

# Database & Methods Cyberseminar Series

# Requesting Access to VA Data

November 5, 2018

Linda Kok, MA

Data Policy & Access Liaison

VA Information Resource Center



# Poll #1: Your role as a data user

What is your role in research and/or quality improvement?

- Investigator, PI, Co-I
- Data manager, analyst, or programmer
- Project coordinator
- Other please describe via the Q&A function



# Poll #2: Your experience with VA data

How many years of experience do you have working with VA data?

- One year or less
- More than 1, less than 3 years
- At least 3, less than 7 years
- At least 7, less than 10 years
- 10 years or more



# Today's objective

The purpose of this cyberseminar is to provide an overview of request procedures for access to VHA data

# Pathway to data access

Find data to answer your question

Determine your project's VHA data access category

Identify
data access
request
process for
data source

Receive access to your data!

# Finding your data



# VIReC Database & Methods Cyberseminar Series



# Overview of VA Data, Information Systems, National Databases & Research Uses

Maria Souden, MSI, PhD Acting Director, VA Information Resource Center



https://www.hsrd.research.va.gov/for\_researchers/cyber\_seminars/archives/video\_archive.cfm?SessionID=3531



# **NEWS:** AITC Mainframe Data Availability and Access Changes

**End of MedSAS Outpatient Data Production on Mainframe** 

MedSAS Outpatient data for FY 1997 though 2015 have been removed from the mainframe.

No new requests for access to AITC mainframe data will be accepted.

Existing AITC mainframe users may continue to use the datasets they have been approved for.

# **NEWS:** Where to access data formerly on AITC mainframe

ADUSH Enrollment Files
BIRLS Death Data
MedSAS
Vital Status Files
VetsNet

# Research

Request same data on CDW as SQL tables via DART

# **Operations**

Request same data on SAS GRID in SAS via NDS...ePAS form

# Today's agenda - what I'll cover...

VHA Data
Access
Category

Identifying data access request process for data source

Receiving access to your data!

# Determine your project's VHA data access category



**Data Sources** 

Data Access

**Data Access Overview** 

Research Access

Preparatory to Research Access

Veterans Service Officers Access

Medical Advisory Opinions

Toc's & Applications

Resources

**Training** 

Policy & Admin

Support

# Welcome to

The VHA Data Portal pr supports the needs of \ information from multipl a comprehensive know user experience.

The one-stop-sh

Our home page design has recently changed to help get you the information you need. Each one of the badges below links to access information and other relevant resources for a particular data use need, or use the new top navigation menu to locate resources by category. Tell us what you think.

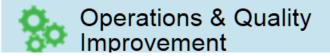
Access



# New Data User



# Research





# **Upcoming Events**

# VIReC Cyberseminars

Sep 25: VISN21 Pharmacy Dashboard: Improving Medication Safety (Sahay, A I Heidenreich, P)

Oct 1: Overview of VA Data, Information Systems, National Databases, and Research Uses (Souden, M)

Oct 24: Improving Data Collection and Behavior-Change Support via Veterans' Mobile Phones: One Solution for HSR&D (Piette, J)

# VINCI Cyberseminar

Oct 11: The VINCI Workspace for Beginners (Trautman, T)

# VINCI Training Hour - VINCI 102: VINCI Data for Beginners

VINCI, in its continuing efforts to assist VHA data users, will be holding the next VINCI Training Hour October 17 at 3:00 PM Eastern to train and field questions from our customers. Click here to join the meeting and call 844-358-7954, code 249667084



News

Report Broken Link About Us Contact Us FAQ Home



Q.

**Data Sources** 

Data Access

**Tools & Applications** 

Resources

**Training** 

Policy & Admin

Support

Data Access ▶ Data Access Overview

### **Quick View**

VHA grants access to data and information systems based on how the data are going to be used.

# Requesting Data Access

# Overview

VHA grants access to data and information systems based on how the data will be used. Data access request processes and types of data access granted (e.g. ss category. Research vs Operations Decision

# How do I request data

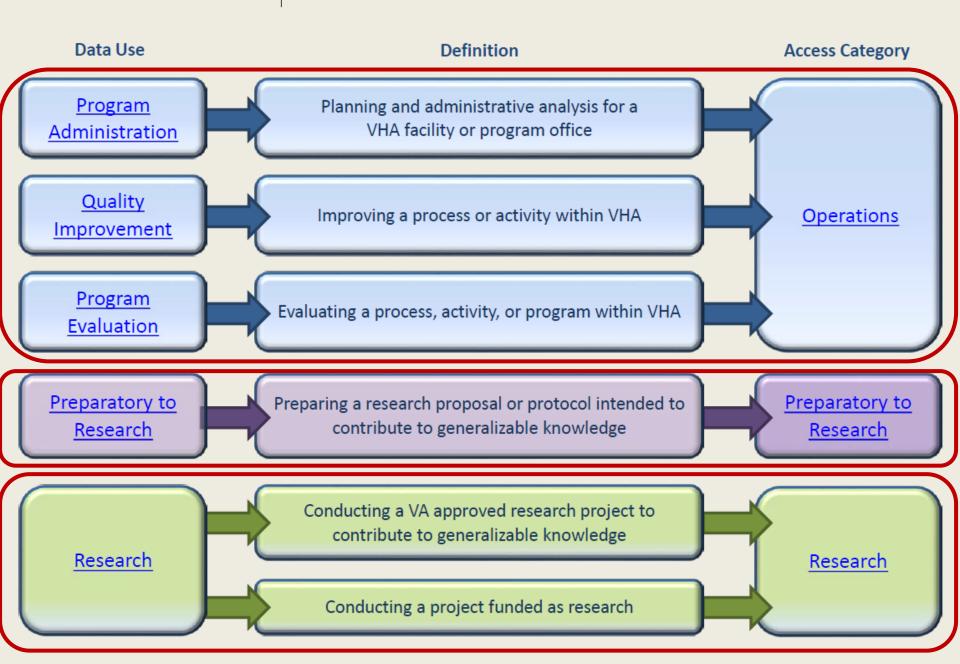
Tool VHA maintains patient health information and other data used for a variety of purposes, such as a logram administration,

elect a category below for information about requesting healthcare quality improv data access or consult the esearch vs Operations Decision Tool for additional guidance.

- Operations Access: VHA employees and contractors require access to data and information systems for healthcare quality assessments, operational reporting, auditing, planning, forecasting, and general administrative duties.
- Research Access: VHA researchers with VA approved research protocols require access to data and information systems to conduct research
- Preparatory to Research Access: VHA researchers preparing research proposals require access to data and information systems to determine the feasibility of a proposed study and to demonstrate its significance.

How do Laccess data for medical advisory reviews?

# VHA Data Access Decision Tool



Next ...

Identify
data access
request process
for data source

Receive access to your data!

