
Data Access Request Tracker (DART)

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VA Informatics &
Computing
Infrastructure



About DART

- An online application for National Data Systems (NDS) for IRB Research data access approvals - Not Operations nor Preparatory to Research
- Collects study information and documentation via a 4-screen “Wizard”
- Determines required documentation based on Wizard entries
- Distributes the request to approving authorities
- Authorities approve online

DART Features

- 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
- Allows for request amendments online

DART Paperwork

- Studies generally need the following:
 - Research Request Memo (DART User Guide Appendix A)
 - IRB Approval letter
 - HIPAA Consent/Authorization OR Waiver
 - Research & Development Committee letter
 - Research Protocol
 - Real SSN Access Request (For Real SSN identifiers)
 - VA Form 9957 (DART User Guide Appendix B)
- Forms can be found on the VHA Data Portal

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: RESOURCES.
Visit the Resources section to learn more 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.

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 Forms on VHA Data Portal

Data Request Forms

- [Research Request Memo](#)  – **NEW** – *This replaces the DUA for ALL Research requests after June 2, 2014*
- [VA 9957 Form](#) 
- [Real SSN Access Request](#)  – **NEW** – *required for access to real SSNs*
- [Data Use Agreement \(DUA\)](#)  – **NO LONGER REQUIRED** *after June 2, 2014 for research requests*
- [OEF/OIF/OND DUA Instructions](#)  – *OEF/OIF/OND Roster File only*
- [OEF/OIF/OND DUA](#)  – *OEF/OIF/OND Roster File only*
- [CDW Domain Check List](#)  – *CDW data only*
- [Vital Status Rules of Behavior](#)  – *Vital Status File only*
- [Special User Access Request Form for Researchers](#)  – *CAPRI and VistAWeb only*

VA Form 9957

- The 9957 form is usually required for PI and always required for anyone requesting AITC Mainframe access
- If not everyone needs mainframe access, in section 3, put "Does not need mainframe access"
- Cannot use a 9957 from a different study

Department of Veterans Affairs		ACCESS FORM	
PRIVACY ACT STATEMENT: The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Customer Account. Furnishing the information on this form is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.			
<i>NOTE: Information from this form is used to establish VA Accounts or to grant access to VA resources.</i>			
ARE YOU CURRENT ON YOUR SIGNIFICANT RISKS OF BEHAVIOR, CYBER SECURITY AND PRIVACY TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF ACCESS		TYPE OF ACTION REQUESTED
	<input type="checkbox"/> ZOS (Mainframe) <input type="checkbox"/> UNIX <input type="checkbox"/> USD	<input type="checkbox"/> WINDOWS <input type="checkbox"/> DATABASE <input type="checkbox"/> OTHER (Specify) _____	<input type="checkbox"/> CREATE NEW CUSTOMER <input type="checkbox"/> MODIFY EXISTING CUSTOMER <input type="checkbox"/> DELETE EXISTING CUSTOMER
2. CUSTOMER INFORMATION			

VA Form 9957

■ Top Section

- Current on Security and Privacy training?
- Type of Access
 - Select ZOS for mainframe access
 - Select OTHER and specify "CDW" for CDW data
- Type of Action Requested
 - If mainframe data and new to mainframe, then CREATE
 - If you already have mainframe access, then MODIFY
 - If not mainframe, then CREATE

NOTE: Information from this form is used to establish VA Accounts or to grant access to VA resources.

ARE YOU CURRENT ON YOUR SIGNED RULES OF BEHAVIOR; CYBER SECURITY AND PRIVACY TRAINING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF ACCESS <input checked="" type="checkbox"/> ZOS (<i>Mainframe</i>) <input type="checkbox"/> WINDOWS <input type="checkbox"/> EMAIL <input type="checkbox"/> UNIX <input type="checkbox"/> DATABASE <input type="checkbox"/> LAN ACCOUNT <input type="checkbox"/> USD <input checked="" type="checkbox"/> OTHER (<i>Specify</i>) CDW	TYPE OF ACTION REQUESTED <input checked="" type="checkbox"/> CREATE NEW CUSTOMER <input type="checkbox"/> MODIFY EXISTING CUSTOMER <input type="checkbox"/> DELETE EXISTING CUSTOMER
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VA Form 9957

