

Data Access Request Tracker (DART) 4.0

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VINCI Lead Concierge Specialist



VA Informatics &
Computing
Infrastructure

About DART

- An online application for Preparatory to Research Activities and IRB and R&D Approved Research access. DART is NOT for Operations use.
- Automatically determines documentation requirements based on data requested
- Distributes requests to NDS reviewers and other approving data stewards
- Allows for one stop shop reviews, approvals, change requests, denials, monitoring and tracking

DART Features

- The Communication tool within DART allows for questions and answers between the Requestors and Approvers
- The History tool date and timestamps every event that takes place
- The DART Dashboard allows for display of approval times
- VA email notifications as the request progresses and ultimately approved

DART Features

- The updated DART User Guide is now on every page for your convenient reference
- New and improved look and feel
- Incorporated the Preparatory to Research (PTR) process into the DART application so all Research related processes are in a single location
- Easy to Navigate Toolbar on the bottom of each page



Poll

- How familiar are you with DART?
- What is DART?
- I have looked over someone's shoulder
- I have submitted a few DART requests
- I am a Jedi Master and teach others the DART process

Why Use DART

- Once stop shop for Research Activities
- Access to VHA National data for Research
- *NEW Access to Preparatory to Research
- Access to CAPRI for Research
- Incorporated a centralized secure environment with single sign-on and integrated services

DART Required Documents

- Research Request Memo
- IRB Approval Letter
- Research and Development Committee Approval Letter
- Research Protocol
- HIPAA Informed Consent/Authorization or Waiver
- Real SSN Access Request Form (if needed)
- Any additional data source specific forms (CDW Checklist, SQDUG Checklist)

- Forms can be found on the VHA Data Portal

What Is New In DART?

- Incorporation of Preparatory to Research into the DART Application
- Single Sign-on
- DART User Guide Link on each page
- DART Performance Improvements
- Updated Change Requests
- Participant Tracking
- Delete Un-Needed Requests
- Long or Incorrect Document Names
- Data Sources by Individual Participant with Improved CAPRI wizard

Demo Time - IRB Research Study

HOME > DART Dashboard DART User Guide

To-Do List **2** Requests **118**

Requests [Create a New Request](#)

Filter All Preparatory to Research Research

New Request

Official Study Name *

Request Type * Please select a Request Type

- Preparatory to Research
- Preparatory to Research Access
- Research
- Research Data Access

[Cancel](#) [Create Request](#)

Demo Time - IRB Research Study

Information Participants Data Documents Submit

History Communication

2017-03-005-D DART Cyberseminar

i Activity Information

REQUEST INFORMATION

Short Name *

IRB Number *

IRB Expiration *

Start Date *

End Date *

* Required

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Demo Time - IRB Research Study

Information **Participants** Data Documents Submit

History Communication

2017-03-005-D DART Cyberseminar

Participants

PARTICIPANTS & LOCATIONS

Table: Participants

Name	Location	Notifications	Data Access	CAPRI/ VistAWeb Access	Delete
Scehnet, Jeffrey	(640) Palo Alto HCS (Palo Alto CA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Simpson, Ronald D.	(660) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Select a Location

Table: Locations

Primary	Location	Principal Investigator
☆	(640) Palo Alto HCS (Palo Alto CA)	 Scehnet, Jeffrey
★	(660) Salt Lake City HCS (Salt Lake City UT)	 Simpson, Ronald D.

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Demo Time - IRB Research Study

Information Participants **Data** Documents Submit

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☰ Data Sources

Data Storage Location *

VINCI

Local VA Server Location

Name of facility *

Address *

Building

Room # ×



Demo - IRB Research Study

Will data be transferred external to the VHA? *

Currently CDW cannot approve a research request that would include disclosing the CDW data (identifiable or de-identified) outside of VHA without a signed research consent and HIPAA authorization from the individual because of the risk of re-identification. The data may be used (internally or within VHA) for the approved protocol. If "finder" files are to be sent out to Federal or state agencies for the purpose of the Federal or state agency disclosing information on the individual back to VA per SOR 34VA12, a DUA between the PI and the external agency must be submitted with the DART application.

