

Data Access Request Tracker (DART)



What is DART?

- An online SharePoint workflow application that guides researchers through the process of requesting access to data
- Developed and hosted by VINCI in coordination with OIA NDS & HIA, ORD, VIREC, and other VHA offices
- Oversight is provided by the VHA Data Access Board
- National Data Systems (NDS) started using DART to manage **NEW** research requests on October 1, 2010

Data Access Requests Managed by NDS

- Austin Mainframe (self-service)
 - Medical SAS Data Sets with Real SSNs (Including Workload Data such as ADUSH Enrollment, BIRLS Death & Fee Basis Files)
 - DSS NDEs with Real SSNs
 - VHA Vital Status File with Real SSNs or Scrambled SSNs
 - DSS Web Reports
 - VSSC Web Reports

Data Access Requests Managed by NDS

- CDW
 - Medical SAS Data Sets with Real or Scrambled SSNs (SAS or SQL Server format)
 - DSS NDEs with Real or Scrambled SSNs (SQL Server or SAS Format)
 - VHA Vital Status File with Real or Scrambled SSNs (SQL Server or SAS Format)
 - TIU (all Regions)
 - Radiology (all Regions)
 - ...And More

Data Access Requests NOT Managed by NDS

- **Note:** Access to MedSAS, DSS NDE and other Austin Mainframe workload files with scrambled SSNs will continue to be requested through your local CUPS point of contact or ISO. NDS does not manage these data access requests. Thus, they are not requested through DART

Where to Start?

- NDS Home page:
<http://vaww4.va.gov/NDS/index.asp>
- NDS VHA Research Data Access page:
<http://vaww4.va.gov/NDS/DataAccess/DataAccessRES.asp>
- NDS DART Web page:
<http://vaww4.va.gov/NDS/DART/DARTLaunch.asp>
- VINCI Central Home page:
<http://vaww.vinci.med.va.gov/vincicentral/default.aspx>
- The *DART User Guide* contains step-by-step instructions for submitting an NDS data request – link on NDS Web site & in DART

DART Pages

- DART uses five types of pages
 1. DART Home
 2. Initiate Request
 3. Manage Sites & Users
 4. Request Configuration
 5. Manage & View Request

- Link to the *DART User Guide* is provided on every page

1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>



Data Access Request Tracker



DART User Guide

Click the following link to initiate a new Data Access Request

DART Initiation  [Initiate New Data Access Request](#)

Study Participant Queue  The following are research studies which you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

Study Name	NDS Tracking Number	IRB Number	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	1234567890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

A table will display any existing or previous projects linked to your network ID

1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>



Data Access Request Tracker

View the current status



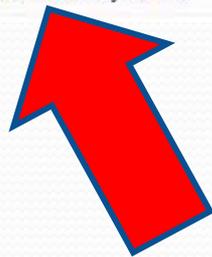
DART User Guide

Click the following link to initiate a new Data Access Request

DART Initiation  [Initiate New Data Access Request](#)

Study Participant Queue  The following are research studies which you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

Study Name	NDS Tracking Number	IRB Number	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	1234567890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review



Click on the study name to view the request

1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>

Data Access Request Tracker

 [DART User Guide](#)



Detailed instructions to complete your DART request

Click the following link to initiate a new Data
DART Initiation  [Initiate New Data](#)

Study Participant Queue  The following are research studies which you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

Study Name	NDS Tracking Number	IRB Number	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	1234567890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>

Data Access Request Tracker

 DART User Guide

Click the following link to initiate a new Data Access Request

DART Initiation  [Initiate New Data Access Request](#)

Study Participant Queue  The following are research studies you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

Study Name	NDS Tracking Number	Number	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	1890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

Click on "Initiate New Data Access Request"



2. Initiate Request

2. Initiate Request



Initiate Request



Manage Sites/Users



Request Configuration



Manage/View Request

Initiate Request

DART User Guide

*indicates required field

IRB Number:

