents', and 'Submit' (highlighted in blue). There are also 'History' and 'Communication' icons. The main content area displays a date '2013-03-011-D' and a block of placeholder text. Below this, a large checkmark icon is followed by the word 'Submit'. Underneath, the text 'SUBMIT REQUEST' is visible. A green notification box contains the message 'Request form complete! You may now submit your request.' with a close button. A blue 'Submit Request' button is positioned below the notification. At the bottom, there are '← Previous' and 'Next →' navigation buttons.

# DART - Admin Documents

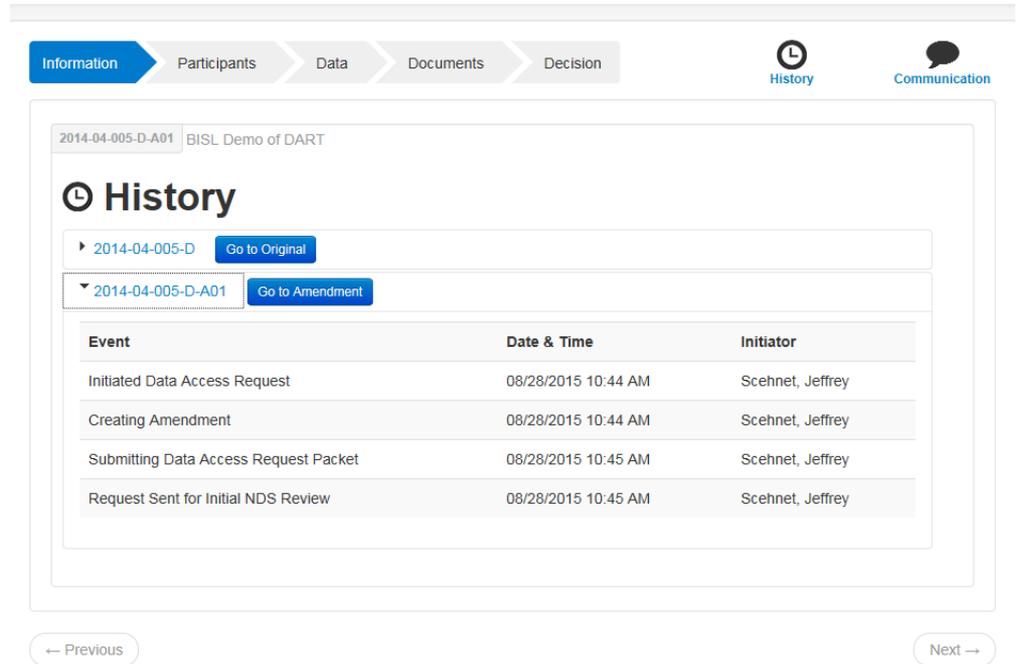
- Admin Documents
- Signed/Completed
  - DUA (if needed)
  - Checklist

The screenshot displays the 'Documents' section of the DART system. At the top, a navigation bar includes 'Information', 'Participants', 'Data', 'Documents' (highlighted), and 'Decision'. A 'History' icon is visible in the top right. Below the navigation, the page title is '2013-03-005-D Test complex request'. The main content area is titled 'Documents' and has two tabs: 'Required Documents' and 'Admin Documents'. Under 'REQUIRED DOCUMENTS', there are two main categories: 'NDS Administrator Documents' and 'Privacy Administrator Documents'. The 'NDS Administrator Documents' category includes 'NDS Data Use Agreement' (Awaiting Document Upload) and 'ORD Administrator Documents'. The 'Privacy Administrator Documents' category includes 'Research Privacy Review Checklist' (Awaiting Document Upload) and 'ORD Administrator Documents'. The site information '(438) Montana HCS (Fort Harrison MT) ( Primary Site )' is displayed next to the document entries. At the bottom, there are 'Previous' and 'Next' navigation buttons.

# DART - History

## ■ History

- Event history
- Links to original request and amendments



The screenshot displays the DART History page for a specific request. At the top, there is a navigation menu with tabs for Information, Participants, Data, Documents, and Decision. To the right of the menu are icons for History and Communication. Below the navigation, the breadcrumb trail shows the path: 2014-04-005-D-A01 > BISL Demo of DART. The main content area is titled "History" and contains a table of events. The table has three columns: Event, Date & Time, and Initiator. The events listed are: "Initiated Data Access Request", "Creating Amendment", "Submitting Data Access Request Packet", and "Request Sent for Initial NDS Review". All events were initiated by "Scehnet, Jeffrey" on 08/28/2015. There are also buttons for "Go to Original" and "Go to Amendment" next to the event IDs.

Event	Date & Time	Initiator
Initiated Data Access Request	08/28/2015 10:44 AM	Scehnet, Jeffrey
Creating Amendment	08/28/2015 10:44 AM	Scehnet, Jeffrey
Submitting Data Access Request Packet	08/28/2015 10:45 AM	Scehnet, Jeffrey
Request Sent for Initial NDS Review	08/28/2015 10:45 AM	Scehnet, Jeffrey

# DART - Communications

- Communications
  - Tracks communications within application

The screenshot displays the DART application interface. At the top, there is a navigation bar with tabs: Information (selected), Participants, Data, Documents, and Decision. To the right of the tabs are icons for History and Communication. Below the navigation bar, the main content area shows a communication entry for project 2014-04-005-D-A01, titled 'BISL Demo of DART'. The entry is titled 'Communication' with an 'Add New' button. It includes a 'VIEW COMMENT' link, the subject 'Signatures', and the author 'By Scehnet, Jeffrey', posted on 08/28/2015. The message content is 'Please get your ISO signature and re-upload the memo'. Below the message, there is a table with columns for Topic, Author, Date, and Message. The table contains one row with the subject 'Signatures', author 'Scehnet, Jeffrey', date '08/28/2015', and message 'Please get your ISO signature and re-upl...'. At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons.

Topic	Author	Date	Message
<a href="#">Signatures</a>	Scehnet, Jeffrey	08/28/2015	Please get your ISO signature and re-upl...

# QUESTIONS?

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For assistance or questions about completing a DART request, please contact the VINCI Concierge Team at:

**VINCI@va.gov**

