

# Access to VA Data for Research and Quality Improvement use

November 2, 2015

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Technical & Privacy Liaison



# By the end of this talk, you

- ▶ Will be able to determine whether a project is a research or quality improvement (QI)
- ▶ Know where to find information about the correct data request process for data needed in your project
- ▶ Be familiar with standard research documents and research and QI data request forms

# Agenda for today

- ▶ Is it research or is it quality improvement?
- ▶ General Requirements for Data Access
- ▶ Data request requirements
  - Research
  - Quality improvement
- ▶ Using the VHA Data Portal to identify request processes
  - Research Access, including DART forms
  - Operational Access

# Acknowledgements

- ▶ ORO's VHA Handbook 1058.05 VHA Operations Activities That May Constitute Research
- ▶ ORO's PowerPoint presentation October 28, 2011
- ▶ NDS and DART data request processing teams
- ▶ Patient Care Services data request manager
- ▶ Pharmacy Benefits Management data request manager

# Acronyms used in this presentation

- ▶ IRB – Institutional Review Board
- ▶ R&D Committee – Research and Development Committee
- ▶ ACOS–R – Associate Chief of Staff for Research
- ▶ ORD – Office of Research and Development
- ▶ ORO – Office of Research Oversight
- ▶ QI – Quality Improvement
- ▶ QA – Quality Assurance
- ▶ PI – Performance Improvement
- ▶ PE – Program Evaluation
- ▶ DTA – Data Transfer Agreement
- ▶ NDS – National Data Systems
- ▶ DART – Data Access Request Tracker
- ▶ MCA (DSS) Managerial Cost Accounting System data (formerly Decision Support System (DSS) data)
- ▶ CAPRI – Compensation and Pension Record Interface
- ▶ VA/CMS Data – Data from the Centers for Medicare and Medicaid Services used in the VHA.
- ▶ CUPS POC – Customer User Provisioning System Point of Contact (often your facility ISO)

# Acronyms for data & data tools used in VA

- ▶ CDW: Corporate Data Warehouse domain data
- ▶ MedSAS: Medical SAS datasets
- ▶ MCA (DSS) Managerial Cost Accounting System data (formerly Decision Support System (DSS) data)
- ▶ PCS: Patient Care Services data
- ▶ CAPRI – Compensation and Pension Record Interface
- ▶ VA/CMS Data – Data from the Centers for Medicare and Medicaid Services used in the VHA.

# Poll #1: About you

- ▶ What are your roles in VA research or operations data use? Check all that apply.
  - Research investigator
  - Quality improvement investigator
  - Project coordinator, data manager, data analyst
  - IRB Chair or ACOS-R
  - Other – please describe via the Q&A function