* Study Name:

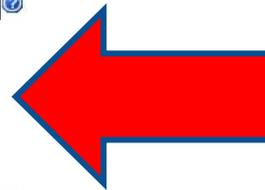
* Start Study Date:

* End Study Date:

* IRB Expiration Date:

* Your Study Role:

* Your Primary Study Site:



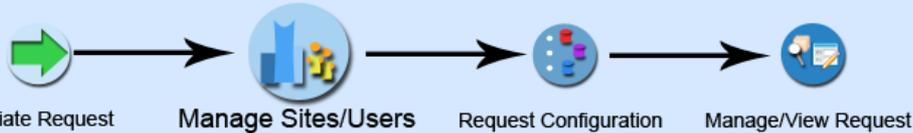
General study information

Back Update



3. Manage Sites/Users

3. Manage Sites/Users



Manage Sites/Users

DART User Guide

Enter project members at primary site

Primary Site - Salt Lake City HCS (Salt Lake City UT)

Participant Name	Role	
Scehnet, Jeffrey	Primary Investigator	
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>

DART Access Rights	Actions
Administrator	Delete
Administrator	Delete
Administrator	Delete
Administrator	<input type="button" value="Add Participant"/>

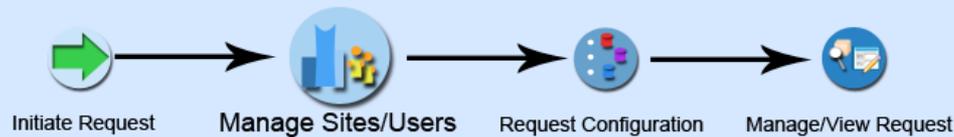
Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)

Participant Name	Role	Data Access
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>

DART Access Rights	Actions
Administrator	Delete
Viewer	Delete
Administrator	<input type="button" value="Add Participant"/>

Secondary Site -

3. Manage Sites/Users



Manage Sites/Users

Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	<input type="button" value="Add Participant"/>

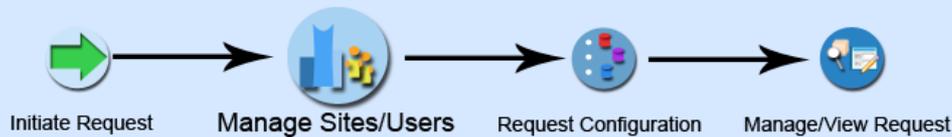
Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)

Participant Name	Role	Data A	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	Viewer	Delete
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		

Secondary Site -

Specify who will have access/view the data

3. Manage Sites/Users



Manage Sites/Users

DART User Guide

Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Add Participant

Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	View	Delete
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Add Participant

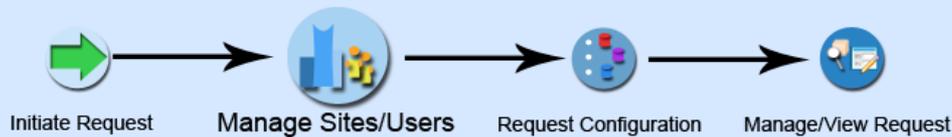
Secondary Site - - Select One -

Add Secondary Site

Specify who has rights to view/manipulate the DART request

Continue

3. Manage Sites/Users



Manage Sites/Users

DART User Guide

Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	Add Participant

Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	Viewer	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	Add Participant

Secondary Site -

Add Secondary Site



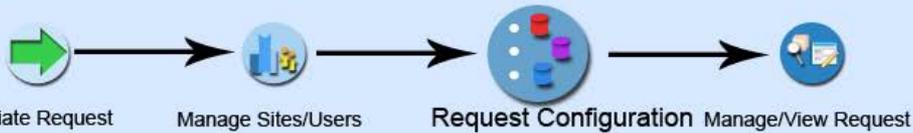
Enter Info on Secondary sites

Back Continue



4. Request Configuration

4. Request Configuration



Request Configuration

DART User Guide

Researchers have the option to access the data themselves on the Austin Mainframe or CDW-VINCI Data Managers can extract the data for you.