- No
 Yes (DUA is required)

IDENTIFIERS ([More about identifiers](#))

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

Demo - IRB Research Study

REQUESTED DATA SOURCES

Corporate Data Warehouse (CDW)

SQL Format

- CDW Production Domains
- CDW Raw Domains
- CDW MCA (formerly DSS) NDE
- MedSAS Files including VetsNet Files
- TIU Text Notes (Requires Real SSN Approval)
- Vital Status Files (includes BIRLS)

SAS Format (no longer available – same data available in SQL format above)

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

Mainframe - Access

- BIRLS Real SSN (110JJ02)
- MedSAS including VetsNet Files for National Level Real SSN (1100TT01)
- MedSAS Files for VISN Level Real SSN (1100TT05)
- Vital Status Files with Scrambled SSN (110NN06)
- Vital Status File Real SSN Crosswalk File (110TT20)



Demo - IRB Research Study

Other Data

- CAPRI/VistAWeb (Individuals needing Capri/VistA Web access are selected on the participants page and require real SSN approval)
- Care Assessment Need (CAN) Score (Requires Scrambled SSN Level Access)
- Health Economics Resource Center (HERC) Average Cost Data
- Health Economics Resource Center (HERC) V21 and Nosos Risk Scores Data
- Homeless Registry
- Legacy Data Warehouses (i.e. VISN 21)
- MCA (formerly DSS) Web Reports
- OEF/OIF Roster File (**DUA required for internal data distribution/use**)
- Patient Aligned Care Team (PACT) Implementation Index (Pi2)
- Surgery Quality Data Users Group (SQDUG)
- VSSC Web Reports

Data Access Systems

- SAS Grid

Does your study require Informed Consent and HIPAA Authorization?

- Yes
- No

Does your study require a HIPAA Waiver?

- Yes
- No

Demo - IRB Research Study

Required Documents

REQUIRED DOCUMENTS

➤ (660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)

Research Request Memo Required for CDW Production Domains, Vital Status	Upload
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	Upload
Sample Informed Consent and HIPAA Authorization Required for CDW Production Domains, Vital Status	Upload
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	Upload
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	Upload
Research Protocol Required for CDW Production Domains, Vital Status	Upload
CDW-Domain Checklist Required for CDW Production Domains	Upload
Real SSN Access Request Required for CDW Production Domains, Vital Status	Upload

Demo - IRB Research Study

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

Demo - IRB Research Study

Information > Participants > Data > Documents > **Submit**

2017-03-005-D DART Cyberseminar

✓ Submit

SUBMIT REQUEST

Request form incomplete! You may submit your request when all required information has been entered.

- Error: Document must be uploaded: Vital Status Rules of Behavior
- Error: Document must be uploaded: Vital Status Rules of Behavior
- Error: Document must be uploaded: Research Request Memo
- Error: Document must be uploaded: Research Study Institutional Review Board (IRB) Approval Letter
- Error: Document must be uploaded: Sample Informed Consent and HIPAA Authorization
- Error: Document must be uploaded: Research and Development (RD) Committee Approval Letter
- Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization
- Error: Document must be uploaded: Research Protocol
- Error: Document must be uploaded: Real SSN Access Request
- Error: Document must be uploaded: Research Study Institutional Review Board (IRB) Approval Letter
- Error: Document must be uploaded: Research and Development (RD) Committee Approval Letter
- Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization
- Error: Document must be uploaded: CDW-Domain Checklist



Demo - IRB Research Study

✖ (660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)

Research Request Memo
Required for CDW Production Domains, Vital Status

2017-03-005-D Research Request Memo-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

Research Study Institutional Review Board (IRB) Approval Letter
Required for CDW Production Domains, Vital Status

2017-03-005-D IRB Letter-(660) Salt Lake City HCS (Salt Lake City UT).pdf ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

Sample Informed Consent and HIPAA Authorization
Required for CDW Production Domains, Vital Status

2017-03-005-D Informed Consent - HIPAA-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.

Research and Development (RD) Committee Approval Letter
Required for CDW Production Domains, Vital Status

2017-03-005-D RD Letter-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

IRB Approval of Waiver of HIPAA-Compliant Authorization
Required for CDW Production Domains, Vital Status

2017-03-005-D Waiver of HIPAA Auth-(660) Salt Lake City HCS (Salt Lake City UT).pdf ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

Research Protocol
Required for CDW Production Domains, Vital Status

2017-03-005-D Research Protocol-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

CDW-Domain Checklist
Required for CDW Production Domains

2017-03-005-D CDW-Domain Checklist-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

Real SSN Access Request
Required for CDW Production Domains, Vital Status

2017-03-005-D Real SSN Access Request-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.