# Is it Research or Quality Improvement (Operations)

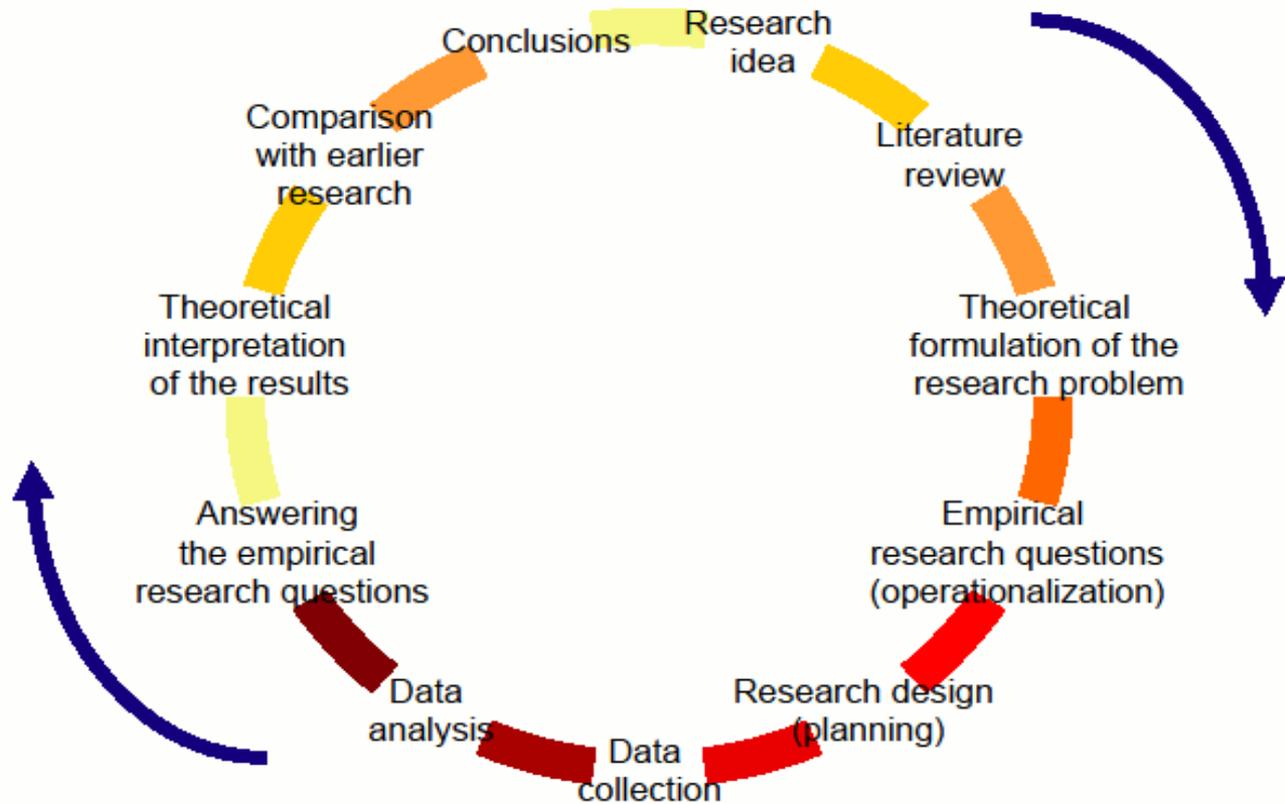




We do systematic investigations

# Research is a systematic investigation

## The research process



**Quality improvement studies  
can also be systematic  
investigations**



# Research is

- ▶ Designed to develop or contribute to **generalizable** knowledge
- ▶ Designed to produce information to expand the knowledge base of a **scientific discipline** or scholarly field of study

# Activities that are *always* research

- ▶ Projects funded or supported **aS** research by ORD or any other entity
- ▶ Clinical investigations – as defined under Food and Drug Administration (FDA) regulations

Office of Research Oversight  
presentation  
October 28, 2011

# Activities that are *almost always* research

- ▶ Double blind interventions
- ▶ Placebo controls
- ▶ Prospective patient–level randomization to clinical interventions not tailored to individual patient benefit

Office of Research Oversight  
presentation  
October 28, 2011

# Use of operations data for research

- ▶ Data collected for non-research operations may subsequently be accessed and used for research
- ▶ VHA Handbook 1058.05
- ▶ VHA Operations Activities That May Constitute Research



# Quality Improvement (QI) (operations not research)

- ▶ Studies in which findings are intended <ONLY> to be used by and within VA or by entities responsible for overseeing VA

Office of Research Oversight  
presentation  
October 28, 2011

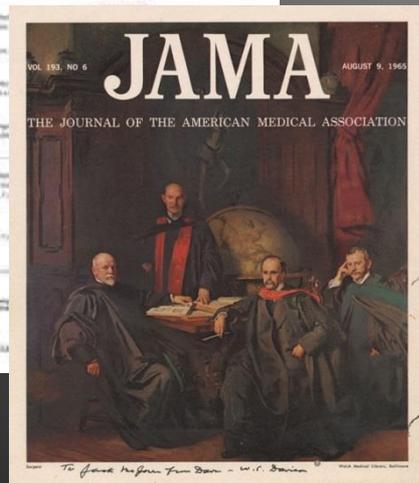
# Examples of QI studies

- ▶ VA All Employee Survey (AES), Voice of VA Survey, etc.
- ▶ Cardiac Assessment Reporting and Tracking System (CART)
- ▶ External Peer Review Program (EPRP)
- ▶ Home and Community Based Quality Care Initiative
- ▶ Inpatient Evaluation Center (IPEC)
- ▶ Mental Health Program Evaluation Centers
- ▶ VA Surgical Quality Improvement Program (VASQIP)

# Tips for research staff on studies with QI and research components

- ▶ Determine which components are QI and which are research
- ▶ Establish separate document folders
- ▶ Understand compliance requirements for both
- ▶ As you undertake each activity determine whether you have on your research hat or your operations hat
- ▶ And keep your hat on – the right hat!

