# Database & Methods Cyberseminar Series

Informational seminars to help VA researchers access and use VA databases.

### **Topics**

- VA data sources & data access systems
- Application of VA data to research and quality improvement questions
- Limitations of secondary data use
- Resources to support VA data use



### FY21 Upcoming Sessions

First Monday of the month | 1:00pm-2:00pm ET

Date	Торіс
12/7/20	Measuring Veterans' Medicare Health Services Use
1/4/21	Meet VIReC: The Researcher's Guide to VA Data

Visit our Education page for more information & registration links:

https://bit.ly/39B1JUo

Visit HSR&D's VIReC Cyberseminar Archive to watch previous sessions:

https://bit.ly/3dZFJWG



# Where can I download a copy of the slides?



### SAMPLE EMAIL

Host: HSR&D Cyberseminars (cyberseminar@va.gov) Event number (access code): 199 009 5117 Event password: 3844 Registration ID: This event does not require an enrollment ID



To join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code. USA Toll Number: 14043971596 Toll-free dialing restrictions: https://www.webex.com/pdf/tollfree\_restrictions.pdf Access code: 199 009 5117

<u>Please download today's slides</u> <u>Please click here for today's live captions</u>



VIReC Database & Methods Cyberseminar Series



Session 2 Requesting Access to VA Data

Linda Kok

Senior Analyst for Data Policy and Access

VA Information Resource Center

November 2, 2020



Database & Methods Cyberseminar Series

Poll #1: What is your **role** in research and/or quality improvement projects?

- Investigator, PI, Co-I
- Statistician, data manager, analyst, or programmer
- Project coordinator
- Other please describe via the chat function





Poll #2: How many years of experience working with VA data?

- None I'm brand new to this!
- 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

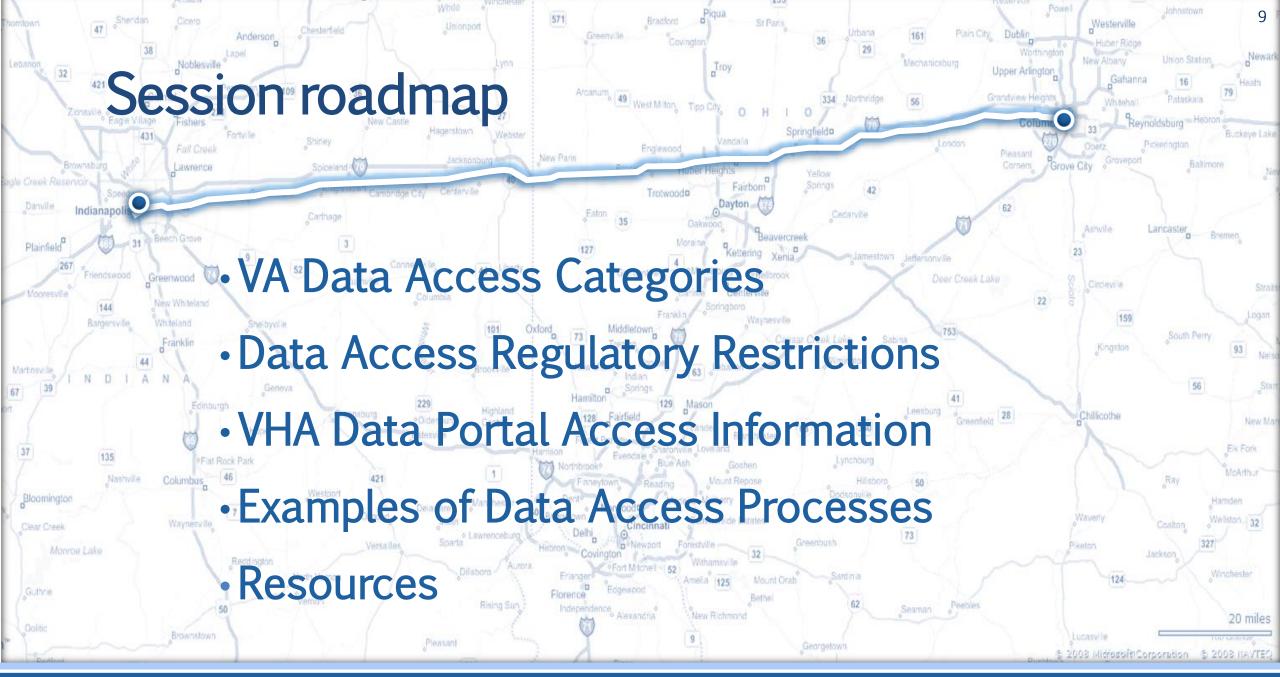
The purpose of this cyberseminar is to provide useful information about VHA data access for research and quality improvement operational projects.



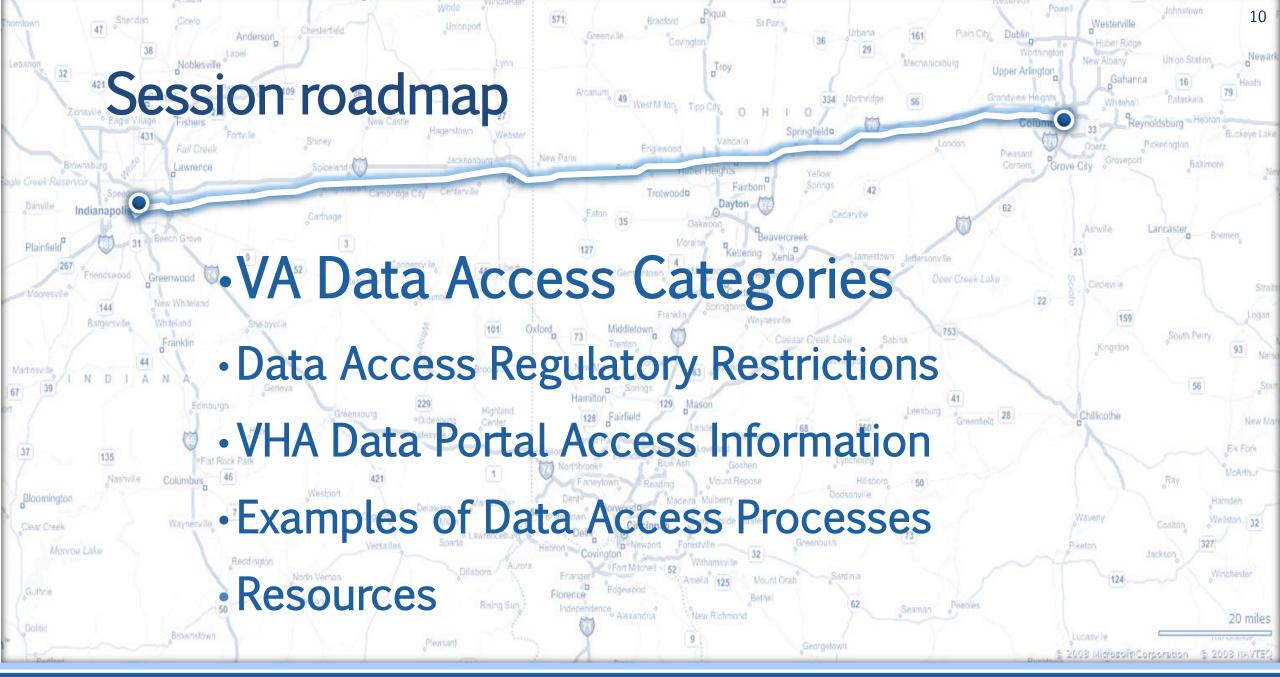
# By the session's end, you should be able to...

- Convey a basic understanding of the difference between VA research, preparatory to research, and operations projects.
- Describe regulatory restrictions on accessing and using VA data for all types of projects.
- Locate a key resource for determining the right data access process for a specific VA data source.
- Be aware of a variety of data access request processes.
- Know where to go for additional data resources and support.









**VIReC** 

# VHA Data Portal

Your best source for learning about VA data sources and how to request access

> http://vaww.vhadata portal.med.va.gov/



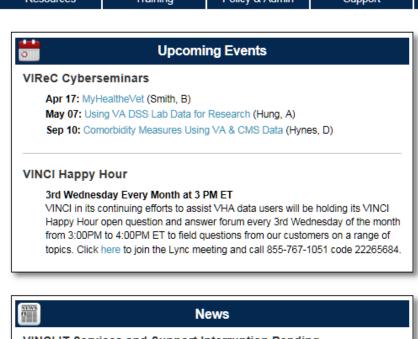
#### Welcome to the VHA Data Portal

The VHA Data Portal promotes a knowledge-sharing culture that supports the needs of VHA data users. The Portal integrates information from multiple sources into a single location to promote a comprehensive knowledge base and to facilitate a positive enduser experience.

#### The one-stop-shop for data users' needs.

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.