Example 1

DART Research Request process

Example 2

 DART Prep to Research Request Process

Example 3

 NDS Healthcare Operations Request Process



**Data Sources** 

**Data Access** 

**Tools & Applications** 

Resources

**Training** 

Policy & Admin

Support

Data Access → DART Request Process

### What is DART?

### ■ Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know?

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

### **Quick Links**

DART User Guide

Creating a DART IRB Research Request

Amending a DART IRB Research Request

■ DART Approval Process

# **DART Research Request Process**



# Overview

The Data Access Request Tracker (DART) Research Request Process is for requesting permission to access VHA data for approved research projects. Visit the <u>Preparatory to Research Access</u> page to learn about requesting data when preparing a research funding application or protocol.

# Which data sources can I request?

Many, but not all data sources and tools can be requested through DART. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- · Corporate Data Warehouse (CDW)
  - · Production Domains
  - Raw Domains
  - · Text Integration Utility (TIU) Text Notes
  - OMOP Common Data Model

**4** 126%



**Data Sources** 

**Data Access** 

**Tools & Applications** 

Resources

Training

Policy & Admin

Support

Data Access → DART Request Process

### What is DART?

### ■ Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know?

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

## **Quick Links**

DART User Guide

Creating a DART IRB Research Request

Amending a DART IRB Research Request

■ DART Approval Process

Request Process



Submitting a Request



Request Metrics



# Overview

The Data Access Request Tracker (DART) Research Request Process is for requesting permission to access VHA data for approved research projects. Visit the <u>Preparatory to Research Access</u> page to learn about requesting data when preparing a research funding application or protocol.

# Which data sources can I request?

Many, but not all data sources and tools can be requested through DART. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- · Corporate Data Warehouse (CDW)
  - · Production Domains
  - Raw Domains
  - Text Integration Utility (TIU) Text Notes
  - · OMOP Common Data Model

Data Sources Data Access Tools & Applications Resources Training Policy & Admin Support

Data Access → DART Request Process

## What is DART?

### Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know?

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

## **Quick Links**

DART User Guide

Creating a DART IRB Research Request

Amending a DART IRB Research Request

■ DART Approval Process for IRB Research



# **Documents & Forms**

DART will generate a list of documents and forms that you are required to submit. Here is a list of documents and forms you may need.

# **Research Project Documents & Approvals**

Some IRB documents are required for all studies, while others are specific to your study. Contact your local IRB for more information about these forms.

- Research Study IRB Approval Letter(s) initial and most recent continuing approval.
- Research and Development Committee Approval Letter(s)
- Research Study Protocol
- IRB Approved Sample Informed Consent & HIPAA Authorization required if signed informed consent forms or HIPAA authorizations will be collected for any portion of the study.
- IRB Approved Waiver of HIPAA Authorization required if a Waiver of HIPAA Authorization is required for any portion of the study.

# **Data Specific Request Forms**

DART will prompt you to upload the following forms depending on your selections in the Data Sources section of the request.

Required for	Form
ALL DART Requests	Research Request Memo 🔁

# Data Specific Request Forms

DART will prompt you to upload the following forms depending on your selections in the Data Sources section of the request.

Required for	Form
ALL DART Requests	Research Request Memo 📆
Real SSN Identifiers	Real SSN Access Request Form
CAPRI	Research Access to VHA Electronic Health Records 📆
CDW Production Domains	CDW Domain Checklist 📆
CDW Raw Domains	CDW Domain Checklist 📆
Joint Legacy Viewer (JLV)	Research Access to VHA Electronic Health Records 🔁
Lung Cancer Screening Demonstration Project (LCSDP) Cohort	CDW Domain Checklist 🔁
OMOP Common Data Model	CDW Domain Checklist 📆
PSSG Geocoded Enrollee File	CDW Domain Checklist 📆
SAS Fee (formerly HERC Fee)	CDW Domain Checklist 📆
VA Surgical Quality Improvement Program (VASQIP)	- VASQIP Cardiac Variable Checklist  - VASQIP Non-Cardiac Variable Checklist
Ophthalmic Surgical Outcomes Database (OSOD)	OSOD Checklist
VistAWeb	Research Access to VHA Electronic Health Records
Vital Status Files	Vital Status Rules of Behavior 🔁

# CDW DOMAIN CHECKLIST

# CDW Production

- Allergy
- Appointment
- Beneficiary Travel
- Consult
- CPRS Orders
- Dental
- Emergency Dept. Int. Software (EDIS)
- Health Factors
- Health Benefits Request
- Immunization
- Inpatient
- Integrated Billing
- Lab Microbiology
- Lab Chem
- Mental Health Assessment
- Non-VA Meds
- Outpatient
- Patient
- Patient Associated
- Patient Enrollment
- Patient Insurance
- Patient Record Flag
- PCMM (Primary Care Management Module)
- Pharmacy BCMA (Bar Code Medication Administration)
- Pharmacy Outpatient
- Pharmacy Patient
- Purchased Care (formerly fee)
- Radiology
- Recall Reminders
- Reengineered Primary Care Management Module (RPCMM)
- SPatient
- Staff
- SStaff
- Surgery PRE, INTRA, and POST
- VistA Waitlist
- VistA Compensation & Pension
- Vital Signs
- Women's Health

# CDW RAW\*

- CAPRI Audit Trail table
- CliniComp
- Echocardiogram
- Equipment Inventory
- FBCS (Fee Basis Claim System)
- IFCAP (Integrated Funds Control, Accounting, and Procurement)
- Intravenous meds (IV)
- Oncology
- Prosthetics
- Pulmonary Function Test (PFT)
- Talent Management System (TMS)
- Unit Dose (Pharmacy)

\*CDW Raw data is data that has been pulled directly from the VistA sites and the data has not been verified or had business rules applied. It may not be current and there is limited documentation for users. Requests for CDW Raw data require additional time for creating data extracts and it is more difficult for studies to use.





Data Sources

**Data Access** 

**Tools & Applications** 

Resources

**Training** 

Policy & Admin

Support

3

Data Access > DART Request Process

# What is DART?

Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know?

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

# **Quick Links**

DART User Guide

Creating a DART IRB

Research Request

Amending a DART IRB

Research Request

■ DART Approval Process for IRB Research

# **DART Research Request Process**



# Resources

User Guide & Video Tutorials

- DART User Guide provides detailed, step-by-step instructions on submitting DART requests and amendments.
- Creating a DART Request for IRB Research steps you through the process of creating a DART request for IRB research.
- Amending a DART IRB Research Request gives a quick step-by-step overview of the DART amendment process for IRB research requests.
- DART Approval Process for IRB Research 🔳 shows you the DART approval process for IRB research requests.

# Support

• Need help with DART? Contact the VINCI Concierge Service Desk at (801) 872-3324 or VINCI@va.gov.

# Learn More

- · Visit the DART page to learn more about the application.
- A list of things to consider before submitting your DART research request is available from VINCIpedia.

Last update: 9/24/2018 1:53:26 PM

Q.

Data Sources Data Access Tools & Applications Resources Training Policy & Admin Support

ta Access 🕨 DART Request Process

## What is DART?

Launch DART

ART is an online application or requesting permission to ccess VHA data.

# Did you know?

only one DART request is ubmitted per protocol. Any hanges to this request, such adding data or changing taff, are made through mending the initial DART equest.