# Publication and Presentation of Findings DO NOT Themselves Define Research



# Is it research or operations? When in doubt, check with...

- ▶ Facility IRB
- ▶ Facility Research & Development Committee
- ▶ Program Office supervising/sponsoring the project
- ▶ Office of Research & Development (ORD)
- ▶ Office of Research Oversight (ORO)

# General Requirements for Data Access



# Criteria for use of VA data in research

- ▶ Employment status
- ▶ Proposed use
- ▶ Data Steward requirements
- ▶ Sensitivity of data
- ▶ Physical location of data



# Requirements for research data access

- ▶ Description of data needed
- ▶ Access form(s) for specific data source(s)
- ▶ Research approval documents
  - Protocol
  - IRB approval letter
  - R&D approval letter
  - Informed Consent documents
  - HIPAA documents
  - Real SSN Access Request (where applicable)
- ▶ More often via DART

# Approval for research data access is multi-departmental

Local  
Management  
Oversight

Data Steward  
Requirements

Regulatory  
Compliance

# VHA local management oversight for specific data sources

- ▶ Health Information Management (HIMS)
  - CPRS
- ▶ CUPS Point of Contact or ISO
  - National MedSAS data with scrambled SSNs
  - On the AITC Mainframe
  - MedSAS – real SSN for local facility
  - MCA & VSSC Web Reports – scrambled SSN

CUPS = Customer User Provisioning System

# Data stewards set requirements for data sources (examples)

- ▶ National Data Systems (NDS)
  - CDW
  - MedSAS data with real SSNs
  - HERC data
  - Many others
- ▶ Patient Care Services
  - Specialty Medicine custom extracts
  - Pharmacy Benefits Management data
- ▶ VIREC
  - VA/CMS data

# Regulatory compliance reviewers

- ▶ VHA Privacy Office
- ▶ VHA Security Liaison Office



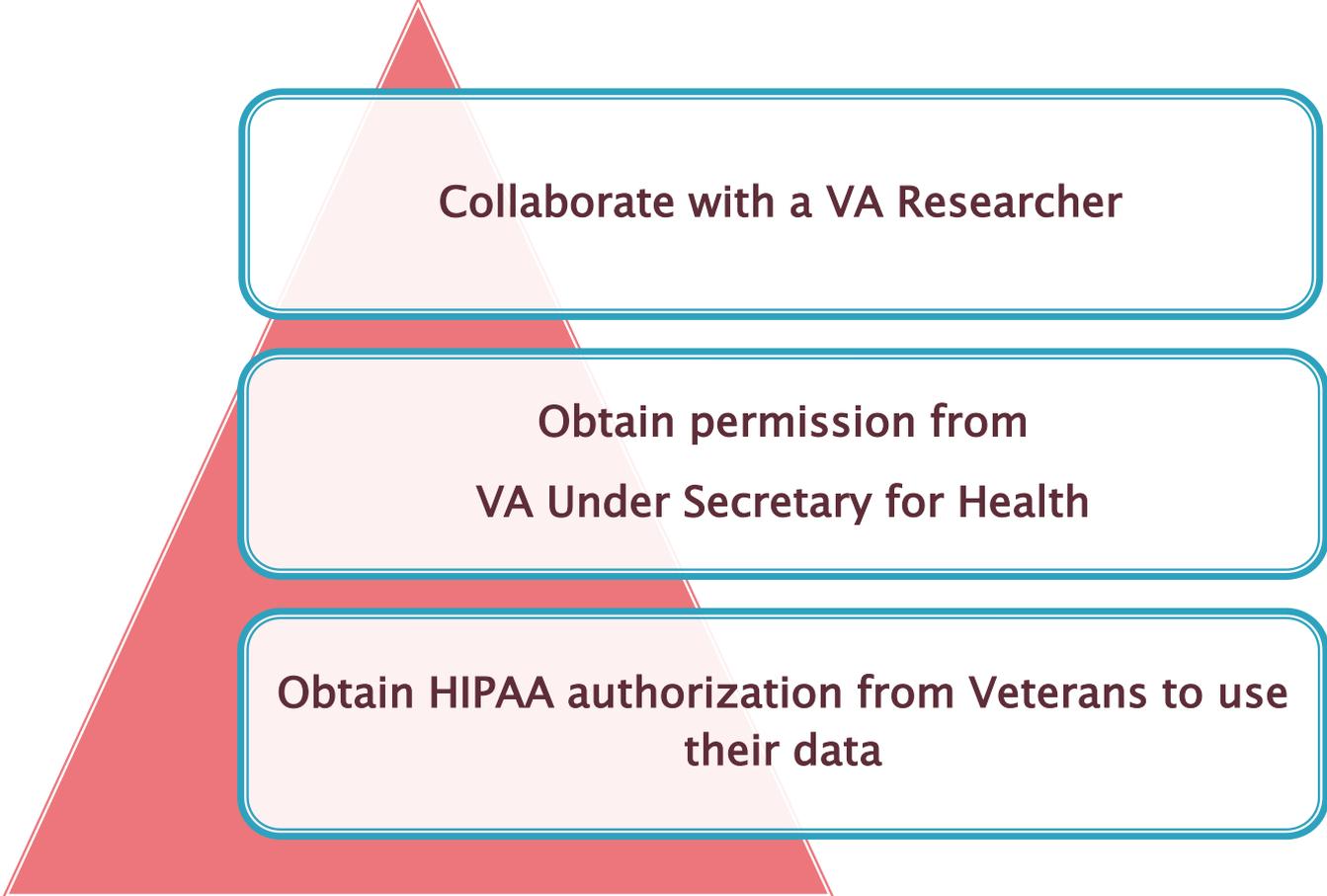
# Operations data access requirements – including quality improvement