#### VINCI IT Services and Support Interruption Pending

The VA Informatics and Computing Infrastructure (VINCI) will undergo a change in contracted IT support beginning March 27th. At this time it is anticipated that there may be a gap between contracts during which time only limited support, data, and IT services will be available through VINCI@va.gov. New or existing project activities of granting VINCI Workspace and SAS/Grid access, folder creation, database creation, and data provisioning may be delayed until new contract staff are in place. We do not anticipate any interruption in VINCI system availability at this time. We appreciate your patience during this transition and apologize for any difficulty this may cause you and your study.

#### DART Data Request Memo Changes

Information Security Officers (ISOs) are no longer required to sign DART preparatory to research and research data request memos due to changes based on the Acting Assistant Secretary for OI&T, Chief Information Officer's memo, VAIQ 7808858. The DART request memo templates have been updated to reflect this change and are available from the DART Preparatory to Research Request Process and DART Request Process pages.



### Data Access Overview

	ent of Veterans ata Portal	Affairs			Home	About Us	Contact Us	FAQ	Report Broken Link	
Data Sources	Data Access	Tools & Applicat	tions	Resources	Trai	ining	Policy & Adr	nin	Support	
Welcome in The VHA Data Portal pr supports the needs of V	Data Access Overview Operations Access Preparatory to Research Access Research Access		VIReC Cybers	eminars	Upcomir	ng Events				
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Our home page design h	as recently changed t	to help get you the		VINCI Happy H	lour					

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.

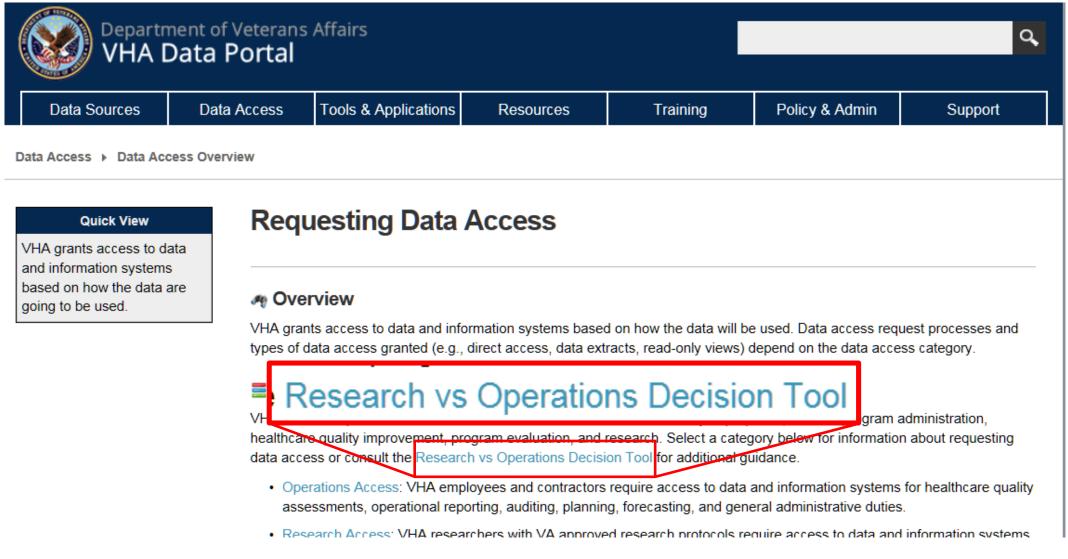


### 3rd Wednesday Every Month at 3 PM ET

VINCI in its continuing efforts to assist VHA data users will be holding its VINCI Happy Hour open question and answer forum every 3rd Wednesday of the month from 3:00PM to 4:00PM ET to field questions from our customers on a range of topics. Click here to join the Lync meeting and call 855-767-1051 code 22265684.