■ Section 2 - Customer Information

- Person requesting access to data
- Must be entirely filled-out
- 2B - If mainframe, enter TSO account number

2. CUSTOMER INFORMATION		
A. NAME (Last, First, Middle Initial) Smith, John, Q.	B. CUSTOMER ID Mainframe ID	C. TELEPHONE NUMBER (Include Area Code) (800) 555-1212
D. STATION (FACILITY) NUMBER 660	E. MAIL ROUTING SYMBOL OR STOP CODE 121	F. JOB TITLE Research Associate
G. CONTRACTOR, OR IF TEMPORARY ACCESS, SHOW EXPIRATION DATE (Month, day, year)	H. GOVERNMENT ORGANIZATION, CONTRACTOR NAME EMPLOYER OR OTHER VHA Salt Lake City HCS	
I. CONTRACTOR OR OTHER GOVERNMENT ORGANIZATION, OFFICE ADDRESS (Street, City, State, Zip Code) 500 Foothill St., Salt Lake City, UT 84113	J. ACTIVE DIRECTORY (AD) USERNAME vhaslcsmithj	K. ACTIVE DIRECTORY (AD) DOMAIN vha19
	L. E-MAIL ADDRESS john.smith70@va.gov	
<i>NOTE: See reverse for instructions.</i>		

VA Form 9957

■ Section 3 - Access Requested

- Must match the DART request Data Sources

3. ACCESS REQUESTED			
CHECK APPROPRIATE BOX		NAME OF FUNCTIONAL TASK CODES; PROFILES, WEB SERVERS; UNIX ACCOUNTS; DATABASE OR OTHER ACCESS	DEFINE LEVEL OF ACCESS REQUESTED OR CONCURRING SYSTEM MANAGER OF RECORD (SMR) DESIGNEE SIGNATURE AND TITLE <i>(If required)</i>
ADD	DELETE		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Real and Scrambled SSN access to CDW Production and Raw	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Real and Scrambled SSN access to CDW DSS NDE	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Real SSN access to CDW TIU Notes	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Real and Scrambled SSN access to CDW DSS NDE (legacy)	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Real SSN access to Vital Status Crosswalk File	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MedSAS including VetsNet Files for National Level Real SSN (1100TT01)	John Quinn III, Director of NDS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MedSAS Files for VISN Level Real SSN (1100TT05)	John Quinn III, Director of NDS
<input type="checkbox"/>	<input type="checkbox"/>		

VA Form 9957

- **Section 4 - Signatures** (can be ink or digital)
 - 4A - Person requesting access with this form
 - 4C - Person's immediate VA supervisor or the PI
 - If person is PI, use immediate VA supervisor
 - 4E - Second official per local regulations (Usually ACOS-R or Facility Director)
 - 4G - Facility ISO (required)

4. SIGNATURES		
A. REQUESTING OFFICIAL & TITLE		B. DATE
C. APPROVING OFFICIAL & TITLE		D. DATE
E. SECOND APPROVING OFFICIAL & TITLE <i>(if required)</i>		F. DATE
G. NAME AND TITLE OF FACILITY POINT OF CONTACT OR INFORMATION SECURITY OFFICER		G. DATE

Routing of VA Form 9957

- Route *after* signatures
- If requesting Mainframe, send to local Customer User Provisioning System (CUPS) Point of Contact (POC) first to create mainframe Time Sharing Option (TSO) account and enters Functional Task Codes (FTC) requested
- If no mainframe or after CUPS, upload in DART

DART Access from VHA Data Portal

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

The screenshot shows the VHA Data Portal website. At the top, there is a navigation bar with the Department of Veterans Affairs logo and the text "VHA Data Portal". The navigation menu includes: Home, Data Sources, Data Access, Tools, Resources, Training, About Us, and Support. A search bar is located on the right side of the navigation bar.

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Data Access: RESOURCES
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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
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

A red arrow points to the "Launch DART Application" link in the Popular Links section.



DART Access from VINCI Central

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

VINCI Central

Home

Applications

Data Access Request Tracker

Shortcuts

My Collaboration Sites

VINCI Workspace

VHA Data Portal

HSR&D

VIRc

HSRData-L Listserv

VINCI

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.