CDW and VINCI Workspace

- CDW (Extract)
- Vital Status Crosswalk File with Real SSN (SQL Server and SAS)
- Vital Status with Scrambled SSNs

Other

- BIRLS Death File
- DSS NDE (Mainframe Access)
- DSS Web Reports
- Medical SAS Data Sets with Real SSNs (Mainframe Access)
- OEF/OIF Roster File with Real SSNs
- OIF/OEF Roster File with Scrambled SSNs
- Vital Status with Real SSNs (Mainframe Access)
- Vital Status with Scrambled SSN (Mainframe Access)
- VSSC Web Reports

Data Source:

Select data sources

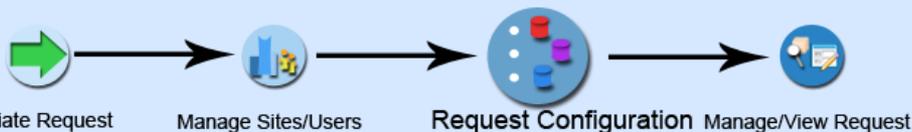
Does your study require HIPAA Authorization and Patient consent? Yes No

Does your study require a HIPAA Waiver? Yes No

Back

Complete Data Access Request Configuration

4. Request Configuration



Request Configuration

DART User Guide

Researchers have the option to access the data themselves on the Austin Mainframe or CDW-VINCI Data Managers can extract the data for you.

CDW and VINCI Workspace

CDW (Extract)

CDW staff members prepare data extracts or views that can be used on the CDW platform or in the VINCI Workspace. Includes DSS NDE Data (SQL Server and SAS), Medical SAS Data Sets (Extract), Vital Status File with Real SSNs, Vital Status File with Scrambled SSNs, Allergies, Health Factors, Radiology (Region1&4), and TIU (Region1&4).

DSS NDE Data (SQL Server and SAS) - Decision Support System (DSS) data are in local- or facility-level Production Databases and in National Data Extract (NDE) SAS datasets. NDE SAS datasets of financial and clinical data are available for access at AITC. Clinical NDEs include Radiology, Fact of Lab, Lab Results, and Pharmacy. Financial NDEs are Discharge File, the inpatient Treating Specialty File, and the Outpatient File. Available in Real or Scrambled SSNs.

Medical SAS Data Sets (Extract) - The VHA Medical SAS Datasets are national administrative data for VHA-provided health care utilized primarily by veterans, but also by some non-veterans (e.g., employees, research participants). The datasets are provided in SAS format by fiscal year (Oct. 1 - Sept. 30). These data are extracted from the National Patient Care Database (NPCD), maintained by the VHA Office of Information at the Austin Information Technology Center. Datasets available are Inpatient, Outpatient, and Inpatient Encounter. Available in Real or Scrambled SSNs.

Vital Status File with Scrambled SSNs - This file combines death dates from all sources currently available to VA researchers, including the PTF (VA Inpatient), BIRLS, Medicare Vital Status, and Social Security Administration (SSA) death file. There are two files available: the Master and Mini files. The Master file contains one record for each SSN-date of birth (DOB)-gender combination, and includes all dates of birth, genders, and dates of death found for each SSN. The Mini file contains one record for each SSN. An algorithm is used to select the "best" DOB, gender, and DOD for each SSN. Both files include the VA's Scrambled SSN.

Vital Status File with Real SSNs - This is a crosswalk file of real and scrambled SSNs to be used in conjunction with the Vital Status File with scrambled SSNs.