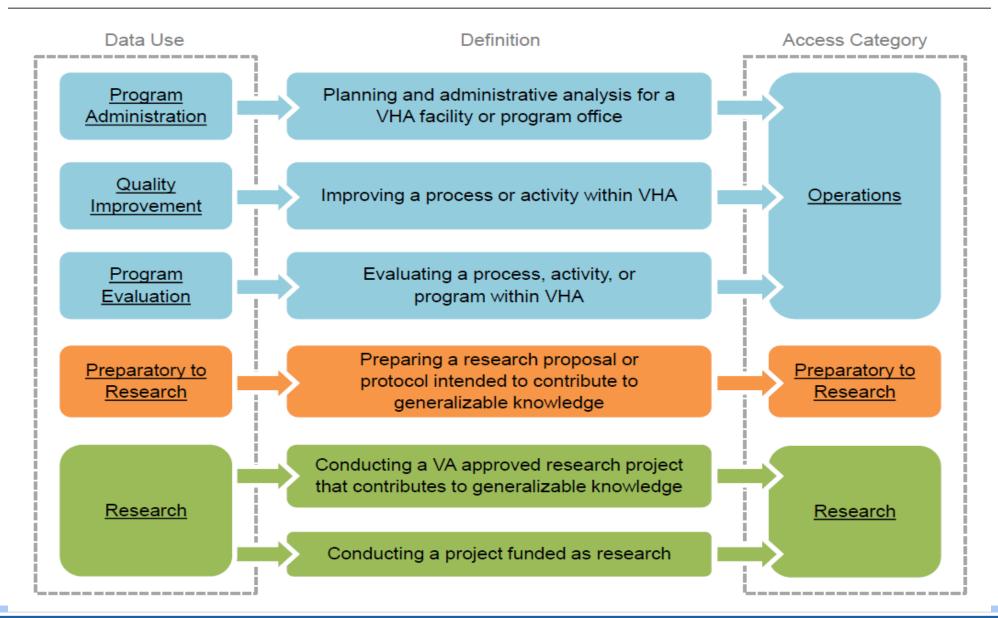
### VIReC

# Data Access Overview



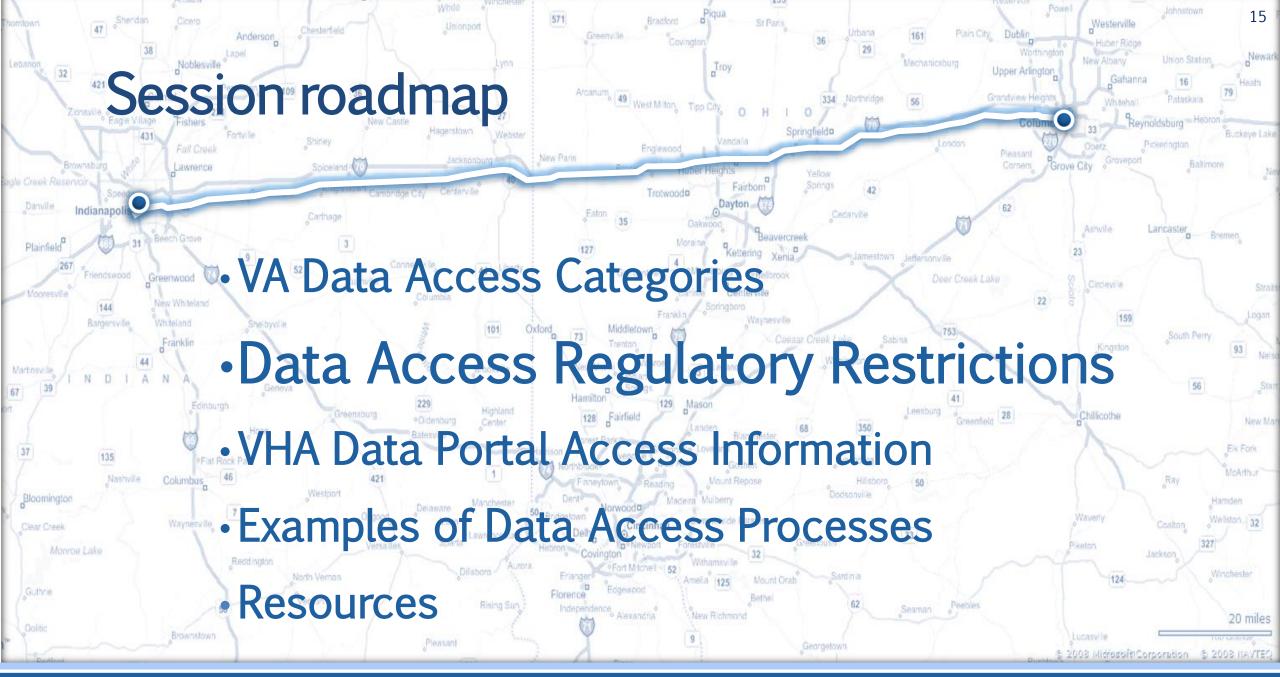


### Access Category Finder





1200.21 Program Guide: VHA Operations Activities That May Constitute Research



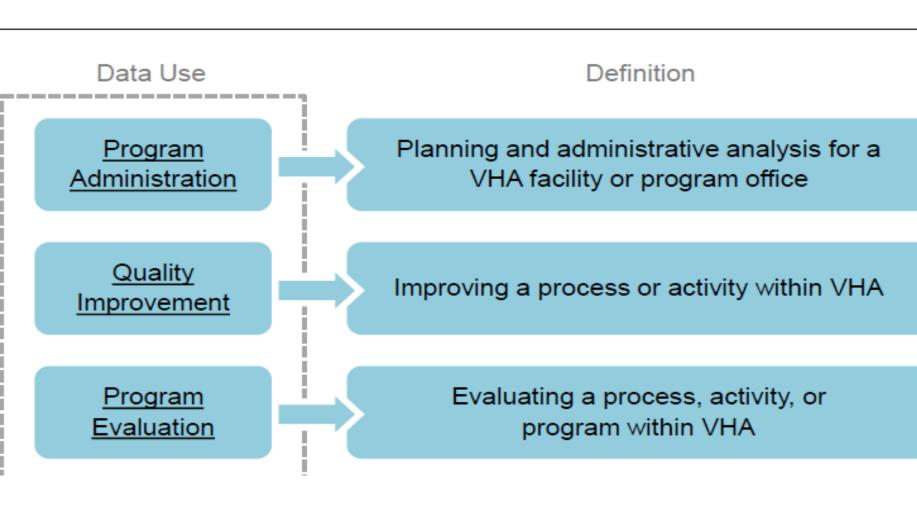


# HIPAA: Federal Policy Governing Protected Health Information (PHI)

- Health Insurance Portability and Accountability Act Privacy Rule
- Applies to use of PHI for all purposes
  - Example: Minimum necessary requirement applies to VA healthcare operational, preparatory to research, and research data access
  - Applies to exempt and non-exempt human subjects' research
  - Exempt human subjects research must have VA IRB or Privacy Board approved HIPAA WaiverVHA Directive 1605.1 <u>Privacy and Release of</u> <u>Information</u>



### **Operations Category**





<u>Operations</u>

17



## VA Data Access Requirements: Operations

- HIPAA requires that only the minimum necessary PHI is accessed
- VA data stewards generally require
  - A description of the intended use
  - Supervisor's approval of the access
- Operations requests may be for access for one individual



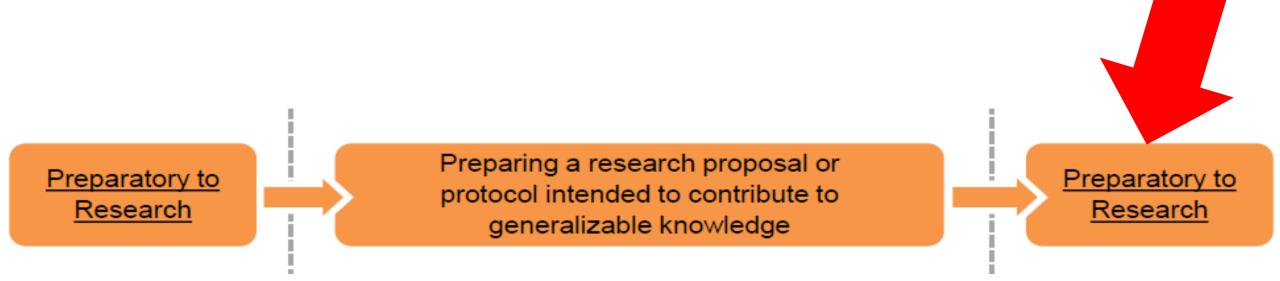
# Regulatory Guidance: Operations Data Access

- Used to support VA/VHA non-research purposes
- Cannot be used to access or obtain data for research
- Findings can be published

<u>Program Guide 1200-21</u> Appendix A : "Documentation of Non-Research Activities For Publications Outside the VA"



### Preparatory to Research Category





# VA Data Access Requirements: Prep to Research

- HIPAA requires that the covered entity obtain from the researcher representations that:
  - The use or disclosure is sought solely to review PHI as necessary to prepare the research protocol or other similar preparatory purposes;
  - No PHI will be removed from the covered entity by the researcher in the course of this review; and
  - The PHI that the researcher seeks to use or access is necessary for the research purposes.

VHA Handbook 1200.12 Use of Data and Data Repositories in VHA Research Paragraph 3.v.; Paragraph 10



# Regulatory Guidance: Preparatory to Research Access

- Data access ends with protocol is submitted to IRB.
- Submit annual research approvals before they expire
- Only aggregate data may be retained
- Patient contact information may not be used for research recruitment



### Resease a Category





# The Common Rule: Federal Policy for the Protection of Human Subjects

- HHS Office for Human Research Protections (OHRP) Common Rule (45 CFR 46 Subpart A),
- Codified in the VA Code of Federal Regulations (CFR) as 38 CFR Part 16
- Requires Institutional Review Board review of non-exempt research
- New exemption categories with 2018 Revisions
- New rules for continuing review with 2018 revisions



# VA Requirements for Data Access: Research

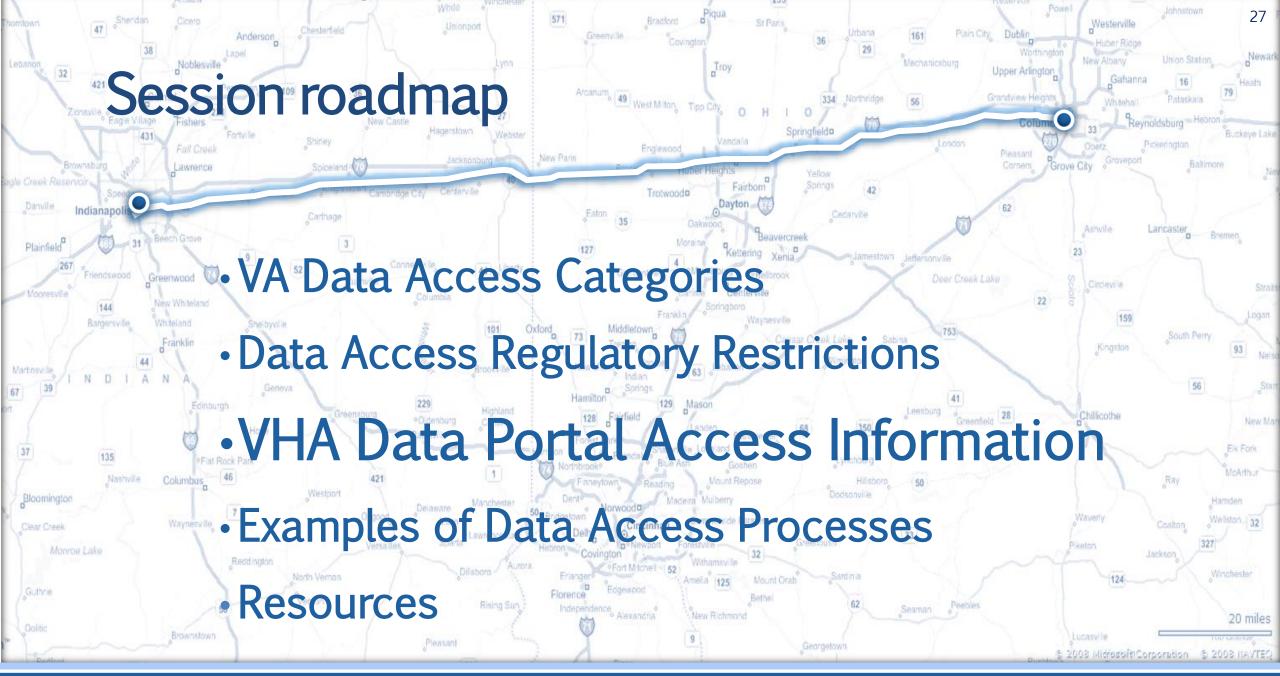
- At each facility with staff\* involved in research that uses VA databases
  - IRB approval or Exempt Determination document
  - HIPAA authorization or waiver of HIPAA authorization approved by IRB or Privacy Board
  - For non-exempt projects: informed consent or waiver of informed consent
  - Research and Development Committee approval of research project
  - Associate Chief of Staff for Research approval to begin research
- Other requirements for each data steward or data access manager
- \* Facility employee or Without Compensation (WOC) appointee



# Regulatory Guidance: Research Data Access

- Approval required from each facility with staff involved
- Submit initial and continuing review approvals to data steward
- Access only the data approved by R&DC and data steward
- Project staff may not use operational data access to obtain data for the research.