Demo - IRB Research Study

➤ (640) Palo Alto HCS (Palo Alto CA) ⌵	
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D IRB Letter-(640) Palo Alto HCS (Palo Alto CA).docx (View) Upload V1 Uploaded 03/22/17 07:04PM by Simpson, Ronald D.
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D RD Letter-(640) Palo Alto HCS (Palo Alto CA).docx (View) Upload V1 Uploaded 03/22/17 07:04PM by Simpson, Ronald D.
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	2017-03-005-D Waiver of HIPAA Auth-(640) Palo Alto HCS (Palo Alto CA).docx (View) Upload V1 Uploaded 03/22/17 07:04PM by Simpson, Ronald D.
➤ Simpson, Ronald D. (Principal Investigator)	
Vital Status Rules of Behavior Required for Vital Status	2017-03-005-D Vital Status ROB-Simpson, Ronald D..docx (View) Upload V1 Uploaded 03/22/17 07:04PM by Simpson, Ronald D.
➤ Scehnet, Jeffrey (Principal Investigator) ⌵	
Vital Status Rules of Behavior Required for Vital Status	2017-03-005-D Vital Status ROB-Scehnet, Jeffrey.docx (View) Upload V1 Uploaded 03/22/17 07:04PM by Simpson, Ronald D.

Demo - IRB Research Study

Information Participants Data Documents **Submit**

2017-03-005-D DART Cyberseminar

History Communication

✓ **Submit**

SUBMIT REQUEST

Request form complete! You may now submit your request. ✕

Submit Request

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PTR Demo

 Data Access Request Tracker (DART) Welcome Simpson, Ronald D

HOME > DART Dashboard DART User Guide

To-Do List **2** Requests **118**

Requests [Create a New Request](#) 

Filter [All](#) [Preparatory to Research](#) [Research](#)

New Request

Official Study Name *

Request Type *

Please select a Request Type

Preparatory to Research

Preparatory to Research Access

Research

Research Data Access

[Cancel](#) [Create Request](#)



PTR Demo

Information | Participants | Data | Documents | Submit

History | Communication

2017-03-006-D | DART Cyberseminar

i Activity Information

REQUEST INFORMATION

Proposed Protocol Name *

Expected IRB Submission Date *

* Required

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Demo - IRB Research Study

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

dart@va.gov

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

To:  Simpson, Ronald D.

 Message  DART Considerations.pdf (334 KB)

Greetings DART User,

You are receiving this email because you initiated a new Research Data Access Request Tracker (DART) request:

- DART Tracking Number: 2017-03-005-D
- Study/Protocol Name: DART Cyberseminar

It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

The attached document provides links to helpful resources, considerations to take into account when requesting data access, and what to expect. The [DART User Guide](#) provides complete details about how to use DART. If you need assistance with completing the DART request or have questions, please contact the VINCI Concierge Service at VINCI@va.gov or NDS.ResearchAccessRequests@va.gov. Do not reply to this email as it is system generated.

Remember, please take time to read the [DART User Guide](#).

Sincerely,
The DART Team



PTR Demo

Information **Participants** Data Documents Submit

History Communication

2017-03-006-D DART Cyberseminar

Participants

PARTICIPANTS & LOCATIONS

Table: Participants

Name	Location	Notifications	Data Access	CAPRI/ VistAWeb Access	Delete
Simpson, Ronald D.	(660) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Table: Locations

Primary	Location	Principal Investigator
★	(660) Salt Lake City HCS (Salt Lake City UT)	 Simpson, Ronald D.

Find People 508 Select a Location Add

← Previous

Validate

Save Draft

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PTR Demo

Information

Participants

Data

Documents

Submit

2017-03-006-D

DART Cyberseminar

☰ Data Sources

Data Storage Location *

VINCI

IDENTIFIERS ([More about identifiers](#))

Real SSN

Scrambled SSN

Identifiable data but no real or scrambled SSNs

REQUESTED DATA SOURCES

Corporate Data Warehouse (CDW)

SQL Format

CDW Production Domains

CDW Raw Domains

CDW MCA (formerly DSS) NDE

MedSAS Files including VetsNet Files

TIU Text Notes (Requires Real SSN Approval)

Vital Status Files (includes BIRLS)



PTR Demo

Mainframe - Access

- BIRLS Real SSN (110JJ02)
- MedSAS including VetsNet Files for National Level Real SSN (1100TT01)
- MedSAS Files for VISN Level Real SSN (1100TT05)
- Vital Status Files with Scrambled SSN (110NN06)
- Vital Status File Real SSN Crosswalk File (110TT20)

Other Data

- CAPRI/VistAWeb (Individuals needing Capri/Vista Web access are selected on the participants page and require real SSN approval)
- Care Assessment Need (CAN) Score (Requires Scrambled SSN Level Access)
- Health Economics Resource Center (HERC) Average Cost Data
- Health Economics Resource Center (HERC) V21 and Nosos Risk Scores Data
- MCA (formerly DSS) Web Reports
- Patient Aligned Care Team (PACT) Implementation Index (Pi2)
- VSSC Web Reports