- ▶ Description of data needed
- ▶ Justification for data use
- ▶ Signature of supervisor and ISO
- ▶ Specific access forms vary by resource, examples:
  - VHA NDS Healthcare Operations Form
- ▶ More often via ePAS

# Access to VA data by non-VA researchers

Data containing Protected Health Information (PHI) is restricted to VA researchers

Pathways  
are  
limited



Collaborate with a VA Researcher

Obtain permission from  
VA Under Secretary for Health

Obtain HIPAA authorization from Veterans to use  
their data

# Using the VHA Data Portal to Identify Request Processes



# Poll #2: VHA Data Portal

- ▶ Have you visited the VHA Data Portal for information about data access?
  - Yes, frequently
  - Browsed a little
  - No, never
  - Not sure/not applicable





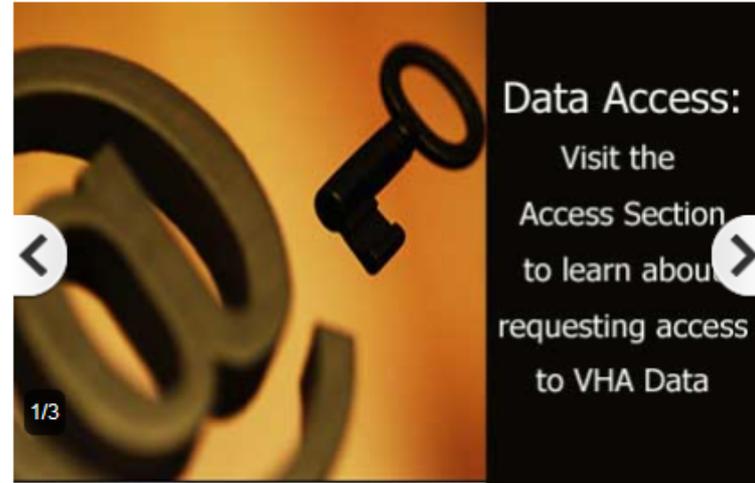
## Welcome to the VHA Data Portal!

*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.



### 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](#). Visit the [Real SSN Data Request](#) page on VIReC's website for more information.

### Upcoming Events

#### VIReC Cyberseminars

October 21: [Developing a Chemotherapy Ordering Management System](#)

October 27: [Seeing the Data When You Can't See the Data: A Tour of Documentation of the CDW](#)

#### VINCI Happy Hour - 3rd Wednesday Every Month at 1PM MT

VINCI in its continuing efforts to assist VHA data users, is holding its VINCI Happy Hour open

### Popular Links

#### Data Access

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

#### Resources

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

# Research Requests





# Department of Veterans Affairs VHA Data Portal

Home Data Sources Data Access Tools Resources Training

## Welcome to the VHA Data Portal!

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- Data Access Overview
- Operations Access
- Preparatory to Research Access**
- Research Access
- Medical Advisory Opinions Access
- Veterans Service Officers Access

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- Business Associate Agreements
- Data Use Agreements
- VHA Data Sharing Agreement Repository



### News

### Upcoming Events

**Cyberseminars**  
Sept 29: [Innovations in Healthcare Informatics](#)

### Popular

**Data Access Requ**



Data Access > Research Access

- Data Access Overview
- Operations Access
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- Medical Advisory Opinions Access
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- Data Use Agreements
- VHA Data Sharing Agreement Repository

**Did You Know?**

Research data users may request access to CDW data with either real or scrambled SSNs. There are specific additional access requirements for Vital Status and DSS NDE data domains.