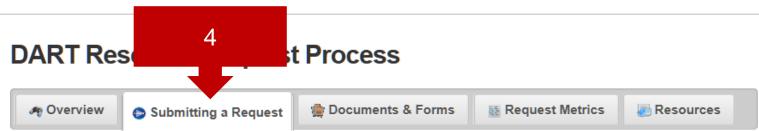
### Quick Links

DART User Guide

Creating a DART IRB

Amending a DART IRB

DART Approval Process or IRB Research



# Submitting a DART Request

This is a general overview of the process for submitting a DART research request. Data source specific tips and essential information for requesting access are available from each data source page.

The DART User Guide and video tutorials for IRB research requests provide detailed instructions and walk you through each step of the process.

# **Getting Started**

- 1. Launch DART
- 2. Select the Request tab on the DART Dashboard.
- 3. Follow the steps in the table below.

If this is a new request	If you are amending an approved request
a. Select <b>Requests tab</b> .	a. Select Requests tab.
b. Select Create a New	<ul> <li>Filter by selecting Research tab to display existing requests.</li> </ul>
Request button.	c. Click the Actions button for the request you would like to amend.
c. Enter Official Study	d. Select Amend from the drop-down menu.
Name.	e. Briefly describe changes to the request in the Amendment Narrative field
d. Select <b>Research</b> from the	(e.g., adding/removing participants, adding data sources, updating documents).

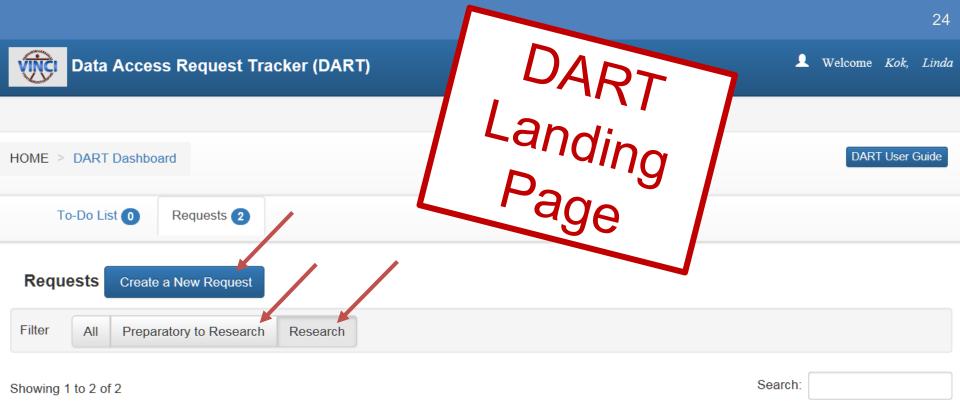
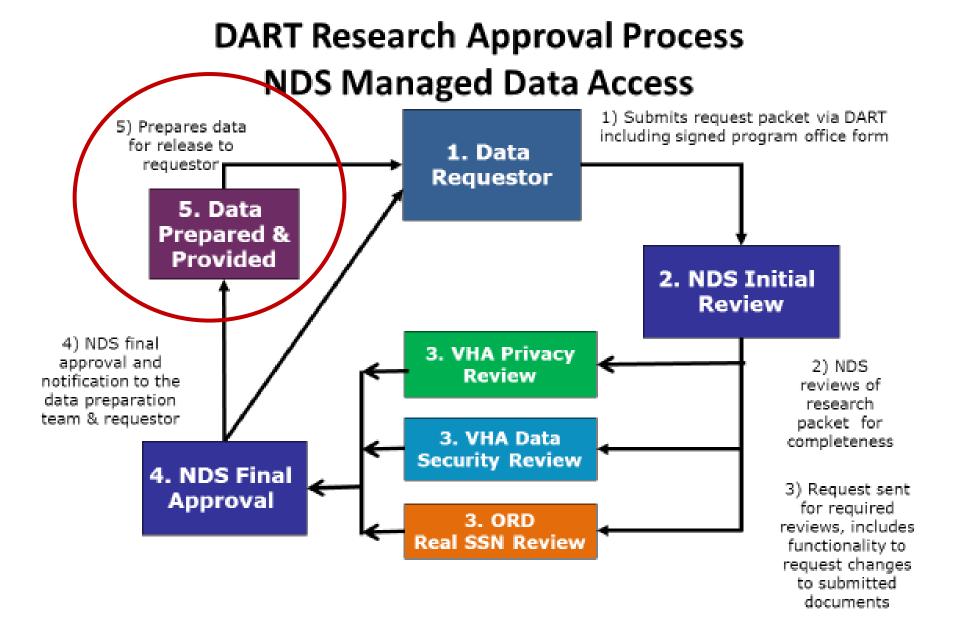


Table: Requests

Tracking #	Į≞	Name	11	Type ↓↑	Contact 11	Submitted J1	Status	Actions
2018-10-007-D		Linda's test1		Research Data Access	Kok, Linda		NOT SUBMITTED	<b>≜</b> Actions <b>▼</b>
2018-10-010-D		Linda test dat source list	ta	Research Data Access	Kok, Linda		NOT SUBMITTED	<b>≜</b> Actions <b>→</b>

# **VINCI** Cyberseminar on DART:

https://www.hsrd.research.va.gov/for\_researchers/cyber\_seminars/archives/video\_archive.cfm?SessionID=2308



# Receiving NDS-Managed Research Study Data After DART Approval - VINCI Data Manager

VINCI Data
Manager (DM)
assigned to project

Email welcome letter & invitation to join project correspondence site

Includes directions for requestor on cohort submission or definition

# Receiving NDS-Managed Research Study Data After DART Approval - VINCI Data Manager

Creates a study database in the project workspace with permissions

Extracts the study cohort

Provisions
DART- approved
data via SQL
data views to the
study database

Notify study that data is available via correspondence site

# Receiving NDS-Managed Research Study Data After DART Approval – **Study Staff**

Access cohort tables and SQL views of fact tables & verify data

Transform data to SAS, or other analytic tools

Prepare & analyze the data!

Example 1

DART Research Request process

Example 2

 DART Prep to Research Request Process

Example 3

 NDS Healthcare Operations Request Process





**Data Sources** 

**Data Access** 

**Tools & Applications** 

Resources

**Training** 

Policy & Admin

Support

Data Access > PreptoResearch Request Process

### What is DART?

Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know...

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

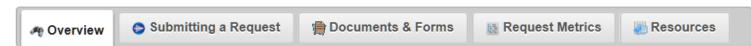
### Quick Links

DART User Guide

Creating a DART PTR Request

Amending a DART PTR Request

# **DART Preparatory to Research Request Process**



# Overview

The Data Access Request Tracker (DART) Preparatory to Research (PTR) Request Process is for requesting permission to access VHA data with protected health information (PHI) when preparing a research funding application or protocol as allowed by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (45 CFR 164.512). This process is only for PTR activities. Pilot studies are not considered PTR activity. The Research Access page provides information on requesting data for these studies.