Allergies - This allergy data is the only source of national level allergy data in the VHA. This data includes National data from all stations and data through the end of calendar year 2009. The dataset includes tables of Patient Allergies, ID Band Marked, Adverse Reaction Reporting, Adverse Reaction Assessment, P&T Addendum, Reactions, Suspected Agent, Revevant Test/Lab Data, Concomitant Drugs, Other Related History, Addendum, Reactions, Comments, Chart Marked, Drug Classes, Drug Ingredients, and Drug.

Health Factors - is a catch-all place to store data where there is no Vista field for that purpose, such as the use of alcohol or tobacco. There are about 3,000 different types of health factors in the Salt Lake City database. However, Health Factors are used very differently from site to site. Health Factors are often used with Clinical Reminders. A clinical reminder is a particular algorithm implemented in CPRS that is triggered by some event and usually results in a message to a provider. Health Factors can reference any data, and often use Health Factors as part of the logic.

Radiology - This data includes Region 1 and 4 data through the end of calendar year 2009. The dataset includes tables of RAD/NUC Med Reports, Report Text (imaging exam), Impression Text (imaging exam), Additional Clinical History, Report Text (standard report), and Impression (standard report).

TIU - This data includes the textual information in VistA and is the only and largest collection of national level Text Integration Utility (TIU) data in the VHA. This dataset includes all TIU data from all Regions, all TIU data from October 1996 - June 2011, and is made up of over 1.5 billion rows of TIU records. The dataset includes tables of TIU Document, TIU Document Definition, TIU Multiple Signature, and Item.

Does your study require HIPAA Authorization and Patient consent? Yes No

Does your study require a HIPAA Waiver? Yes No



Scroll over description

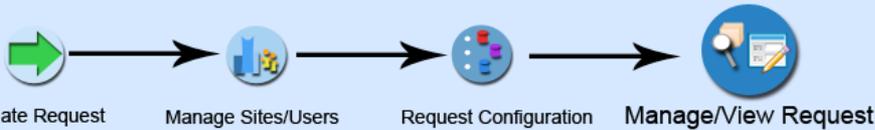
Back

Complete Data Access Request Configuration



5. Manage & View Request

5. Manage & View Request



DART User Guide

- [DART Home](#)
- [Add/Edit Study Details](#)
- [Site Participant Management](#)
- [Request Configuration](#)
- [Manage Request](#)

DART Page Links

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS | VIREC](#)) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Request Communications

New			
Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT)

Awaiting Document Upload

VHA Privacy DAA - Scehnet, Jeffrey

Awaiting Document Upload

VHA Privacy DAA - Larimer, Grant (IPA)

Awaiting Document Upload

ORD Administrator Documents

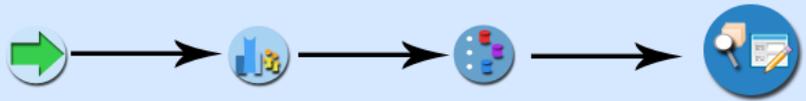
ORD 9957 - Scehnet, Jeffrey

Awaiting Document Upload

ORD 9957 - Larimer, Grant (IPA)

Awaiting Document Upload

5. Manage & View Request



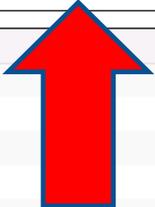
Initiate Request Manage Sites/Users Request Configuration Manage/View Request

DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration
- Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1



Study Info

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS | VIREC](#)) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Request Communications

Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

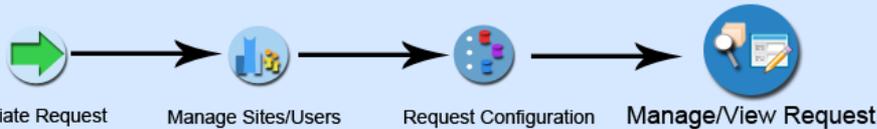
NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT) Awaiting Document Upload
VHA Privacy DAA - Scehnet, Jeffrey Awaiting Document Upload
VHA Privacy DAA - Larimer, Grant (IPA) Awaiting Document Upload