VIReC



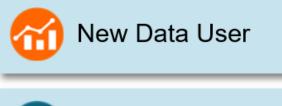
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Operations & Quality





### **111** Upcoming Events 0 Cyberseminars Upcoming Oct 16: Events Associated with Changes in Reliance on VHA Among Medicare-Eligible Veterans (HERC) Nov 4: Requesting Approval for Access to VA Data (VIReC) Nov 14: How to Conduct a Research Study in VINCI (VINCI) Recent VINCI Services (VINCI) Overview of VA Data, Information Systems, National Databases and Research Uses (VIReC) VINCI Training Hour How to Use the VINCI Workspace VINCI, in its continuing efforts to assist VHA data users, will be holding the next VINCI Training Hour October 16 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. http://vaww.vhadataportal.med.va.gov/



Data Sources	Data Access	Tools & Applications	Resources	Training	Policy & Admin	Support				
Data Sources Over		ata Portal								
ADUSH Enrollment	rile		0	Upco	ming Events					
Bereaved Family Su	dge-s	haring culture that	Cybersemina	rs						
BIRLS Death File		ortal integrates	Upcoming							
CAN Scores	-	location to promote itate a positive end-		Oct 16: Events Associated with Changes in Reliance on VHA Among Medicare-						
CDW			Eligible Veteran		ges in Reliance on VIA All	iong medicare				
HERC Cost Data	sers	sers' needs. Nov 4: Requesting Approval for Access to VA Data (VIReC)								
Homeless Registry	e info	mation you need.	Study in VINCI (VINCI)	v in VINCI (VINCI)						
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Medical SAS Inpatie Outpatient Data Set	S		(VIReC)							
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PSSG Geocoded E			VINCI, in its con	tinuing efforts to assi	st VHA data users, will be h	olding the next				
PTF			-		00 PM Eastern to train and	•				
RAI/MDS			our customers. ( 249667084.	Click here to join the i	meeting and call 844-358-7	954, code				
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Data Sources	Data Access	Tools & Applications	Resources	Trair	ning	Policy & Adm	in	Support	

#### **Quick View**

CDW is an evolving repository of national VHA data. It is a physical implementation of a logical data model at the enterprise level for VHA.

#### CDW

- Overview
- Content
- Structure
- Requesting Data Access
- Resources

### **Corporate Data Warehouse (CDW)**

### 🦔 Overview

VHA's Corporate Data Warehouse (CDW) is a national repository comprising data from several VHA clinical and administrative systems. The objective of CDW is to facilitate reporting and data analysis at the enterprise level by incorporating data from multiple data sets throughout the VHA into one standard database structure. CDW provides data and tools to support management decision making, performance measurement, and research objectives.

### E Content

CDW is an evolving repository of national VHA data containing clinical, enrollment, financial, administrative, utilization, Veteran benefits information and more. Data are available from October 1999 to present. Visit the CDW SharePoint site and VINCI-CDW Data Sources page for more information about CDW data.

CDW Production Data Domains - Allergy, Appointment, Consult, CPRS Orders, Dental, Dimensions (CDW), Health Factors, 1/20

#### CDW

Overview Content Structure Requesting Data Access Resources

### E Content

CDW is an evolving repository of national VHA data containing clinical, enrollment, financial, administrative, utilization, Veteran benefits information and more. Data are available from October 1999 to present. Visit the CDW SharePoint site and VINCI-CDW Data Sources page for more information about CDW data.

CDW Production Data Domains - Allergy, Appointment, Consult, CPRS Orders, Dental, Dimensions (CDW), Health Factors, Immunization, Inpatient, Lab Chemistry, Lab Microbiology, Mental Health Assessment, Outpatient, Patient, PCMM, Pharmacy BCMA (Bar Code Medication Administration), Pharmacy Outreach, Purchased Care (Fee), SPatient, Staff, SStaff, and Vital Signs.

CDW Raw Data Domains - Beneficiary Travel (CBO), Bill Claims (CBO), Compensation & Pension Exam, Echocardiogram, Emergency Dept. Int. Software (EDIS), Equipment Inventory, IFCAP, Intravenous Meds (IV), Unit Dose, MyHealthe Vet, Non-VA Meds, Oncology, Paid, Prosthetics, Radiology, and Surgery.

### Structure

CDW uses multiple servers to store data. Data on these servers are stored in relational databases organized into data domains. Each domain comprises logically or conceptually related sets of data tables. Domains generally indicate the VistA application from which most of the data elements originate (e.g., Vital Signs or Mental Health Assessment).

CDW SQL databases are categorized as production or raw.

- CDW Production Data on the CDW-prod servers are mostly uploaded from VistA with no filtering of records, editing, or business rules applied. These data are modeled and indexed to promote efficient querying.
- CDW Raw CDW-Raw refers to the test and evaluation database. CDW-RAW data are extracted directly from the data source (e.g., VistA). These data are not modeled, standardized, or indexed and include MCA (formerly DSS) NDEs in SQL tables and other SAS-to-SQL tables. When the domain is developed for production it is removed from Raw. CDW Raw 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



Note: The CDW environment also includes these data sources. Visit each data source page for more information.

- Beneficiary Identification Records Locator Subsystem (BIRLS) Death File
- Managerial Cost Accounting National Data Extracts (MCA NDEs)
- · Medical SAS Inpatient and Outpatient Data Sets
- Veterans Services Network Corporate Mini Master File (VETSNET File)
- Vital Status File

### Requesting Data Access

VHA grants access to data based on how it will be used. These uses are organized into data access categories, which determine the appropriate process for requesting permission to access data. Select a category below for information on requesting access privileges to the CDW production and raw databases. If you're not sure which option to choose, visit the Data Access Overview page for additional guidance.

#### + Operations/ Non-Research

Preparatory to Research (PTR)

#### + Research



### Operations/ Non-Research

CDW data are available for operations use. Visit the NDS Healthcare Operations Request Process page for instructions on submitting a data request through the VHA NDS Access Form for Health Operations in ePAS.

Use the CDW Permissions Crosswalk i for information on what level of permissions should be requested for a given data set. For example, if you need access to [GeoCodedAddress] then you would request [CDW\_SStaff] level access.

#### Important steps for filling out your ePAS request...

- 1. Check Corporate Data Warehouse (CDW) under Data Sources.
- 2. Select the CDW tab that appears at the top of the form.
- 3. Check CDW SQL Datasets.
- 4. Select one or more of the following privileges:
  - Basic Read Access (CDW\_Full)

Permits access to every extracted table on CDW except for SPatient.Spatient, SPatient.Spatient Address, SStaff.SStaff production tables.

#### Privileged Read Patient Access (CDW\_SPatient)

Permits access to every extracted table on CDW including SPatient.Spatient and SPatient.Spatient Address tables. Note: Does not permit access to CDW Production table SStaff.SStaff.

#### Staff Real SSN Access (CDW\_SStaff)

Permits access to every extracted table on CDW Production and CDW-RAW, including the CDW Production SStaff.SStaff table.

Note: VHA Scrambled SSNs and Real SSNs for patients are available only in the SPatient table.

### Preparatory to Research (PTR)

Use the Data Access Request Tracker (DART) to request access to CDW data for preparing a research protocol. Visit the DART Preparatory to Research Request Process page for instructions on how to submit a request, including links to documents and forms you may need.

#### Important tip for filling out your DART request...

 Be sure to select CDW Production Domains or CDW Raw Domains under "Corporate Data Warehouse (CDW)" in the Data Sources section.



#### - Research

Use the Data Access Request Tracker (DART) to request access to CDW data for research cohorts. Visit the DART Research Request Process page for instructions on how to submit a request, including links to documents and forms you may need.