# Which data sources can I request?

Many, but not all data sources and tools can be requested through DART for PTR. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- BIRLS Death File
- · Care Assessment Need Score (CAN Score)
- Corporate Data Warehouse (CDW)
  - Production Domains
  - Raw Domains
  - Toyt Integration Htility (TIH) Toyt Notes





**Data Sources Data Access Tools & Applications** Resources

**Training** 

Policy & Admin

Support

Data Access > PreptoResearch Request Process

## What is DART?

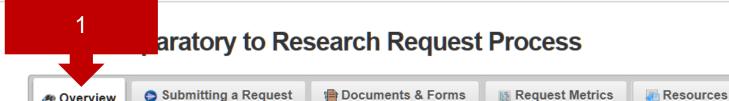
Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know...

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.





# Overview

Overview

The Data Access Request Tracker (DART) Preparatory to Research (PTR) Request Process is for requesting permission to access VHA data with protected health information (PHI) when preparing a research funding application or protocol as allowed by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (45 CFR 164.512). This process is only for PTR activities. Pilot studies are not considered PTR activity. The Research Access page provides information on requesting data for these studies.

# Which data sources can I request?

Many, but not all data sources and tools can be requested through DART for PTR. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- Corporate Data Warehouse (CDW)
  - · Production Domains
  - Raw Domains
  - . Toyt Integration Hillity (TIH) Toyt Notes

# Which data sources can I request?

Many, but not all data sources and tools can be requested through DART for PTR. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- Corporate Data Warehouse (CDW)
  - Production Domains
  - · Raw Domains
  - Text Integration Utility (TIU) Text Notes
- CAPRI
- VistAWeb
- Joint Legacy Viewer (JLV)
- Health Economics Resource Center (HERC) Cost Data
- Managerial Cost Accounting (MCA)
  - National Data Extracts (NDEs)
  - Web Reports
- Medical SAS Files
- Patient Aligned Care Team Implementation Index (PACT Pi2)
- Veterans Services Network Corporate Mini Master File (VETSNET File)
- Vital Status File (VSF)
- VHA Support Service Center (VSSC) Self-Service Web Products

Last update: 9/24/2018 1:40:24 PM

Resources

**Data Access** 



Request Metrics

Data Access > PreptoResearch Request Process

# What is DART?

**Data Sources** 

## Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know...

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

# **Quick Links**

DART User Guide ■ Creating a DART PTR Request

■ Amending a DART PTR

Request

■ DART Approval Process for PTR

# DART Preparatory to Res t Process

Submitting a Request

Resources

# **Documents & Forms**

Overview

**Tools & Applications** 

DART will generate a list of documents and forms that you are required to submit. Here is a list of documents and forms you may need. Note: Institutional Review Board (IRB) approval and waivers of HIPPA authorization are not required for PTR access to PHI data.

Documents & Forms

Required for	Form
ALL DART PTR Requests	Preparatory to Research Request Memo 🔁
CAPRI	Preparatory to Research Access to VHA Electronic Health Records Form 🔁
Joint Legacy Viewer (JLV)	Preparatory to Research Access to VHA Electronic Health Records Form 🔁
VistAWeb	Preparatory to Research Access to VHA Electronic Health Records Form 🔁
Vital Status File	Vital Status Rules of Behavior 🔼

Last update: 9/24/2018 1:52:52 F



Q.

**Data Sources** 

Data Access

Tools & Applications

Resources

Training

Policy & Admin

Support

Data Access > PreptoResearch Request Process

### What is DART?

### Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know...

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

# Quick Links

DART User Guide

Creating a DART PTR
Request

Amending a DART PTR
Request

■ DART Approval Process for PTR

# **DART Preparatory to Research Request Process**

→ Overview Submitting a Request Documents & Forms Request Metrics Resources

# Resources

# **User Guide & Video Tutorials**

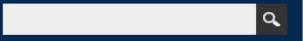
- DART User Guide 🔁 provides detailed, step-by-step instructions on submitting a DART request.
- Creating a DART Request for Preparatory to Research steps you through the process of creating a DART request for Preparatory to Research.
- Amending a DART Preparatory to Research Request gives a quick step-by-step overview of the DART amendment process for Preparatory to Research requests.
- DART Approval Process for Preparatory to Research gives a quick step-by-step overview of the DART approval process for Preparatory to Research requests.

# Support

• Need help with DART? Contact the VINCI Concierge Service Desk at (801) 872-3324 or VINCI@va.gov.

# Learn More

- · Visit the DART page to learn more about the application.
- Visit the Preparatory to Research Access page to learn more about requesting permission to access VHA data when preparing a research funding application or protocol.



**Data Sources** 

**Data Access** 

**Tools & Applications** 

Resources

Training

Policy & Admin

Support

ata Access > PreptoResearch Request Process

# What is DART?

### Launch DART

DART is an online application for requesting permission to access VHA data.

# Did you know...

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

# **Quick Links**



Creating a DART PTR Request

Amending a DART PTR Request

■ DART Approval Process

# DART Preparate / to Research Request Process



Submitting a Request







# Submitting a DART Request

This is a general overview of the process for submitting a DART PTR request. Data source specific tips and essential information for requesting access are available from each data source page.

The DART User Guide and video tutorials for PTR requests provide detailed instructions and walk you through each step of the process.

# **Getting Started**

- · Launch DART.
- Select the Request tab on the DART Dashboard.
- · Follow the steps in the table below.

If this is a new request	If you are amending an approved request		
a. Select Requests tab.	a. Select Requests tab.		
b. Select Create a New	b. Click the <b>Actions button</b> for the request you would like to amend.		
Request button.	c. Select <b>Amend</b> from the drop-down menu.		
c. Enter Proposed Study	d Briefly describe changes to the request in the Amendment Narrative field		

# Receiving NDS-Managed Prep to Research Data After DART Approval - VINCI Data Manager

VINCI Data
Manager (DM)
assigned to project

Email welcome letter & invitation to join project correspondence site

Includes directions for requestor on cohort submission or definition

## Receiving NDS-Managed Prep to Research Data After DART Approval - VINCI Data Manager

Creates a study database in the project workspace with permissions

Extracts the study cohort if one is requested by project

Provisions
DART- approved
data via SQL
data views to the
study database

Notify study that data is available via correspondence site

## Receiving NDS-Managed Prep to Research Data Access After DART Approval - VINCI Data Manager

- Or 
If project does

not have a

cohort defined

Data Manager provides temporary direct access to copy of CDW

Notifies project that data access has been provided

## Receiving NDS-Managed Prep to Research Data After DART Approval - **Ştudy Staff**

Access cohort tables and SQL views of fact tables & verify data

Transform data to SAS, or other analytic tools

Conduct feasible testing on VINCI

Example 1

DART Research Request process

Example 2

 DART Prep to Research Request Process

Example 3

 NDS Healthcare Operations Request Process



Data Sources Data Access Tools & Applications Resources Training Policy & Admin Support

Data Access > Healthcare Operations Request Process

#### Do you already have data access?

Visit the Access &
Permissions Lookup Tools
page to check your current
access and permissions
before submitting a data
request.

#### Tips for Requestors

Detailed, step-by-step instructions on submitting a request are available from the NDS ePAS User Request Guide ...