**Research Access**

- Overview
- Access
- Data Sources

**Tips for Requestors**

Research data users do not access CDW data directly. CDW Data Managers prepare data extracts that can be used in the VINCI environment or on local VHA network servers as indicated.

## Research Access

### Overview

VHA Researchers can request access to VHA data through the Research and Development (R&D) Committee and various types of health information, enable VHA investigators to provide care to Veterans and the general public.

**Note:** The following resources provide information on research activities that constitute research:

- VHA Handbook 1058.05: VHA Operations Activities That May Constitute Research (Oct 2011)
- Decision Chart for Determining VHA Operations Activities That May Constitute Research

### Types of Data Access

Expand the options below to learn more about the types of VHA data access available for approved research projects.

- Direct Access
- Data Extracts

### Requesting Access

Access to data sources and data access tools is available through several request processes, including:

- Patient Care Services (PCS) Request Process
- Pharmacy Benefits Management (PBM) Request Process
- Data Access Request Tracker (DART) Process & Forms
- Local Customer User Provisioning System (CUPS) POC Request Process
- VA/CMS Data for Research Request Process
- VINCI Workspace Request Process

Determining which process to use for requesting access depends on the data source or data access tool:

- Expand a source or tool in the lists below for an outline of its access request process.

# Data Source Request Processes

Department of Veterans Affairs  
VHA Data Portal

Home Data Sources Data Access Tools Resources Training About Us Support

Data Access » Research Access

## Research Access

### Overview

VHA Researchers can request access to VHA data sources and data access tools for a research protocol approved by a VA Research and Development (R&D) Committee and reviewed by an Institutional Review Board (IRB). VHA data, along with other types of health information, enable VHA investigators to conduct groundbreaking research that improves the delivery of health care to Veterans and the general public.

**Note:** The following resources provide information on determining whether a VHA operations activity constitutes research:

- VHA Handbook 1058.05: VHA Operations Activities That May Constitute Research (Oct 2011)
- Decision Chart for Determining VHA Operations Activities That May Constitute Research

### Types of Data Access

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- Expand a source or tool in the lists below for an outline of its access request process.
- View Terms and Definitions used in these outlines.

#### Data Source Request Processes

Expand a data source in the list below to view an outline of its data request process.

- ADUSH Enrollment Files
- ATC Mainframe
- BIRLS Death File
- CDW Data
- MCA (formerly DSS) NDEs
- MCA (formerly DSS) Web Reports
- Medical SAS Inpatient & Outpatient Data Sets
- Non-VA Medical Care (formerly Fee Basis) Files
- NPPD
- OEF/OIF/OND Roster
- PBM Database
- VA/CMS Data for Research
- VETSNET File
- Vital Status File
- VSSC Web Reports

#### Tools Request Processes

Expand a data access tool in the list below to view an outline of its access request process.

source list

# Identifying research request processes on the VHA Data Portal

## Data Source Request Processes

Expand a data source in the list below to view an outline of its data request process.

- + ADUSH Enrollment Files
- + AITC Mainframe
- + BIRLS Death File
- + CDW Data
- + MCA (formerly DSS) NDEs
- + MCA (formerly DSS) Web Reports
- + Medical SAS Inpatient & Outpatient Data Sets
- + Non-VA Medical Care (formerly Fee Basis) Files
- + NPPD
- + OEF/OIF/OND Roster
- + PBM Database
- + VA/CMS Data for Research
- + VETSNET File
- + Vital Status File
- + VSSC Web Reports

Data source name changes

## Tools Request Processes

Expand a data access tool in the list below to view an outline of its access request process.

- + AITC Mainframe Workspace
- + CAPRI
- + CPRS
- + SAS/GRID
- + VA Network Server Workspaces (Local and Regional)
- + VINCI Workspaces
- + VistAWeb