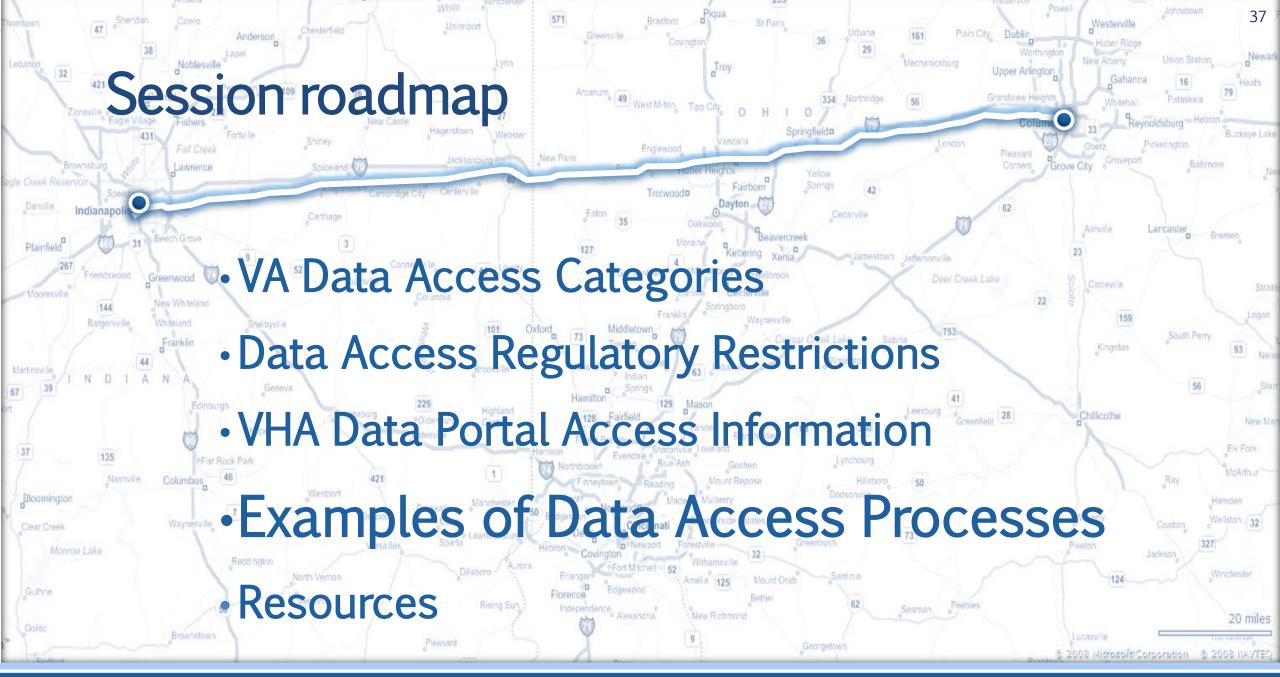
#### Important tips for filling out your DART request...

- Be sure to select CDW Production Domains or CDW Raw Domains under "Corporate Data Warehouse (CDW)" in the Data Sources section.
- DART will prompt you to upload the CDW Domain Checklist and other required documents and forms.
- When completing the Checklist for production domains, be sure to select at least one of these domains depending on the identifiers you will need:
  - Patient Domain does not include real or VHA Scrambled SSNs
  - SPatient Domain includes real and VHA Scrambled SSNs
  - SStaff Domain includes employee real SSNs

#### Resources

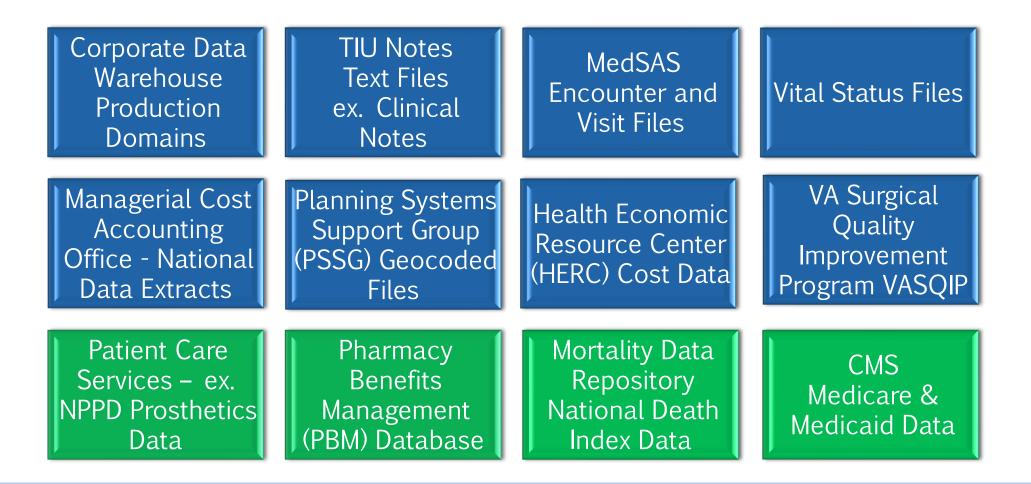
- The CDW SharePoint site contains information on newly released and missing data, an up-to-date list of data domains, structural documentation, and more.
- VIReC provides several resources supporting the use of CDW:
  - CDW Factbooks describe of tables, columns, and values in select CDW Domains and include domain-specific SQL "starter language" for those new to CDW, relational databases, and SQL.
  - · Issues of The Researcher's Notebook describe methodological approaches to working with CDW data.
  - Getting Started with CDW Data Cyberseminars provide an introductory foundation aimed at making CDW and relational data less intimidating.
  - CDW Statistical Snapshot: Patient Demographics management provides a summary of patient demographics found in the CDW.
  - The CDW Domain Layout workbook lists schemas and tables for each CDW domain.
  - The CDW Domain Descriptions resource includes a high-level summary of content found in most CDW production domains.
- BISL CDW Data Profiling Reports provide statistical reports about selected underlying fact tables in CDW views.
- Learn more about using a VINCI Workspace to store and analyze CDW data.
- VINCI applications for exploring CDW data tables: Meta Data Viewer and Dim Data Viewer.







### Major VA Data Sources in DART and Not in DART





# Request Process: Data Access Request Tracker (DART)



Database & Methods Cyberseminar Series



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 Research Request Process**

A Overview Submitting a Request Documents & Forms 🔯 Request Metrics 🖉 Resources

### **Overview**

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

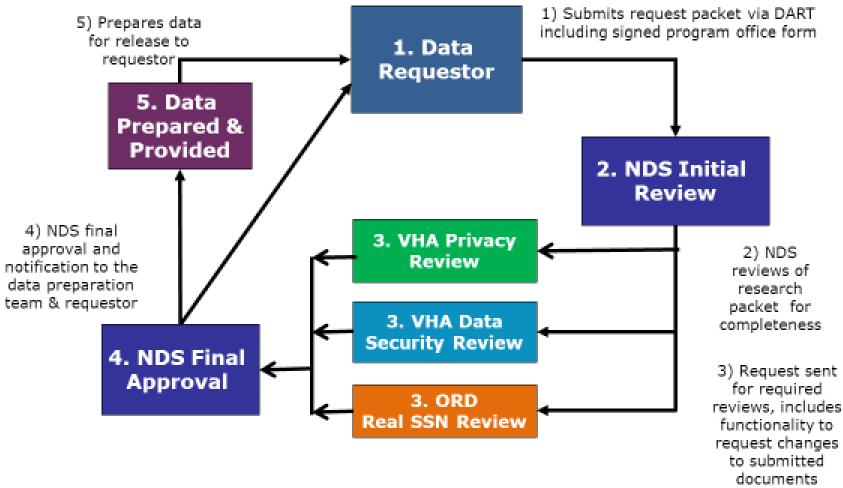
### Which data sources can I request?

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



### DART Research Approval Process NDS Managed Data Access





### Database & Methods Cyberseminar Series

### Data Use Regulatory Reminder

Access only the data for which the project has DART approval.

Operations access cannot be used to access or obtain data for research.

If you need additional data, ask your VINCI data manager if you need to amend your DART request.



# Request Process: Patient Care Services (PCS)



Database & Methods Cyberseminar Series

## Patient Care Services (PCS) Data Requests

- Select one of these from the SharePoint page on next slide
  - DTA\* Research Request
  - DTA QI (Quality Improvement) Operations Request
  - DTA Program Evaluation Operations Request

\*DTA = Data Transfer Agreement

### Home - VACO Patient Care Service (PCS)- Office of Strategic Planning and Measurement (OSPM)



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Pharmacy Data Dictionaries	(Att I) TAExtension(Att E) June 18, 2014 Strickland, Julie A	^
SWS Data Dictionary	DTAProgramEvaluation ••• August 26, 2015 Strickland, Julie A (Att C)	
Rehab Data Dictionnaries	DTAQIRequest(fillable) ••• May 20, 2016 Strickland, Julie A -Att B	
Primary Care Data Dictionnary	DTAResearchRequest(Att 🛛 May 20, 2016 🗖 Strickland, Julie A	
Diabetes Data Dictionary	A) end August 26, 2015 Strickland, Julie A	-
Podiatry Data Dictionary	📷 Extension 🛛 March 27, 2009 🔳 Revere, Audrey	
Rehab Data Dictionary Geriatrics Data	FTE VA Appointment February 9, 2016 Strickland, Julie A forResearch(Fillable)	
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MRSA DATADICTIONARY	PCS DTA amendment September 19, 2016 – Strickland, Julie A form (ar042209)	
HBPC	PCS DTA Policy(032309) May 25, 2016 Strickland, Julie A	~
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# Request Process: Pharmacy Benefits Management (PBM) – Research Only



Database & Methods Cyberseminar Series

Clinical Guidance

Directives, Policies and Information Letters

Education

Emergency Pharmacy Service EPS

ISMP

National Formulary

Other Documents and Resources

Pharmaceutical Compounding and Management Standards

Special Handling Drugs

VA Center for Medication Safety

Workload Capture

State Prescription Monitoring Program Requirements

Prescription Labels, Patient Centric

Opioid Safety Initiative

### Pharmacy Benefits Management Services 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: Nikia Griffith (10P4P) 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 following Link: Complete Form

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



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# Request Process: Mortality Data Repository (MDR) Research



### VA/DoD Mortality Data Repository

- National Death Index Data
  - Dates, causes, and state of death
  - Joint VA/DoD cohort all Veterans
  - Current most comprehensive data are available through December 31, 2017.
- Contact <u>VHACANMDRDataRequests@va.gov</u> for data access process.
- Staff will provide application materials and can assist.
- The VA/DoD Board of Governors is responsible for the MDR and reviews all applications.
- Data use is restricted to statistical purposes in medical and health research.