Data Access Systems

- SAS Grid

PTR Demo

Information | Participants | Data | **Documents** | Submit

2017-03-006-D DART Cyberseminar

Documents

NOTICE: Always check the Data Steward's web site ([DART Process and Forms](#)) for the latest version of forms. Outdated forms will not be accepted. If a required document is act 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 document

Required Documents

REQUIRED DOCUMENTS

(660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)	
Preparatory to Research Memorandum Required for CAPRI/VistAWeb, CDW Production Domains, CDW Raw Domains, Vital Status	Upload
Simpson, Ronald D. (Principal Investigator)	
Vital Status Rules of Behavior Required for Vital Status	Upload
EHR Access Request Form Required for CAPRI/VistAWeb	Upload



PTR Demo

NOTICE: Always check the Data Steward's web site ([DART Process and Forms](#)) for the latest version of forms. Outdated forms will not be accepted. If a required document is actually several documents, such as an IRB and a Continuing IRB, combine them into one document before uploading. When you are required to replace documents after submission, it is easier for the reviewer if you replace all the documents that are changing at one time.

Required Documents

REQUIRED DOCUMENTS

➤ (660) Salt Lake City HCS (Salt Lake City UT) (Primary Site)

Preparatory to Research Memorandum
Required for CAPRI/VistAWeb, CDW Production Domains, CDW Raw Domains, Vital Status
2017-03-006-D PTR Memo-(660) Salt Lake City HCS (Salt Lake City UT).docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 08:15PM by Simpson, Ronald D.

➤ Simpson, Ronald D. (Principal Investigator)

Vital Status Rules of Behavior
Required for Vital Status
2017-03-006-D Vital Status ROB-Simpson, Ronald D..docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 08:15PM by Simpson, Ronald D.

EHR Access Request Form
Required for CAPRI/VistAWeb
2017-03-006-D EHR Access Request Form-Simpson, Ronald D..docx ([View](#)) [Upload](#)
V1 Uploaded 03/22/17 08:15PM by Simpson, Ronald D.



PTR Demo

Information > Participants > Data > Documents > **Submit**

History 
Communication 

2017-03-006-D DART Cyberseminar

✓ **Submit**

SUBMIT REQUEST

Request form complete! You may now submit your request. 

Submit Request

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PTR Demo

[WARNING: A/V UNSCANNABLE]DART 2017-03-006-D has been Initiated - Please Read Before Submitting This Request - Do Not Reply

dart@va.gov

Sent: Wed 3/22/2017 5:49 PM

To:  Simpson, Ronald D.

 Message  DART Considerations.pdf (334 KB)

Greetings DART User,

You are receiving this email because you initiated a new Preparatory to Research Access Request Tracker (DART) request:

- DART Tracking Number: 2017-03-006-D
- Study/Protocol Name: DART Cyberseminar

It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

The attached document provides links to helpful resources, considerations to take into account when requesting data access, and what to expect. The [DART User Guide](#) provides complete details about how to use DART. If you need assistance with completing the DART request or have questions, please contact the VINCI Concierge Service at VINCI@va.gov or NDS.ResearchAccessRequests@va.gov. Do not reply to this email as it is system generated.

Remember, please take time to read the [DART User Guide](#).

Sincerely,

The DART Team



Tips and tricks

- When do I need to update a new Research Request Memo?
- If you add a data source through an amendment
- If you add or remove participants from the DART study
- EHR/Special User Access form for CAPRI - Line items 22 and 23 is for the ACOS-R
- If you are not sure on an item, contact us

What to expect after DART Approval

- DART email showing your DART has been initiated
- Welcome to VINCI email to your VA email address with VINCI login credentials
- Email is sent to your VA email address with your SharePoint Correspondence Site to communicate with your VINCI Data Manager
- Work to develop your cohort
- Access VINCI to look at your SQL database and the data you were approved for
- You will need someone on your team that knows SQL

Did You Know About Our Resources?

- Available only on VA Intranet
- VINCI Central -
<https://vaww.vinci.med.va.gov/vincicentral/>
- VHA Data Portal - DART -
<http://vaww.vhadataportal.med.va.gov/DataAccess/DARTRequestProcess.aspx>
- CDW Metadata Documentation on Data Sources -
<https://vaww.cdw.va.gov/metadata/Metadata%20Documents/Forms/AllItems.aspx>
- CDW Documentation on Data Sources from VIREC -
<http://vaww.virec.research.va.gov/CDW/Documentation.htm>



Questions?

- How can we further assist you?

Contact us at:

VINCI@va.gov