# Example: Research Request Process Table for Medical SAS datasets

## 1 Medical SAS Inpatient & Outpatient Data Sets

Level of Access	Identifier	Functional Task Codes	Data Source Location	Data Format	Type of Access	Request Process
National	Real SSN	110TT01	AITC Mainframe	SAS	Direct	DART Request Process
VISN	Real SSN	110TT05	AITC Mainframe	SAS	Direct	DART Request Process
Local	Real SSN	110NN01	AITC Mainframe	SAS	Direct	Local CUPS POC Request Process
National	Scrambled SSN	110NN01	AITC Mainframe	SAS	Direct	Local CUPS POC Request Process
VISN	Scrambled SSN	110NN01	AITC Mainframe	SAS	Direct	Local CUPS POC Request Process
Local	Scrambled SSN	110NN01	AITC Mainframe	SAS	Direct	Local CUPS POC Request Process
National	Real SSN	N/A	CDW	SAS*	Extract	DART Request Process
VISN	Real SSN	N/A	CDW	SAS*	Extract	DART Request Process
Local	Real SSN	N/A	CDW	SAS*	Extract	DART Request Process
National	Scrambled SSN	N/A	CDW	SAS*	Extract	DART Request Process
VISN	Scrambled SSN	N/A	CDW	SAS*	Extract	DART Request Process
Local	Scrambled SSN	N/A	CDW	SAS*	Extract	DART Request Process

\*Copies of Mainframe SAS Data Sets



Data Access > Preparatory to Research Access

- Data Access Overview
- Operations Access
- Preparatory to Research Access**
- Research Access
- Medical Advisory Opinions Access
- Veterans Service Officers Access
- Business Associate Agreements
- Data Use Agreements
- VHA Data Sharing Agreement Repository

**Did You Know?**

VA/CMS data cannot be accessed preparatory to research. VIREC provides cohort size estimates through its Pre-Request Consultation Service for researchers intending to use VA/CMS data.

**Preparatory to Research**

- Overview
- Request Access
- Data Sources
- Tools

**Tips for Researchers**

Scan each required document and submit as individual files to ensure requests are processed in a timely manner.

## Preparatory to Research

### Overview

The term "preparatory to research" refers to a provision that allows a covered entity (e.g., VHA) to provide personal health information to a researcher for the purpose of developing a VHA research protocol without

- the patient's authorization or
- a waiver or an alteration of authorization by a

division and VHA policy allow a researcher to access data for the purpose of developing a

Under the HIPAA Privacy Rule and VHA policy, VHA must obtain from the researcher representations that

- the use is requested solely to prepare a research protocol or for similar purposes preparatory to VHA research,
- the PHI will not be removed from the covered entity, and
- the PHI for which use or access is requested is necessary for the research purpose.

**Note:** Pilot studies are not considered preparatory to research activity and require IRB approval. Visit the [Research Request Process](#) page for more information on requesting data for IRB approved projects.

VHA prohibits using preparatory to research data to contact or recruit subjects. Authorization to use data preparatory to research ceases once the protocol has been submitted to the IRB and the Research and Development (R&D) Committee for review. VHA [Handbook 1200.05, section 57](#) provides more information.

### Requesting Access

Access to data sources and data access tools is available through several request processes, including:

- CAPRI / VistAWeb Request Process
- Local Customer User Provisioning System (CUPS) POC Request Process
- National Data Systems (NDS) Preparatory to Research Request Process
- Patient Care Services (PCS) Request Process
- Pharmacy Benefits Management (PBM) Request Process
- VA/CMS Pre-Request Consultations
- VINCI Workspace Request Process

Determining which process to use for requesting access depends on the data source or data access tool:

# DART Research Request Forms



- Research Request Memo
- CDW Data Domain Checklist
- CAPRI Special User Access
- Real SSN Access Requests
- Vital Status File Rules of Behavior

- Data Access Overview
- Operations Access
- Preparatory to Research Access
- Research Access
- Medical Advisory Opinions Access
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- Business Associate Agreements
- Data Use Agreements
- VHA Data Sharing Agreement Repository

## to the VHA Data Portal!

*top-shop for data users' needs.*

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

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

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



### News

### Upcoming Events

#### Cyberseminars

Sept 29: Innovations in Healthcare Informatics  
Media and Behavioral Change

### Popular Links

#### Data Access Request Tracker (DART)

- DART Overview and Forms



# Operational Requests



Healthcare Operational Request Forms  
CAPRI/VistAWeb Access Request  
HAISS Data Access Form  
VSF Rules of Behavior



# Department of Veterans Affairs VHA Data Portal

Home Data Sources Data Access Tools Resources Train

## Welcome to the VHA Data Portal!

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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**

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Operations

- Data Access Overview
- Operations Access**
- Preparatory to Research Access
- Research Access
- Medical Advisory Opinions Access
- Veterans Service Officers Access
- Business Associate Agreements
- Data Use Agreements
- VHA Data Sharing Agreement Repository



### News

W Review  
June 30, 2015, National Data Systems

### Upcoming Events

Cyberseminars  
Sept 29: Innovations in Healthcare Informatics

### Pop

Data Access Requ

Note: For operations projects (PI, QI, QA) use these instructions.