# Request Process: VA/CMS Centers for Medicare and Medicaid Data



Database & Methods Cyberseminar Series

## VA/CMS Data for Research

- Pre-Request Consultations
  - Recommended step for researchers who are planning on submitting a request.
- <u>Request Process</u>
  - Information on requesting data from VIReC, including an overview of the process, forms, and timeline.
  - Questions: virec.vacmsdata@va.gov
- <u>Regulations</u>
  - Lists regulatory requirements for research use of VA/CMS data.



### VA/CMS Data for Operations

- Step 1: Email <u>macstaff@va.gov</u> to request a consultation to discuss your project.
- Step 2: Complete the following documents
  - MAC Data Request form
    - Use this form to choose data from the MAC inventory list <u>here</u>.
    - For existing DUA requestors, use this form to request additional years of data.
  - <u>Petition Memorandum</u> A statement of intended use of the data. No signature required for this document.
  - MAC Rules of Behavior form Rules of Behavior form must be completed by each user who will have access to the data.



## Take Away

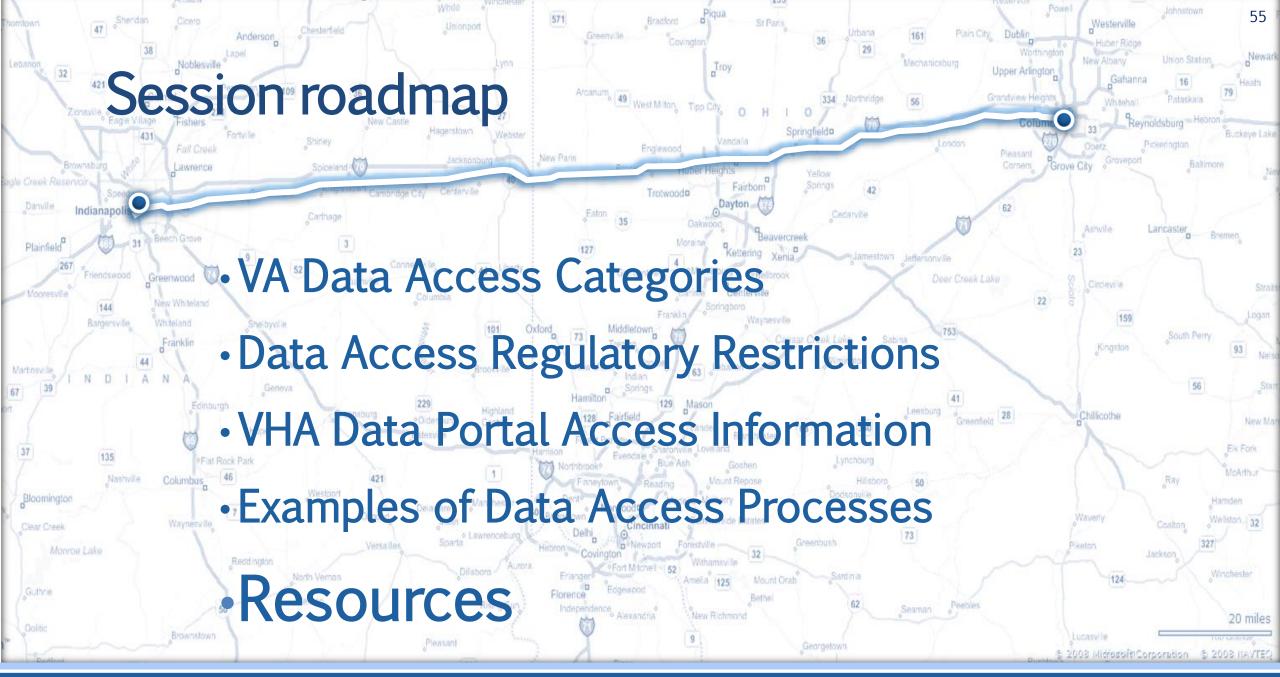
- Understand the distinction between operations and research data access and between prep to research and research data access.
- Be aware of the rules for any use of data and abide by them.
- Operations data access cannot be used to access or provision data to your research project.
- In VA data access is granted for one purpose/project, no other use is permitted unless you submit a new request to the data steward.
- Use the VHA Data Portal Data Source pages to find the right process for requesting common data sources.



### Final Tips on Requesting data

- Determine what facilities will be included in project: local only, VISN only, or national.
- Know where to find the request process for each data source.
- Be sure to use the most up-to-date form they change over time.
- Identify the platform/venue where you will manage and analyze data.
- Select a record identifier (SSN, ICN, scrSSN) e.g., JLV access requires real SSNs.
- Know where and how you'll receive the data once approved.







# ORD Website:

Research Policy & Guidance Documents

VIReC

	ORD Home					
	► About Us	ORD VHA Directive, Handbooks, and Program Guides 1200 series NOTE: Directives and Handbooks are available for download on the <u>VHA Publications</u> website.				
	VA Research on COVID-19					
e.	ORD Services	Program Guides can be downloaded below.				
	ORD Programs	Number	Title	Service		
		1200	Veterans Health Administration Research and Development Program	All ORD		
	Overview	1200	This Veterans Health Administration (VHA) Directive provides an overview of	AILORD		
	General Administration		Research and Development policies and procedures.			
	Human Research	Directive 1200.01	Research and Development Committee Handbook	All ORD		
	Merit Review		This Veterans Health Administration (VHA) directive outlines the requirement that every VA facility engaged in research establish a Research and Development			
	Off-site Research		(R&D	(R&D) Committee.		
	Safety	1200.02	1200.02       Research Business Operations         This Handbook has been replaced by VHA Directive 1200.02 - Research Business Operations, 10P9 - Research and Development.	All ORD		
	Other					
	Search FAQs database					
	ORD VHA Directives, Handbooks,		VHA Handbook 1200.02 Technical Amendment (September 6, 2017)			
	and Program Guides		Description of Technical Amendment			
	Publication Notification	Program Guide 1200.03	Centralized Positions of Research Scientists, GS-14 and Above	All ORD		
	NIH Manuscript Submission for VA Investigators		As of October 15, 2020, Handbook 1200.03 has been replaced with this Program Guide. This Program Guide replaces all prior official ORD guidance.			
	News and Publications					
	▶ Topic Pages	Program	Research Career Development Program Guide 📷	All ORD 11/20		

### Office of Research & Development

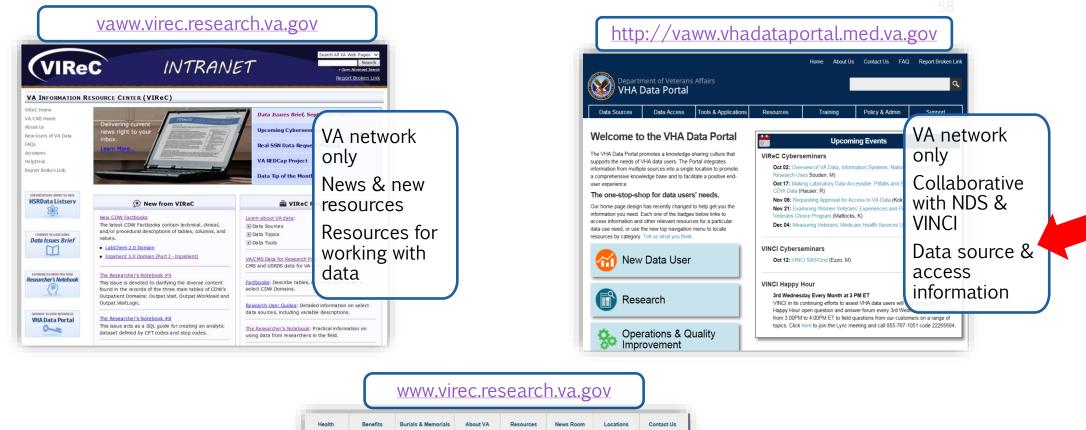
💢 Sign up for VA Research Updates

💻 Print

### Office of Research and Development

- <u>Human Research</u>
- ORD VHA Directive, Handbooks, and Program Guides -- 1200 series
- <u>Office of Research Protections, Policy, and Education</u> (ORRP&E)
  - Fall 2019 Myths about VHA Research
- Searchable FAQs







nar series



## Data Access Request Process Instructions

- NDS Healthcare Operations Request Process (ePAS)
- DART Preparatory to Research Request Process
- DART Research Request Process
- Patient Care Services Data Access Request Forms
- Pharmacy Benefits Management Systems Request Process
- VA/DoD Mortality Data Repository
- VA/CMS Data for Research
- VA/CMS Data for Operations