#### **NDS Healthcare Operations Request Process**



#### Overview

The National Data Systems (NDS) Healthcare Operations (HCO) Request Process is used for requesting permission to access VHA data for operations/non-research. Several data sources and tools can be requested through this process. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access. Be sure to determine if a request is needed before submitting your request.

- ADUSH Enrollment Files
- · BIRLS Death File
- Care Assessment Need Score (CAN Score)
- CAPRI
- · Corporate Data Warehouse (CDW) privileges
- · Health Economics Resource Center (HERC) Cost Data
- Joint Legacy Viewer (JLV)
- Managerial Cost Accounting (MCA)
  - · National Data Extracts (NDEs)
  - Web Reports
- Medical SAS Files
- · PSSG Geocoded Enrollee Files



Data Sources Data Access Tools & Applications Resources Training Policy & Admin Support

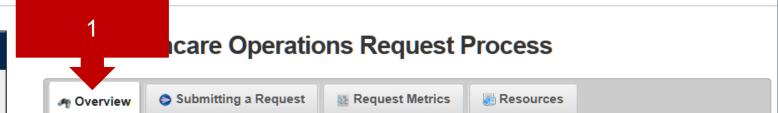
Data Access > Healthcare Operations Request Process

#### Do you already have data access?

Visit the Access &
Permissions Lookup Tools
page to check your current
access and permissions
before submitting a data
request.

#### Tips for Requestors

Detailed, step-by-step instructions on submitting a request are available from the NDS ePAS User Request Guide .



#### Overview

The National Data Systems (NDS) Healthcare Operations (HCO) Request Process is used for requesting permission to access VHA data for operations/non-research. Several data sources and tools can be requested through this process. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access. Be sure to determine if a request is needed before submitting your request.

- ADUSH Enrollment Files
- · BIRLS Death File
- Care Assessment Need Score (CAN Score)
- CAPRI
- · Corporate Data Warehouse (CDW) privileges
- · Health Economics Resource Center (HERC) Cost Data
- Joint Legacy Viewer (JLV)
- Managerial Cost Accounting (MCA)
  - · National Data Extracts (NDEs)
  - · Web Reports
- Medical SAS Files
- · PSSG Geocoded Enrollee Files

## Which data sources can I request?

- ADUSH Enrollment Files
- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- CAPRI
- Corporate Data Warehouse (CDW) privileges
- Health Economics Resource Center (HERC) Cost Data
- Joint Legacy Viewer (JLV)
- Managerial Cost Accounting (MCA)
  - National Data Extracts (NDEs)
  - Web Reports
- Medical SAS Files
- PSSG Geocoded Enrollee Files
- Veterans Services Network Corporate Mini Master File (VETSNET File)
- Vital Status File (VSF)
- VHA Support Service Center (VSSC) Self-Service Web Products



Data Access > Healthcare Operations Request Process

#### Do you already have data access?

Visit the Access & Permissions Lookup Tools page to check your current access and permissions before submitting a data request.

#### **Tips for Requestors**

Detailed, step-by-step instructions on submitting a request are available from the NDS ePAS User Request Guide .



#### Resources

- The NDS ePAS User Request Guide 🔁 provides detailed, step-by-step instructions on submitting a request.
- Need help with filling out the request? Contact NDS Operational Access Requests at NDS.OperationalAccessRequests@va.gov.
- Experiencing an error with ePAS? Submit a help desk ticket through yourIT.
- Visit the Access & Permissions Lookup Tools page to check your access and permissions.

Last update: 9/24/2018 1:53:55 PM

Data Access



·

**Tools & Applications** 

Training

Policy & Admin

Support

Data Access > Healthcare Operations Request Process

#### Do you already have data access?

Data Sources

Visit the Access & Permissions Lookup Tools page to check your current access and permissions before submitting a data request.

#### **Tips for Requestors**

Detailed, step-by-step instructions on submitting a request are available from the NDS ePAS User Request Guide .

## NDS Healt ions Request Process Overview Submitting a Request Request Metrics Resources

Resources

#### Submitting a Request

This is a general overview of the process for submitting a NDS Healthcare Operations request in VA's Electronic Permission Access System (ePAS). Data source specific tips and essential information for requesting access are available from each data source page. The NDS ePAS User Request Guide provides detailed, step-by-step instructions.

#### Step 1. Determine if a Request is Needed

Do not submit a new ePAS form to request your current CDW, VSSC Web Reports, MCA Web Reports, or Mainframe Access privileges for a new project. Check on the status of your existing NDS managed data access privileges using the Access & Permissions Lookup Tools page to avoid submitting an unnecessary, duplicate request.

Go to step 2 and submit an NDS ePAS form to

- Request a data source listed in the Overview for the first time.
- · Request CAPRI/JLV access for a new project.
- Modify existing data access privileges, e.g. adding CDW "Privileged Read Patient Access" when you
  previously only had "Basic Read Access" or modifying VSSC access from VISN to national.

#### Step 2. Submit the NDS Access Form for Health Operations

request are available from the NDS ePAS User Request Guide .

#### Step 1. Determine if a Request is Needed

Do not submit a new ePAS form to request your current CDW, VSSC Web Reports, MCA Web Reports, or Mainframe Access privileges for a new project. Check on the status of your existing NDS managed data access privileges using the Access & Permissions Lookup Tools page to avoid submitting an unnecessary, duplicate request.

Go to step 2 and submit an NDS ePAS form to

- Request a data source listed in the Overview for the first time.
- · Request CAPRI/JLV access for a new project.
- Modify existing data access privileges, e.g. adding CDW "Privileged Read Patient Access" when you
  previously only had "Basic Read Access" or modifying VSSC access from VISN to national.

#### Step 2. Submit the NDS Access Form for Health Operations

Note: requests may be submitted only by the person who needs access. NDS will deny requests submitted on behalf of someone else.

- a. Launch the VHA NDS Access Form for Health Operations form in ePAS.
- b. Select Create Document.
- c. Complete the Request tab.
  - i. Fill out all fields highlighted in yellow.
  - ii. Select one or more purpose(s) of use.
  - iii. Select only the data source(s) you need in the Data Sources section. A tab will appear at the top of the document for each data source you select, except for the Operation Enduring Freedom/ Operation Iraqi Freedom/ Operation New Dawn Roster.
  - iv. Affirm you have read and understood the acknowledgment.
- d. Complete each data sources tab at the top of the document.
- e. Select **Save and Submit** and digitally sign the form.

Once you sign, your supervisor will receive an email notification to approve your request. Once your supervisor has approved and signed the access form, your request will automatically be routed to NDS for processing.

A reviewer may send the request back to you for changes. NDS will send you an email notification once your request has been approved.

\_\_

## Receiving Access to NDS- Managed data after ePAS Approval - Data User

Receives
email from
CDW with
access
directions for
direct access

Reads CDW Introduction and Policies guide

Runs SQL queries to explore data

Prepares & analyzes data!

Next ...