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA) Awaiting Document Upload

5. Manage & View Request



DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration
- Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Events list

Required Documents

NOTICE: Always check the Data Steward's web site (NDS | VIREC) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Request Communications

Subject	Created By	Replies	Last Updated
Security Review !NEW	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review !NEW	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT)

Awaiting Document Upload

VHA Privacy DAA - Scehnet, Jeffrey

Awaiting Document Upload

VHA Privacy DAA - Larimer, Grant (IPA)

Awaiting Document Upload

ORD Administrator Documents

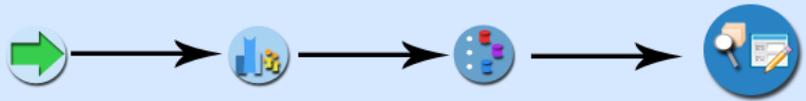
ORD 9957 - Scehnet, Jeffrey

Awaiting Document Upload

ORD 9957 - Larimer, Grant (IPA)

Awaiting Document Upload

5. Manage & View Request



Initiate Request Manage Sites/Users Request Configuration Manage/View Request

DART User Guide

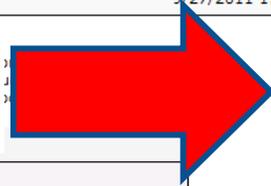
- [DART Home](#)
- [Add/Edit Study Details](#)
- [Site Participant Management](#)
- [Request Configuration](#)
- [Manage Request](#)

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Required Document
NOTICE: Always check Outdated forms will IRB, combine them easier for the review

Communicate with the Reviewers



Request Communications

Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT) Awaiting Document Upload
VHA Privacy DAA - Scehnet, Jeffrey Awaiting Document Upload
VHA Privacy DAA - Larimer, Grant (IPA) Awaiting Document Upload

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA) Awaiting Document Upload

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

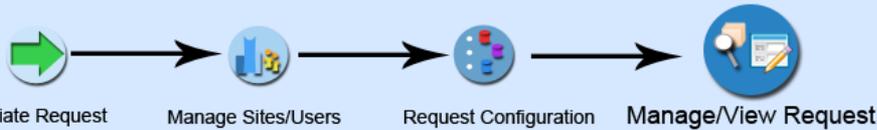
[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

5. Manage & View Request



DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration
- Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS | VIREC](#)) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

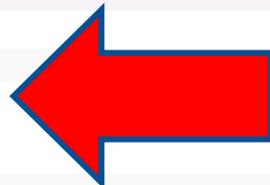
Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey



**Upload/View/Replace
required documents**

Request Communications

New			
Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

NDS Administrator Documents

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey
Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA)
Awaiting Document Upload

5. Manage & View Request



Initiate Request Manage Sites/Users Request Configuration Manage/View Request

DART User Guide

- [DART Home](#)
- [Add/Edit Study Details](#)
- [Site Participant Management](#)
- [Request Configuration](#)

Primary Investigator	Study Name	NDS Tracking Number	Status
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Request

Event

- Initiated Data Access Request
- Completed Request Configuration
- Required Documents Received
- Submitting Data Access Request Packet to NDS
- Initial NDS Review Complete
- Waiting For Privacy Approval
- Waiting For Security Approval

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS | VIREC](#)) for the latest version of form. Outdated forms will not be accepted. If a required document is actually several documents, such as IRB, combine them into one document. When you are required to replace documents that are changing at one time.