# Additional Resources



Database & Methods Cyberseminar Series

## **VIReC** Options for Specific Questions

### HSRData Listserv

- Community knowledge sharing
- ~1,400 VA data users
- Researchers, operations, data stewards, managers
- Subscribe by visiting

https://vaww.virec.research.va.gov/Suppor t/HSRData-L.htm (VA Intranet)

### HelpDesk

### - Individualized support







/IReC

Quick Guide: Resources for Using VA Data https://vaww.virec.research.va.gov/Toolkit/QG-Resources-for-Using-VA-Data.pdf (VA Intranet) VIReC: https://vaww.virec.research.va.gov/Index.htm (VA Intranet) VIReC Cyberseminars: https://www.virec.research.va.gov/Resources/Cyberseminars.asp VHA Data Portal: https://vaww.vhadataportal.med.va.gov/Home.aspx (VA Intranet) VINCI: <u>https://vaww.vinci.med.va.gov/vincicentral/</u> (VA Intranet) Health Economics Resource Center (HERC): https://vaww.herc.research.va.gov (VA Intranet) CDW: https://vaww.cdw.va.gov/Pages/CDWHome.aspx (VA Intranet) Archived cyberseminar: What can the HSR&D Resource Centers do for you? https://www.hsrd.research.va.gov/for researchers/cyber seminars/archives/video archive.cfm?SessionID=1014





# Database & Methods Cyberseminar Series

### Next session: December 7<sup>th</sup> at 1 pm Eastern

### **Measuring Veterans' Medicare Health Services Use**



Database & Methods Cyberseminar Series

# Bonus Slides on DART



Database & Methods Cyberseminar Series

## Tips for speedy approval of data requests

- Naming
  - Use the same standard document naming convention and organization for all projects you are responsible for.
  - Examples for approval document names
    - Include approval date don't depend on "date last modified."
    - Include "initial," "revision," "amendment," "continuing review."
- Combining and organizing documents
  - PDF documents together based on purpose, e.g., amendments separate from continuing review.
  - Add the most recent version to the top of the PDF.
  - Retain data access forms submitted in sub-folders by data steward, e.g., DART requests, PCS requests, PBM requests, etc.



## More tips for speedy submission & approval

- Protocol and IRB/R&DC Submissions
- Keep a copy of all approved protocols.
- PDF each version of your protocol separately.
- Retain a copy of your IRB submissions to show you what you requested, e.g., waiver of informed consent or HIPAA waiver, data sources.
- Research approval documents
  - In your project folder, maintain a folder for research documents and a separate folder for data access documents
  - Use sub-folders for each type of document, e.g., IRB letters, Exemption letters, R&DC letters, HIPAA





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 Research Request Process**

A Overview Submitting a Request Documents & Forms 🗽 Request Metrics 🖉 Resources

### Overview

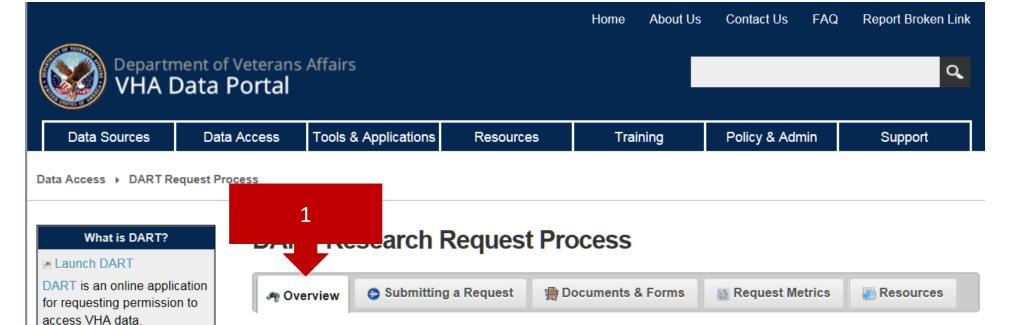
The Data Access Request Tracker (DART) Research Request Process is for requesting permission to access VHA data for approved research projects. Visit the Preparatory to Research Access page to learn about requesting data when preparing a research funding application or protocol.

### 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





### Overview

Did you know?

Only one DART request is

staff, are made through

T DART User Guide

**Research Request** 

Creating a DART IRB Research Request

Amending a DART IRB

DART Approval Process

request.

amending the initial DART

**Quick Links** 

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#### Quick Links

 DART User Guide
 Creating a DART IRB Research Request
 Amending a DART IRB Research Request
 DART Approval Process for IRB Research

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  - OMOP Common Data Model
- CAPRI
- VistAWeb
- Joint Legacy Viewer (JLV)
- Health Economics Resource Center (HERC) Cost Data
- · Homeless Registry
- Lung Cancer Screening Demonstration Project (LCSDP) Cohort
- Managerial Cost Accounting (MCA)
  - · National Data Extracts (NDEs)
  - Web Reports
- Medical SAS Files
- Patient Aligned Care Team Implementation Index (PACT Pi2)
- PSSG Geocoded Enrollee Files
- VA Surgical Quality Improvement Program (VASQIP) Data
- Veterans Services Network Corporate Mini Master File (VETSNET File)
- Vital Status File (VSF)



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#### 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 2 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

Pharmacy Outpatient

Pharmacy Patient

Purchased Care (formerly fee)

Radiology

Recall Reminders

Reengineered Primary Care Management Module (RPCMM)

SPatient

Staff

VistA Waitlist

VistA Compensation & Pension

Vital Signs

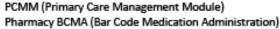
Patient

Patient Associated

Patient Enrollment

Patient Insurance

Patient Record Flag



SStaff

Surgery PRE, INTRA, and POST

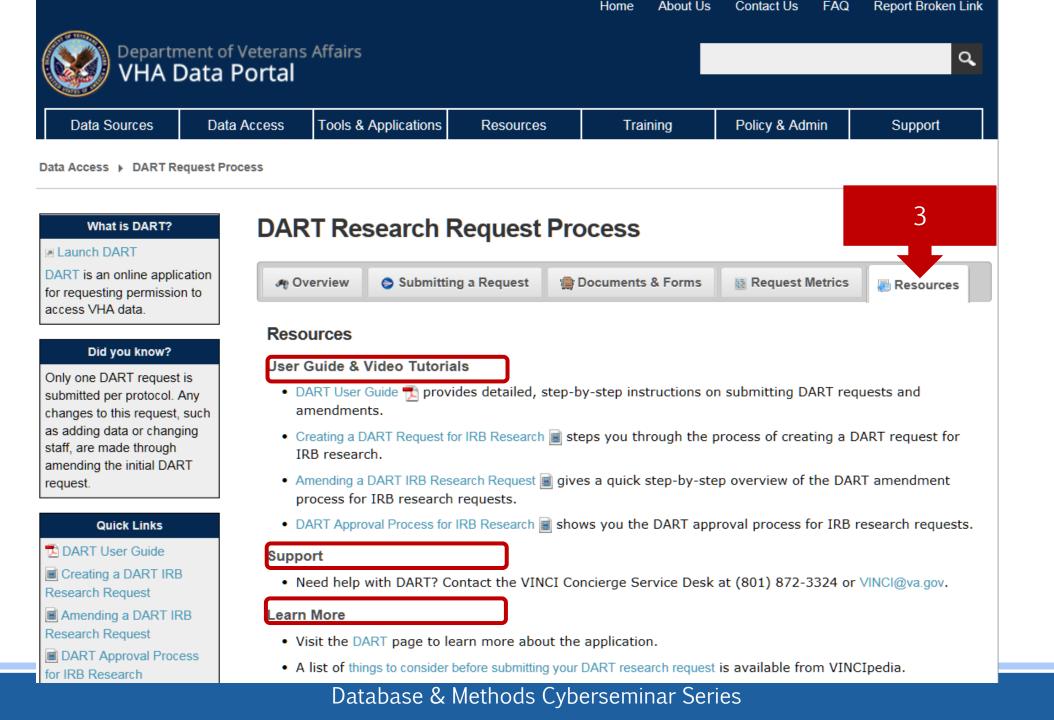
Women's Health

#### CDW RAW\*

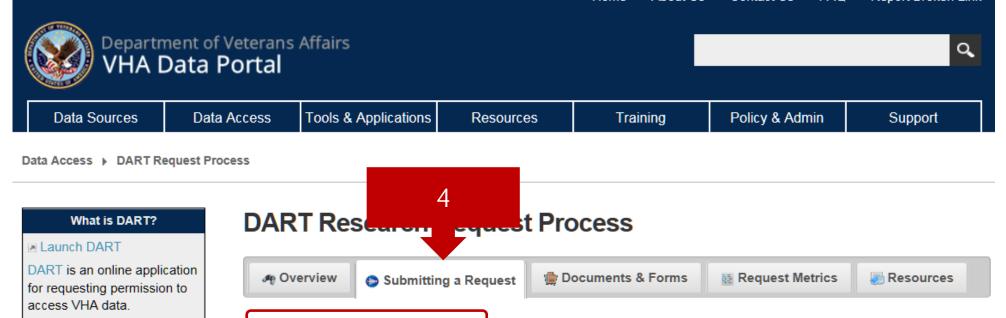
Unit Dose (Pharmacy)

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)

\*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.