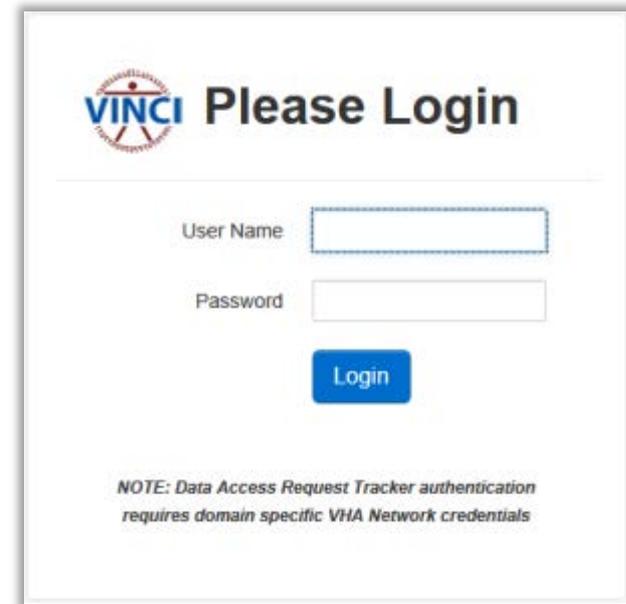
VINCI is proud to announce the release of its new VINCI Workspace File Download utility with easy to use interface which replaces the previous VincIFT download application which is being discontinued immediately. The new utility is available by clicking on the DOWNLOAD link above or under the VINCI Workspace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

Contact Us | Site Map



DART Login

- https://vhacdwttest02.vha.med.va.gov:8443/vinci_dart_client/dart9/index.html
- Enter User Name = VA Login User Name
- Enter VA Password



The screenshot shows a login page with the VINCI logo and the text "Please Login". Below the logo are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the page, there is a note: "NOTE: Data Access Request Tracker authentication requires domain specific VHA Network credentials".

DART Demonstration - Requestor

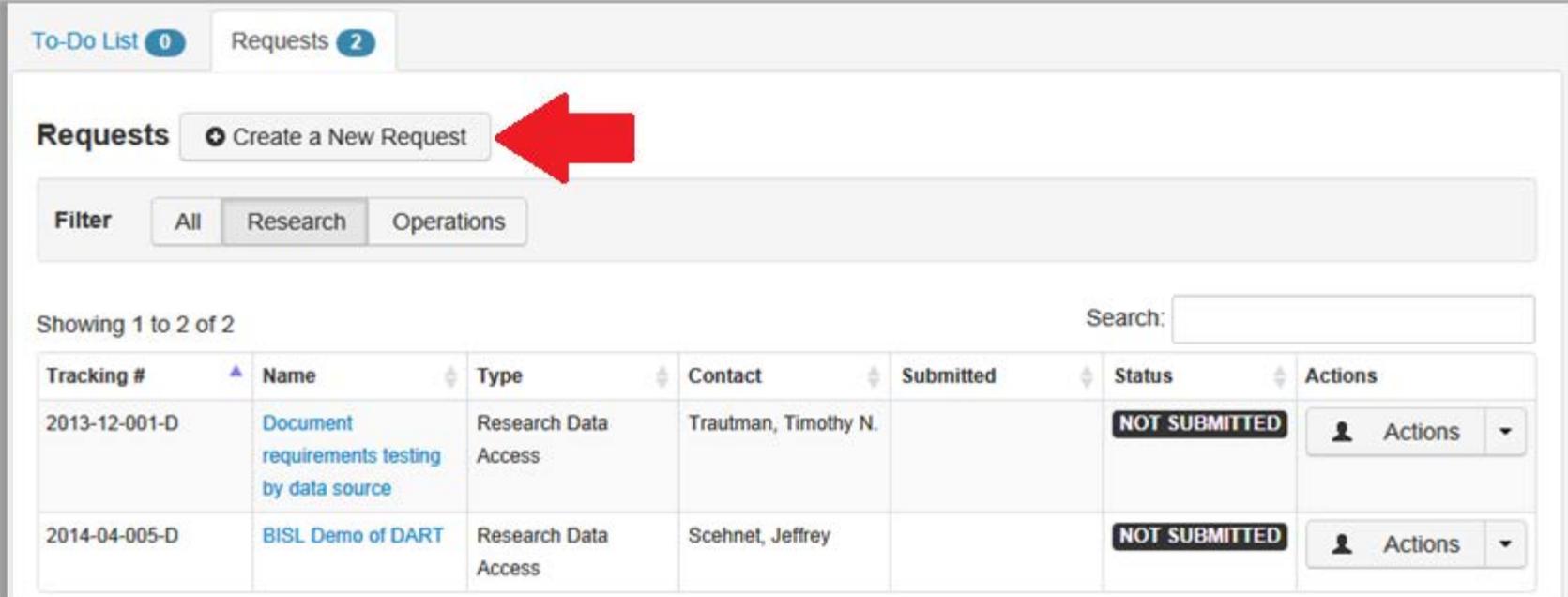
The image displays a sequence of overlapping screenshots from a mobile application interface, likely for a requestor. The primary screenshot shows the 'Activity Information' page for a request titled 'BISL Demo of DART' (ID: 2014.04.055-D). The page features a navigation bar with tabs for 'Information', 'Participants', 'Data', 'Documents', and 'Submit'. Below the navigation, there are icons for 'History' and 'Communication'. The main content area is titled 'Activity Information' and contains a 'REQUEST INFORMATION' section with the following fields:

- Short Name * (Text input): BISL Demo of DART
- IRB Number * (Text input): 123456
- IRB Expiration * (Date picker): 04/30/2015
- Start Date * (Date picker): 04/30/2014
- End Date * (Date picker): 04/29/2017

At the bottom of this form, there are buttons for 'Save Draft' and 'Next -->'. The subsequent screenshots show additional parts of the form, including a 'Principal Investigator' field with the name 'Scannet, Jeffrey' and a section for 'Research and Development (RD) Committee Approval' with an 'Upload' button. The 'RD Committee Approval' section includes checkboxes for 'CDW Production Domains (Must complete CDW Production Domain Checklist)' and 'CDW Raw Domains (Must complete CDW Raw Domain Checklist)'. The text 'Production Domain Checklist, CDW Raw Domains (Must complete CDW Raw Domain Checklist)' is also visible.

DART Dashboard

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



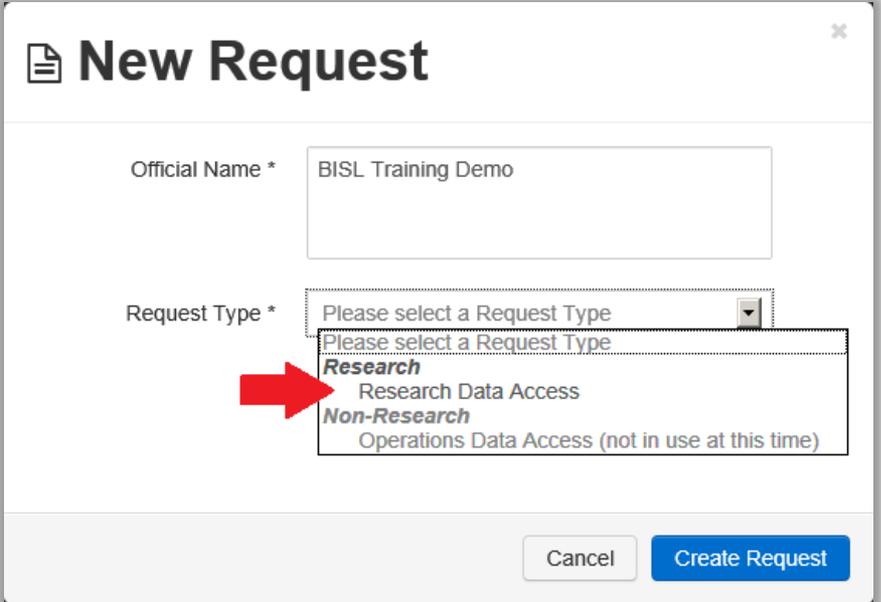
The screenshot shows the DART Dashboard interface. At the top, there are two tabs: 'To-Do List' with a count of 0 and 'Requests' with a count of 2. Below the tabs, the 'Requests' section is active. It features a 'Create a New Request' button with a plus icon, which is highlighted by a red arrow. Below this button is a 'Filter' section with three buttons: 'All', 'Research', and 'Operations'. The 'Research' button is selected. Below the filter section, it says 'Showing 1 to 2 of 2' and there is a search box. The main content is a table with the following columns: Tracking #, Name, Type, Contact, Submitted, Status, and Actions. The table contains two rows of data.