Data Access > Operations Access



- Data Access Overview
- Operations Access**
- Preparatory to Research Access
- Research Access
- Medical Advisory Opinions Access
- Veterans Service Officers Access
- Business Associate Agreements
- Data Use Agreements
- VHA Data Sharing Agreement Repository

**Did You Know?**

Operational Access request include users who require access for Treatment, Payment, and/or Healthcare Operations. Operations access and Non-Research access is synonymous.

## Operations Access

### Overview

VA or VHA employees or contractors who require treatment, payment, and/or healthcare operations can request access to the data required to perform reporting, auditing and general administrative duties.

**Note:** The following resources provide information

- VHA Handbook 1058.05: VHA Operations Activities That May Constitute Research (Oct 2011)
- Decision Chart for Determining VHA Operations Activities That May Constitute Research

**Operations Access**

- Overview
- Access
- Data Sources

**Tips for Requestors**

If emailing your form for CAPRI and/or VistAWeb access you must encrypt it as it requires your SSN and DOB.

### Requesting Access

Access to data sources and data access tools is available through several request processes.

- Patient Care Services (PCS) Request Process
- Pharmacy Benefits Management (PBM) Request Process
- Local Customer User Provisioning System (CUPS) POC Request Process
- Medicare and Medicaid Analysis Center (MAC) Request Process
- VINCI Workspace Request Process

The following processes are managed by National Data Systems:

- CAPRI / VistAWeb Request Process
- Healthcare Operational Request Process
- Healthcare-Associated Infections and Influenza Surveillance System (HAISS) Request Process



Determining which process to use for requesting access depends on the data source or data access tool.

- Expand a source or tool in the lists below for an outline of its access request process.
- View Terms and Definitions used in the these outlines.

**Note:** Operational data users generally receive direct access to VHA data.

# Operational Request Access Forms: NDS

**Department of Veterans Affairs VHA NDS ACCESS FORM FOR HEALTH CARE OPERATIONS**

**User Information**

1. LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX  
2. VA EMAIL ADDRESS  
3. JOB TITLE  
4. WORK PHONE (include Area Code)  
5. Station (Facility) Number  
6. Active Directory (AD) User Name  
7. Active Directory (AD) Domain  
8a. VA Employee  
8b. Contractor

**Purpose of Use**

Please select the justification category below based on the purpose of use for required data.

Payment, Treatment, Healthcare Operations  Oversight Activities  Audit & Evaluation Activities  Cost Analysis  Other

If you selected Other, please specify in detail why you require access to the data as an Operational user.

**Data Sources**

Corporate Data Warehouse (CDW)  
 VSSC Web Reports  
 ISS Web Reports  
 Mainframe Access  
 Operation Enduring Freedom / Operation Iraqi Freedom  
 CAPRI / VistaWeb  
 Need of access will  
 Need for

By signing, I also affirm: \_\_\_\_\_ requestor's position or duties as related to the requestor's access. I affirm that I have read and understood the Rules of Behavior (pages 2-4) and agree to comply with the requirements.

**FOR HIG USE ONLY**  
Authorizing HIG Official (check one):  
 Deputy Director, National Data Systems (NDS) Health Information Access (HLA)  VSSN-wide # \_\_\_\_\_  
 National HAISS Access

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**NDS Access Form on ePAS**

**Department of Veterans Affairs Special User Access Request Form**

1. Last Name  
2. First Name  
3. Middle Initial  
4. SSN  
5. Date of Birth  
6. Office Email  
7. Title  
8. VA/VHA Organization & Mail Code  
9. Program Name/Office  
10. Project  
11. Office P  
12. Local Facility or Division  
14. Access required for:  
 Treatment  
 Operations  
 Payment  
15. Level of Access:  
 National  
 VSSN

17. If you are requesting access to data that is not in your current position, please explain why you require access to the data.

18. I affirm that I will notify the Office of Health Information Governance (HIG) of any change in my position or special user access.

19. Name and Title of Supervisor  
20. Signature of Supervisor  
21. Name of Service Chief, Chief of Staff, or Program Director  
22. Signature of Service Chief, Chief of Staff, or Program Director

**FOR HIG USE ONLY**  
Authorizing HIG Official (check one):  
 Director, Health Information Governance (HIG)

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**VINCI Special User Access For Operations**

**HAISS Healthcare Associated Infection & Influenza Surveillance System**

**HAISS Access Request Form**

PLEASE NOTE: This access request form is only for Clinical use at this time. If you want to utilize this data for Research purposes please contact National Data System Health Information Access at [hia@va.gov](mailto:hia@va.gov).