#### 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**

Did you know?

Only one DART request is

submitted per protocol. Any

as adding data or changing staff, are made through

amending the initial DART

**Quick Links** 

DART User Guide Creating a DART IRB Research Request

Research Request

for IRB Research

Amending a DART IRB

DART Approval Process

request.

changes to this request, such

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 Requests tab.	a. Select <b>Requests tab</b> .
b. Select Create a New	<li>b. Filter by selecting <b>Research tab</b> to display existing requests.</li>
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 Research from the	(e.g., adding/removing participants, adding data sources, updating documents).



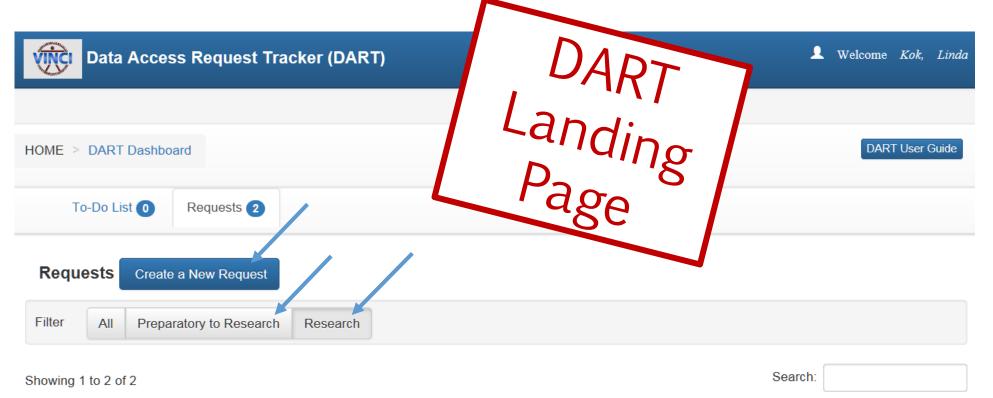
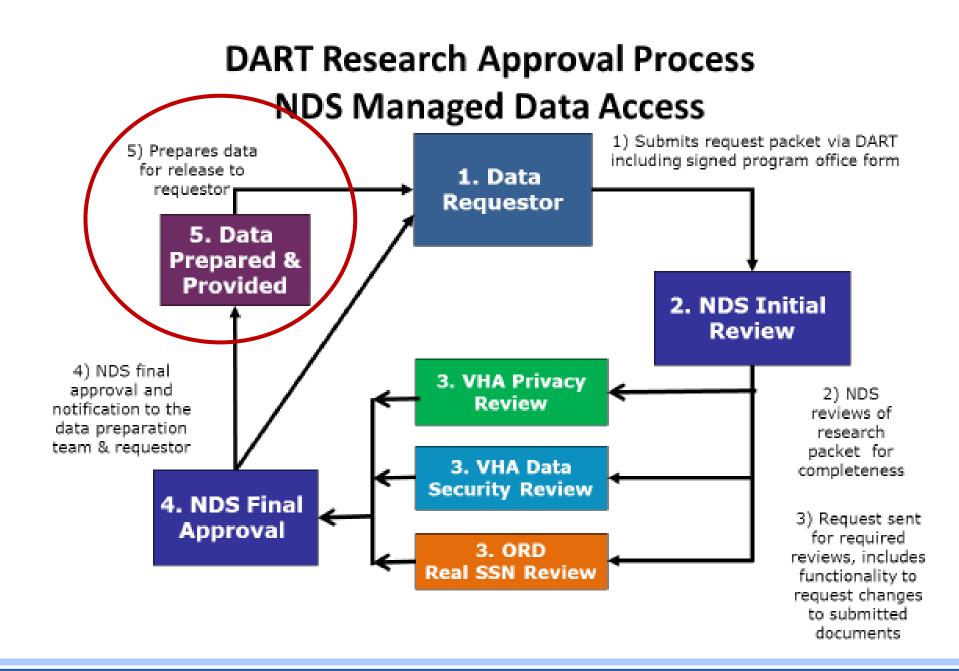


Table: Requests

II Name Tracking # 11 Type Actions It. Contact Submitted 1 Status 2018-10-007-D Research Data Kok, Linda Linda's test1 NOT SUBMITTED 👤 Actions 🗸 Access 2018-10-010-D Linda test data Research Data Kok, Linda NOT SUBMITTED Actions source list Access

VINCI Cyberseminar on DART:

https://www.hsrd.research.va.gov/for\_researchers/cyber\_seminars/archives/video\_archive.cfm?SessionID=3821





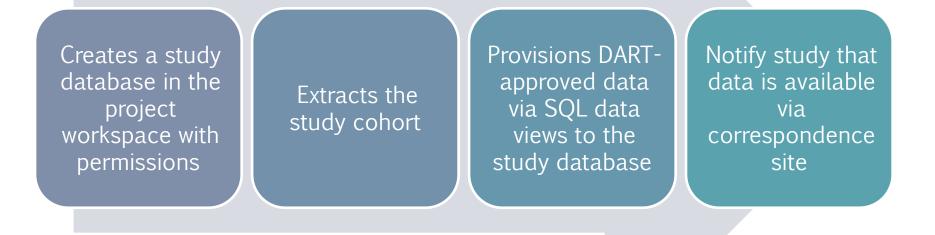
### Receiving NDS-Managed Research Study Data After DART Approval - VINCI Data Manager

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





### Receiving NDS-Managed Research Study Data After DART Approval – Study Team Actions

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

Transform data to SAS, or other analytic tools

Prepare & analyze the data!



### Receiving \*Some Types of Program Office Data After DART Approval – Study Team Actions



\*Examples: RAI/MDS, Bereaved Family Survey data



Contact information

Linda Kok

VIReC Senior Analyst for Data Access and Policy

VA Information Resource Center

Website: http://vaww.virec.research.va.gov/

VIReC@va.gov





#### VA Acronyms for Data and Data Access

Acronyms for Popular Data Sources

- CAPRI: Compensation and Pension Record Interface (EHR viewer)
- CDW: Corporate Data Warehouse production domain data
- JLV: Joint Legacy Viewer (DoD and VA EHR viewer)
- MCA NDEs: Managerial Cost Accounting System National Data Extract
- MedSAS: Medical SAS datasets
- PCS: Patient Care Services data
- TUI Notes: Text Integrated Utilities Progress and other clinical notes
- VA/CMS Data: Data from the Centers for Medicare and Medicaid Services used in the VHA
- VSF: Vital Status File

Acronyms for More Data Sources

- ADUSH Enrollment Files: Assistant Deputy Under Secretary for Policy and Planning Enrollment Files
- CAN Scores: Care Assessment Need Scores
- CAPRI: Compensation and Pension Record Interface (EHR tool)
- CART: Clinical Assessment Reporting and Tracking (CART)
- RAI/MDS: Community Living Center Resident Assessment Instrument/Minimum Data Set
- DaVINCI: DoD and VA Infrastructure for Clinical Intelligence
- OMOP Observational Medical Outcomes Partnership, Common Data Model
- NPPD National Prosthetics Patient Database
- **PSSG** Planning Systems Support Group Geo-coded Enrollee Data
- VASQIP VA Surgical Quality Improvement Program Data

VHA Data Stewards, Access Managers

- **CUPS POC** Customer User Provisioning System Point of Contact (often your facility ISO)
- **DART** Data Access Request Tracker
- ePAS Electronic Permission Access System
- MAC Medicare Analysis Center: VA/CMS Data for Operations
- NDS National Data Systems
- **PCS** Patient Care Services
- **PBM** Pharmacy Benefits Management System
- VIReC VA Information Resource Center: VA/CMS Data for Research

Acronyms for Research

- IRB Institutional Review Board
- **R&DC** Research and Development Committee
- ACOS-R Associate Chief of Staff for Research
- ORD Office of Research and Development
- ORRP&E –
- **ORO** Office of Research Oversight

Other Data Access Acronyms

• VINCI – VA Informatics and Computing Infrastructure (a secure platform with tools for research data use)