Required Documents: [Research Request Memo](#) (Salt Lake City UT)

Document

Research Request Memo
Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Links to Forms/Templates

Research and Development (RD) Committee Approval Letter(s):
Required For: CDW (Extract), Vital Status with Scrambled SSNs.
Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

ORD 9957 - Scehnet, Jeffrey
Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA)
Awaiting Document Upload

5. Manage & View Request



Initiate Request Manage Sites/Users Request Configuration Manage/View Request

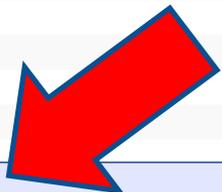
DART User Guide

[DART Home](#)
 [Add/Edit Study Details](#)
 [Site Participant Management](#)
 [Request Configuration](#)
 [Manage Request](#)

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Date	Time	By
Initiated Data Access Request			
Completed Request Configuration			
Required Documents Received	9/22/2011	4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011	4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011	1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011	1:02:57 PM	NDSAdmin1

Scroll Over Reminders



The Research Request Memo contains the following:

- Indication if the Principal Investigator is a VA employee and that the request is for VA Research.
- Indication if the Research Protocol has IRB and R&D Committee approval or if it is for activities preparatory to Research.
- Justification for why Real SSN Data Is needed.
- A list of all staff requiring access and if they are VA or non-VA employees.
- A description of the type data needed i.e. Corporate Data Warehouse (CDW), Decision Support System (DSS), VISN Support Service Center (VSSC), Resident Assessment Instrument/Minimum Data Set (RAI/MDS), Medical SAS Files, etc.
- A description of how the data will be used and stored as well as all the physical locations where it will be used and stored.
- A description of the method of access i.e. data extract or directly by individuals.
- An estimate of how long the use of data will be needed for the above identified Protocol.

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT)
Awaiting Document Upload

VHA Privacy DAA - Scehnet, Jeffrey
Awaiting Document Upload

VHA Privacy DAA - Larimer, Grant (IPA)
Awaiting Document Upload

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey
Awaiting Document Upload

ORD 9957 - Larimer, Grant (IPA)

5. Manage & View Request



Initiate Request Manage Sites/Users Request Configuration Manage/View Request

DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration
- Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS | VIREC](#)) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

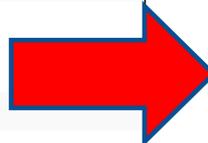
Research Study

Required For: CDW
 Uploaded: 9/22/20
[View Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.
 Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Documents uploaded
by the reviewers



Request Communications

Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

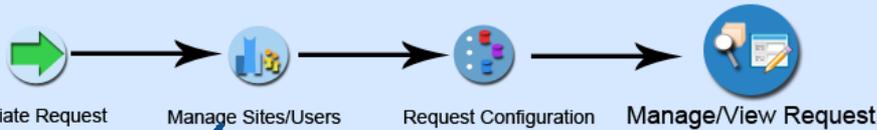
NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT) Awaiting Document Upload
VHA Privacy DAA - Scehnet, Jeffrey Awaiting Document Upload
VHA Privacy DAA - Larimer, Grant (IPA) Awaiting Document Upload

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA) Awaiting Document Upload

5. Manage & View Request



[DART User Guide](#)

■ [DART Home](#) ■ [Add/Edit](#)

DART User Guide

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

Required Documents

NOTICE: Always check the Data Steward's web site ([NDS](#) | [VIReC](#)) 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.

Salt Lake City HCS (Salt Lake City UT)

Document

Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Request Communications

Subject	Created By	Replies	Last Updated
Security Review	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

NDS Administrator Documents

NDS Data Use Agreement - Salt Lake City HCS (Salt Lake City UT)

Awaiting Document Upload

VHA Privacy DAA - Scehnet, Jeffrey

Awaiting Document Upload

VHA Privacy DAA - Larimer, Grant (IPA)

Awaiting Document Upload

ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey

Awaiting Document Upload

ORD 9957 - Larimer, Grant (IPA)

Awaiting Document Upload

Questions?

Contact:

Jeffrey S. Scehnet, PhD, MS_{RegSci}, CIPP/G

DART Product Manager

VA Informatics and Computing Infrastructure (VINCI)

E-mail: jeffrey.scehnet@va.gov

Office: 801-924-2114