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” Initiate

■ Initiate

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



New Request

Official Name *

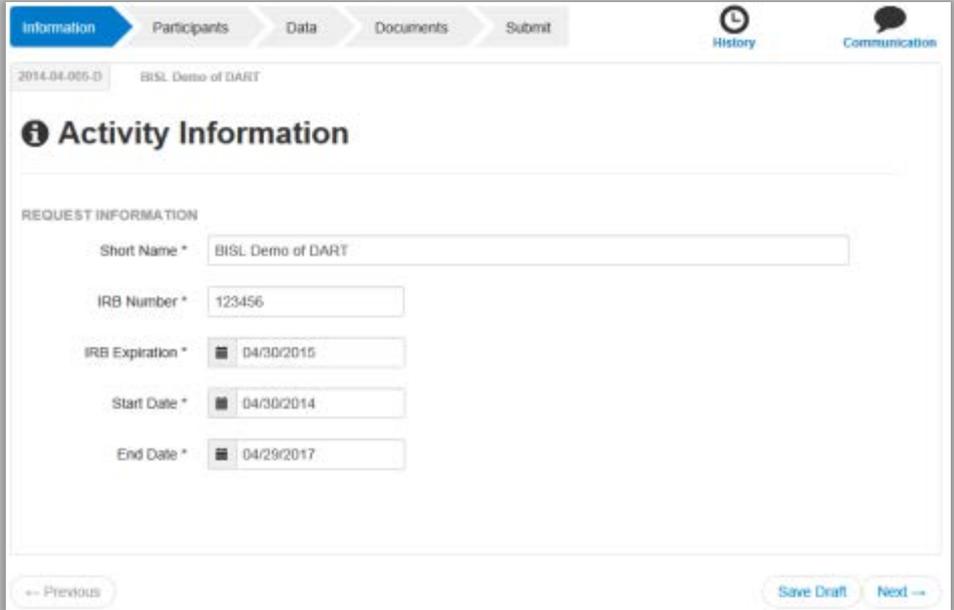
Request Type *

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

DART "Wizard" Step 1

■ Activity Information

- Study Short Name (Nickname)
- 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, the current study is identified as '2014-04-095-D BISI Demo of DART'. The main section is titled 'Activity Information' and contains a 'REQUEST INFORMATION' section with the following fields:

Field	Value
Short Name *	BISI Demo of DART
IRB Number *	123456
IRB Expiration *	04/30/2015
Start Date *	04/30/2014
End Date *	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” Step 2

■ Participants

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

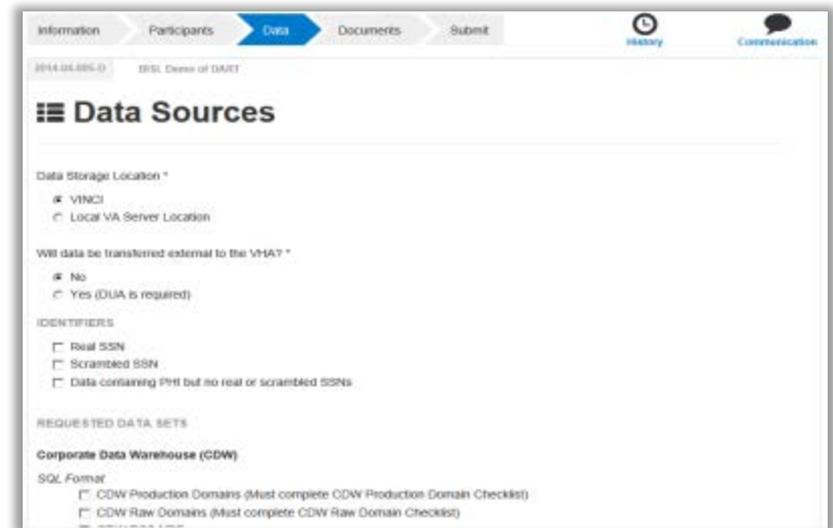
The screenshot displays the 'Participants' step of the DART Wizard. The interface includes a navigation bar with tabs for 'Information', 'Participants' (active), 'Data', 'Documents', and 'Submit'. Below the navigation bar, there are icons for 'History' and 'Communication'. The main content area is titled 'Participants' and contains a table for 'PARTICIPANTS & LOCATIONS'. The table has columns for 'Name', 'Location', 'Notifications', 'Data Access', and an 'Add' button. Two participants are listed: 'Scetnet, Jeffrey' and 'Trautman, Timothy N. (PVFT)'. A blue callout box on the right side of the table contains the text: 'Important! Please select a Primary Location and a Principal Investigator for each location.' Below the table, there are search and location selection controls: 'Q Find People', 'Select a Location', and an 'Add' button. At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons, along with a 'Save Draft' button.