1. Last Name  
2. First Name  
3. Middle Initial  
4. Office Email  
5. Domain/VA NT Username (e.g. VHAMASTER@haisi...)  
6. Title  
7. Program Office  
8. Office Phone No.  
9. Office Phone Ext.  
10. Local Facility  
11. Local VISN (Veterans Integrated Service Network)  
12. Level of Access:  
 Access to Local VISN  
 National Access (Please specify)

13.  I require National Access for my official job duties as outlined below:

By signing below, I affirm that I will notify the Office of Health Information Governance (HIG) of any change in my position or duties as related to the requestor's access. I affirm that I have read and understood the Rules of Behavior (pages 2-4) and agree to comply with the requirements.

14. Signature \_\_\_\_\_ Date \_\_\_\_\_  
15. Name \_\_\_\_\_  
16. Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
17. Name of Service Chief, Chief of Staff, or Program Director (see instructions)  
18. Signature of Service Chief, Chief of Staff, or Program Director \_\_\_\_\_ Date \_\_\_\_\_

**FOR HIG USE ONLY**  
Authorizing HIG Official (check one):  
 Deputy Director, National Data Systems (NDS) Health Information Access (HLA)  VSSN-wide # \_\_\_\_\_  
 National HAISS Access

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Request Form for Access to HAISS May 2012  
Page 5 of 5

**HAISS Data Access Form**

**VHA EHR and AIS Access Rules of Behavior**

Name: \_\_\_\_\_ Service Section: \_\_\_\_\_  
Title: \_\_\_\_\_ Station Number: \_\_\_\_\_  
SSN: \_\_\_\_\_ Mail Symbol: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The following security policies and rules of behavior apply to everyone (e.g., Department of Veterans Affairs (VA) employees, contractors, and business partners) who has access to Veterans Health Administration (VHA) electronic health records (EHRs) or automated information systems (AISs). Because written guidance cannot cover every circumstance, personnel are asked to go beyond the stated rules, using their best judgment and the highest ethical standards to guide their actions. Personnel must understand that the rules are based on Federal laws, regulations, and VA and VHA policies. There are consequences for non-compliance with these rules. Consequences of the violation, at the discretion of management, can include suspension of access to the system, suspension of work, demotion, removal, and criminal prosecution.

As an authorized user of VHA EHRs and AISs, I understand that I am responsible for protecting access to data stored in them. I understand that I am responsible for ensuring that I am using the system for its intended purpose. I understand that I am responsible for reporting any suspected security incidents to the appropriate personnel.

I agree to protect information from disclosure to unauthorized individuals or groups. I understand that information about patients and employees is confidential and protected. I understand that unauthorized disclosure of this information is prohibited. I agree to acquire and use sensitive information only in accordance with the performance of my official government duties, using established security policies and procedures. This includes properly disposing of sensitive information contained in hardcopy or softcopy, as appropriate, and ensuring that sensitive information is accurate and relevant to the purpose for which it is collected, provided, and used. I understand that my obligation to protect sensitive information does not end with the termination of my access to VA EHRs and AISs, nor with the termination of my government employment.

I agree to protect information security through effective use of security mechanisms assigned to me, and to protect my passwords (e.g., access/verify codes, electronic signature codes, and other security devices) from disclosure. I understand that I am strictly prohibited from sharing these with my family, friends, fellow workers, supervisor(s), and subordinates. I understand that I may be held accountable for all entries or changes made to any government EHRs and AISs using my passwords.

I will exercise common sense and good judgment in the use of electronic mail on VA systems. I understand that electronic mail is not inherently confidential and I have no expectation of privacy in using it. I understand that technical or administrative problems

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**VSF Rules of Behavior**



# Resources

- ▶ VHA Data Portal:
  - <http://vaww.vhadataportal.med.va.gov/>
- ▶ VIREC Website:
  - <http://vaww.virec.research.va.gov/Index.htm>
- ▶ VIREC HelpDesk:
  - [VIREC@va.gov](mailto:VIREC@va.gov)
  - 708-202-2413
- ▶ VIREC Real SSN Review Help Desk
  - [VIRECRealSSNData@va.gov](mailto:VIRECRealSSNData@va.gov)
- ▶ VINCI Concierge Service – CDW data specialists
  - [VINCI@va.gov](mailto:VINCI@va.gov)

# Contact Information



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