# Other data steward managed data access

### Other data stewards: PCS

## National Prosthetics Patient Database (NPPD)

Patient Care Services (PCS)

Julie Strickland

PCS Data Use Agreement DUA Links:

http://vaww.infoshare.va.gov/sites/OSPM/default.aspx

### Other data stewards: PBM

## Pharmacy Benefits Management (PBM) Data

#### **PBM Services**

#### PBM Data Access Request Form:

https://vaww.cmopnational.va.gov/cmop/PBM/Pages/PBM-Strategic-Health-Care-Group-Research-Data-Request.aspx

## Data from non-VA sources available from other data stewards

## Suicide Data Repository (SDR)

Office of Suicide Prevention (OSP)

Email to Submit SDR Data Requests:

VHACANSDRDataRequests@va.gov.

## Data from non-VA sources available from other data stewards

## VA/CMS data for Operations

Medicare & Medicaid Analysis Center (MAC)

MAC: Instructions for Requesting Data

http://vaww.va.gov/medicareanalysis/

## Data from non-VA sources available from other data stewards

## VA/CMS Data for Research

#### **VIReC**

VIReC website link to data request instructions

http://vaww.virec.research.va.gov/VACMS/Requests/Standard.htm

### VIReC options for specific questions

#### **HSRData Listserv**

- Community knowledge sharing
- ~1,200 VA data users
- Researchers, operations, data stewards, managers
- Subscribe by visiting
   http://vaww.virec.research.va.gov/Support/H
   SRData-L.htm (VA Intranet)



#### HelpDesk

Individualized support



virec@va.gov

(708) 202-2413

Quick Guide: Resources for Using VA Data

http://vaww.virec.research.va.gov/Toolkit/QG-Resources-for-Using-VA-Data.pdf (VA Intranet)

VIReC: <a href="http://vaww.virec.research.va.gov/Index.htm">http://vaww.virec.research.va.gov/Index.htm</a> (VA Intranet)

VIReC Cyberseminars: <a href="http://www.virec.research.va.gov/Resources/Cyberseminars.asp">http://www.virec.research.va.gov/Resources/Cyberseminars.asp</a>

VHA Data Portal: <a href="http://vaww.vhadataportal.med.va.gov/Home.aspx">http://vaww.vhadataportal.med.va.gov/Home.aspx</a> (VA Intranet)

VINCI: <a href="http://vaww.vinci.med.va.gov/vincicentral/">http://vaww.vinci.med.va.gov/vincicentral/</a> (VA Intranet)

Health Economics Resource Center (HERC): <a href="http://vaww.herc.research.va.gov">http://vaww.herc.research.va.gov</a> (VA Intranet)

CDW: <a href="https://vaww.cdw.va.gov/Pages/CDWHome.aspx">https://vaww.cdw.va.gov/Pages/CDWHome.aspx</a> (VA Intranet)

Archived cyberseminar: What can the HSR&D Resource Centers do for you? <a href="http://www.hsrd.research.va.gov/for\_researchers/cyber\_seminars/archives/video\_archive.cfm?SessionID=101">http://www.hsrd.research.va.gov/for\_researchers/cyber\_seminars/archives/video\_archive.cfm?SessionID=101</a>

### Data access related links

 Documentation of Non-Research Activities For Intramural and Extramural Presentations

ORO/Docs/Guidance/VHA1058 05 Documentation Format Presentations 04 16 2018.docx

 Documentation of Non-Research Activities For Intramural and Extramural Publications

/ORO/Docs/Guidance/VHA1058 05 Documentation Format Publications 04 16 2018.docx

- PCS Data Use Agreement DUA Links:
   <a href="http://vaww.infoshare.va.gov/sites/OSPM/default.aspx">http://vaww.infoshare.va.gov/sites/OSPM/default.aspx</a>
- PBM Data Access Request Form:
   <a href="https://vaww.cmopnational.va.gov/cmop/PBM/Pages/PBM-Strategic-Health-Care-Group-Research-Data-Request.aspx">https://vaww.cmopnational.va.gov/cmop/PBM/Pages/PBM-Strategic-Health-Care-Group-Research-Data-Request.aspx</a>
- Email to Submit SDR Data Requests: VHACANSDRDataRequests@va.gov.
- MAC: Instructions for Requesting Operations VA/CMS Data <a href="http://vaww.va.gov/medicareanalysis/">http://vaww.va.gov/medicareanalysis/</a>
- VIReC website link to research VA/CMS data request instructions http://vaww.virec.research.va.gov/VACMS/Requests/Standard.htm

## Questions?

### **Contact information**

- Linda Kok, MA
- Data Policy & Access Liaison
- VA Information Resource Center
- Hines VA Hospital
  - virec@va.gov
- 708-202-2413



## **Bonus Slides**

## NDS Standard Requirements: Operations

- Online application
- Supervisor approval
- ISO approval

## NDS Standard Requirements: Research

- Project documents and approvals
  - Research Study Institutional Review Board (IRB) approval letter(s)
  - Research and Development Committee approval letter(s)
  - Research study protocol
  - Where required by IRB or ORD
    - Sample Informed Consent or Waiver of Informed Consent
    - IRB Approved HIPAA Authorization or Waiver of HIPAA Authorization
    - Real SSN Access Request Form

## NDS Standard Requirements: Preparatory to Research

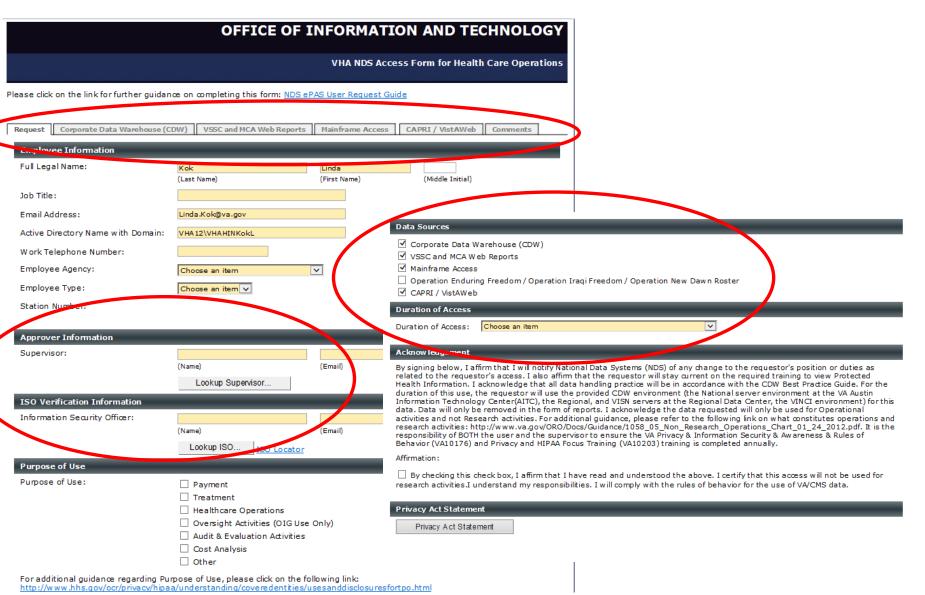
#### Information

- The proposed topic/ protocol name
- Data access timeframe
- Brief summary of the study objectives
- Explanation of the intended use of the data to prepare the proposal:

#### Affirmations

- Requesting access only to develop a research proposal/protocol
- Only aggregate data will be recorded and only used for background information;
  - Individually identifiable information will not be recorded (retained);
  - Data reviewed will not be used for contacting or recruiting subjects;
  - Data will not be reused for any other purpose

## Operations: QI, PE data request : Ex. NDS ePAS



### QI & PE & Research: Patient Care Services Process

- Requirements include:
  - Data Transfer Agreement (DTA)
  - Brief description of the study
  - List of variables and fields needed & justification
  - PCS Data Security Checklist
- Data request forms and data dictionaries are available on the PCS SharePoint site – different DTA forms for each category

http://vaww.infoshare.va.gov/sites/OSPM/default.aspx

- Point of contact for DUA requests: <u>Julie Strickland</u>
- Questions: <u>VHA10P4PCSDR@VA.GOV</u>

## **Research:** PBM Data Request

#### Provides custom data extracts for research

Pharmacy Benefits Management Strategic Health Care Group Research Data Request

The following must be done to obtain PBM v.3 pharmacy data for research purposes:

1. Mail a copy of the IRB approval form and a summary of the study protocol to the following address:

Attn: Cheryl Benson (119D)
Pharmacy Benefits Management
1st Ave. - 1 Block N. of Cermak Rd.
Bldg 37 Rm 139
Hines, IL 60141

2. Complete and submit the form that appears when you click the button below:

Submit

## **Operations:** MAC VA/CMS process

http://vaww.va.gov/medicareanalysis/



The VHA Medicare and Medicaid Analysis Center (MAC) is a field office of the Office of the Assistant Deputy Under Secretary for Health (ADUSH) for Policy and Planning. The VHA MAC, in collaboration with the VA Information Resource Center (VIReC) coordinates the ordering, processing and distribution of Medicare, Medicaid and United States Renal Data System (USRDS) data. The VHA MAC and VIReC are the primary clearinghouse for CMS and USRDS data within the Veterans Health Administration (VHA). The VHA MAC distributes this data to approved operational program offices and VIReC distributes to approved research users.

In collaboration with VIReC, MAC implements policies and procedures for the use of CMS and USRDS data within VHA. Please refer to the following policy documents for detailed guidance: <a href="VHA Handbook 1153.01">VHA Handbook 1153.01</a>, "Use of Centers for Medicare and Medicaid Services (CMS) AND United States Renal Data System (USRDS) Data In Veterans Health Administration (VHA) " and CMS Data directive VHA Directive 1153, "Access to Centers for Medicare and Medicaid Services (CMS) AND United States Renal Data System (USRDS) Data for Veterans Health Administration (VHA) Users Within the Department of Veterans Affairs (VA) Information Technology (IT) Systems" . Links may need to be pasted into your web browser.

Reports
Links
MAC Staff
MAC Sitemap
Feedback
Contact Us

SAS Datasets

### Research: VIReC VA/CMS standard forms - email



Nan

**Projec** 

Firs

Last

Pho

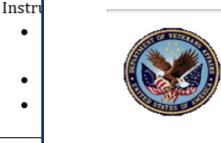
VA E

**Projec** 





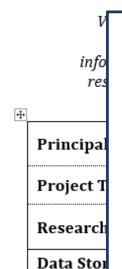
#### PROJECT INFORMATION AND AUTHORIZATION







#### DATA SECURITY COMPLIANCE



VA Fa

I und

State

inclu

I rec

VA/CMS Data from VIReC Rules of Behavior



VA/CMS DATA FOR RESEARCH

DATA DESCRIPTION
CMS/USRDS Data for Veterans Only

## **DART Screens**

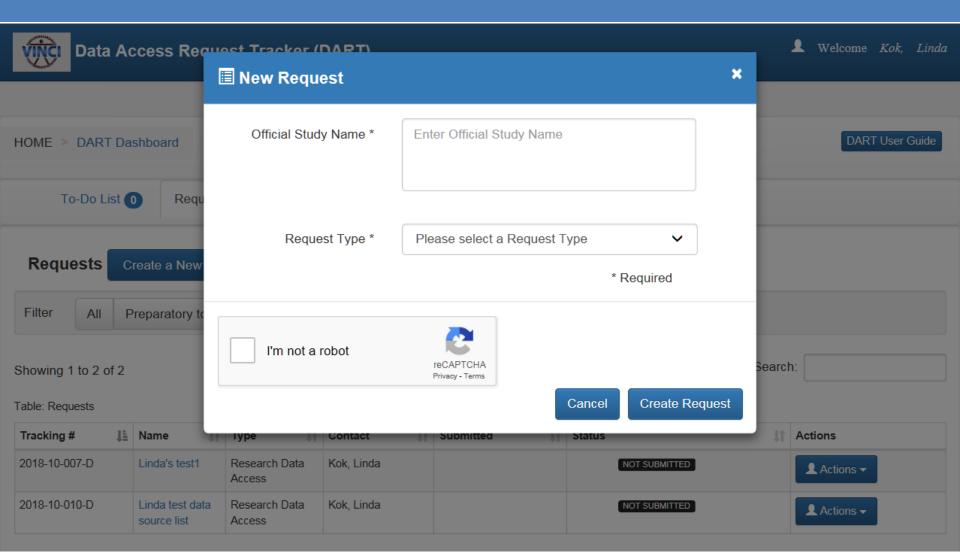


■ Welcome Kok, Linda



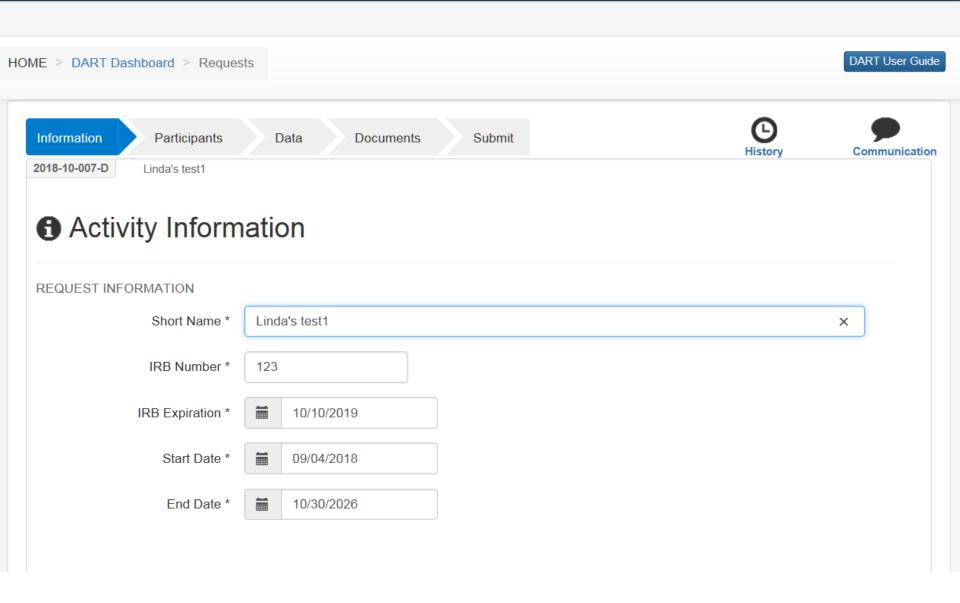
Table: Requests

Tracking # Ja	Name 🏥	Type ↓↑	Contact 11	Submitted \$\prescript{1}\eta\$	Status 11	Actions
2018-10-007-D	Linda's test1	Research Data Access	Kok, Linda		NOT SUBMITTED	♣ Actions ▼
2018-10-010-D	Linda test data source list	Research Data Access	Kok, Linda		NOT SUBMITTED	<b>≜</b> Actions <b>▼</b>