Name	Location	Notifications	Data Access	
Scetnet, 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. (PVFT)	(860) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

DART “Wizard” Step 3

■ Data Sources

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



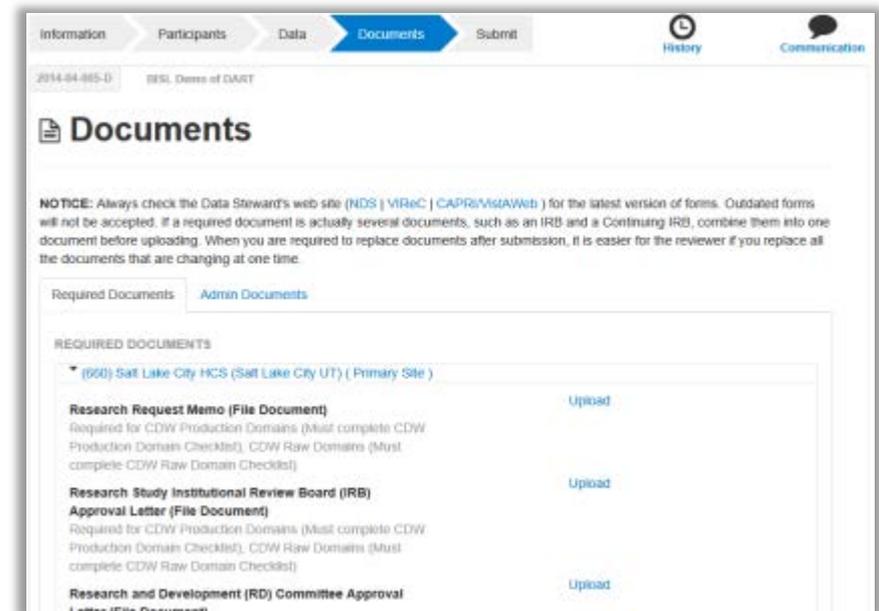
The screenshot shows the 'Data Sources' step of the DART Wizard. The interface includes a navigation bar with 'Information', 'Participants', 'Data' (selected), 'Documents', and 'Submit'. Below the navigation bar, the form is titled 'Data Sources' and contains several sections:

- 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” 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'. Below the navigation bar, the page title is 'Documents'. A notice states: 'NOTICE: Always check the Data Steward's web site (NDS | VIREC | CAPRS/MIAWeb) 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'. Under 'Required Documents', 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
Research Request Memo (File Document) Required for CDW Production Domains (Must complete CDW Production Domain Checklist), CDW Raw Domains (Must complete CDW Raw Domain Checklist)	Upload
Research Study Institutional Review Board (IRB) Approval Letter (File Document) Required for CDW Production Domains (Must complete CDW Production Domain Checklist), CDW Raw Domains (Must complete CDW Raw Domain Checklist)	Upload
Research and Development (RD) Committee Approval Letter (File Document)	Upload

DART Processing

- NDS approval takes approximately 14 days from submission to approval if paperwork and submission are in order
- Requests for changes adds additional time on behalf of the Requestor



DART Processing - Initial NDS Review

- 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

- Reviews often include the need for approval by additional authorities such as ORD (for Real SSN requests), Privacy, Security, and other Data Stewards
- 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

- 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

- Mainframe requests are routed to CDW who activates the previously requested Functional Task Codes. CDW will contact you when done
- CDW/VINCI data requests are sent to VINCI for fulfillment. A VINCI Data Manager will contact you within a few days
- “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

QUESTIONS?

VINCI@va.gov