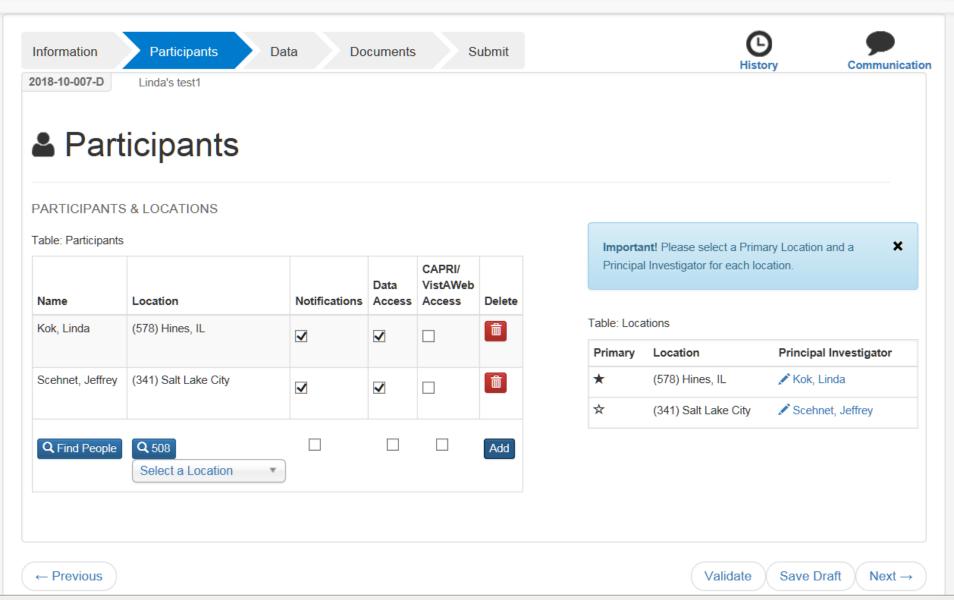
■ Welcome Kok, Linda



10/2018



⚠ Welcome *Kok, Linda* 





⚠ Welcome Kok, Linda

ME > DART Dashboard	> Requests				DART User Guide
Information Parti	cipants Data	Documents	Submit	History	Communication
2018-10-007-D Linda's	test1			History	Communication
D ( O					
<b>≣</b> Data So	ources				
Data Storage Location *					
✓ VINCI					
✓ Local VA Server Lo	cation				
Name of facility *					
Address *					
Building					
Room #					
KOOIII #					

### Data Access Request Tracker (DART)

■ Welcome Kok, Linda

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)



■ Welcome Kok, Linda

DART User Guide HOME > DART Dashboard > Requests **Participants** Information Data **Documents** Submit History Communication 2018-10-007-D Linda's test1 Documents NOTICE: Always check the Data Steward's web site (<u>DART Process and Forms</u>) 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 7 (578) Hines, IL (Primary Site) Upload Research Request Memo Required for CDW Production Domains, TIU Text Notes Upload Research Study Institutional Review Board (IRB) Approval Letter

#### REQUIRED DOCUMENTS

➤ (578) Hines, IL ( Primary Site )	
Research Request Memo Required for CDW Production Domains, TIU Text Notes	Upload
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, TIU Text Notes	Upload
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, TIU Text Notes	Upload
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, TIU Text Notes	Upload
Research Protocol Required for CDW Production Domains, TIU Text Notes	Upload
CDW-Domain Checklist Required for CDW Production Domains	Upload
Real SSN Access Request Required for CDW Production Domains, TIU Text Notes	Upload

Validate

Save Draft

 $\text{Next} \rightarrow$ 

➤ (341) Salt Lake City		
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, TIU Text Notes	Upload	
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, TIU Text Notes	Upload	
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, TIU Text Notes	Upload	

- Previous





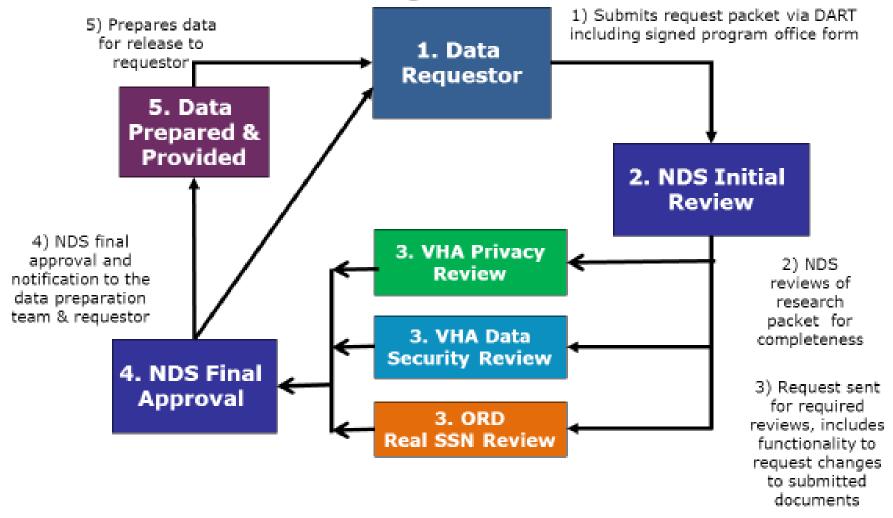
#### ✓ Submit

#### SUBMIT REQUEST

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

- 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: Research Request Memo
- 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: Research Protocol
- Error: Document must be uploaded: Real SSN Access Request
- Error: Document must be uploaded: CDW-Domain Checklist
- Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization
- Error: Document must be uploaded: IRB Approval of Waiver of HIPAA-Compliant Authorization

## DART Research Approval Process NDS Managed Data Access



## Data access request process(s)

## Receiving/accessing your approved data

#### Direct access to full datasets or domains

Operations access to domains needed

Access on AITC mainframe

### Receive data views or extracts of study cohort data

Defining and refining your cohort

Selecting records that match your final cohort

### **VINCI** Workspace

**CDW transfer server** – for you to pull into your local server

### Next session: December 3, 2018



### Database & Methods Cyberseminar Series

VIReC: The Researcher's Guide to VA Data

Maria Souden, MSI, PhD Acting Director, VA Information Resource Center

