

**Department of
Veterans Affairs**

Memorandum

Date: July 11, 2008

From: Deputy Under Secretary for Health for Operations and Management (DUSHOM)(10N)
Chief Officer, Office of Research Oversight (ORO)(10R)

Subj: Research Studies Seeking Information from Medical Centers

To: Chief Officers
Network Directors
Facility Directors

1. The June 13, 2008, memorandum (attached) from the Principal Deputy Under Secretary for Health (PDUSH)(10A) and the DUSHOM (10N) requires that Program Office requests for information from medical centers be sent to 10N for distribution to the field. A previous memo dated December 29, 2000, (attached) had required that such information solicited through surveys or questionnaires be routed through 10N.
2. Neither of these memoranda apply to research studies that have been reviewed and approved in accordance with the requirements of VHA Handbook 1200.5, Requirements for the Protection of Human Subjects in Research, and the Federal Policy (Common Rule) for the Protection of Human Subjects at 38 CFR Part 16.

W.F. Feeley
William F. Feeley, MSW, FACHE
Deputy Under Secretary for Health
for Operations and Management

J. Thomas Puglisi
J. Thomas Puglisi, PhD
Chief Officer, Office of Research Oversight

Attachments

**Department of
Veterans Affairs**

Memorandum

JUN 13 2008

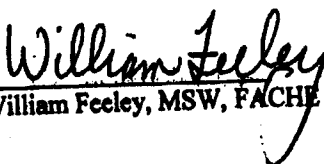
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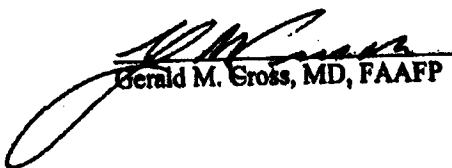
From: Principal Deputy Secretary for Health (10A)
Deputy Under Secretary for Health Operations and Management (10N)
Requests for Information Going to VAMC's and VISN's

To: All Chief Officers

In recent weeks a number of requests for information, program guidance and spending distributions have been sent to medical centers from VACO program offices without the proper concurrence and approval. When this happens sites are slow to respond, information is sometimes inaccurate, and the information does not have the proper review by senior leadership at the medical center.

2. Effective immediately, all requests for information, program guidance and spending distributions going to medical centers should be sent to 10N for forwarding to the field.
3. The requests for information should clearly identify the Point of Contact (POC), the due date for responding, and sent electronically with the subject message and attachment(s). When providing program information/guidance, a POC with phone number and execution timelines will be provided.
4. All program communications and information requests being sent to the medical center will be submitted via email to VHACO 10NC action using the attached routing form. Prior to submission, the form will include the program office and/or the chief officer's signatures.
5. Please share this information with all staff in your organization.


William Feeley, MSW, FACHE


Gerald M. Gross, MD, FAAFP


10NC and Program
Office routing sheet 1

**Department of
Veterans Affairs**

Memorandum

Date:

DEC 29 2000

From:

Deputy Under Secretary for Health/Acting Chief Network Officer

Subj:

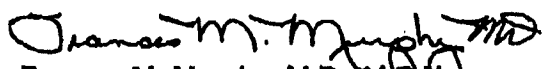
Providing and Requesting Information from VISNs and VHA Facilities

To:

VHA Chief Officers

1. The purpose of this memorandum is to clarify current procedures for requesting information from the field or surveying the VISNs or VA medical centers.
2. When requesting information via surveys and/or questionnaires, the survey instrument/questionnaire should be routed to the Networks through the Chief Network Office (CNO).
3. This step will help in a number of ways:
 - a. The CNO staff may have the requested information already available;
 - b. The CNO staff requests information and conducts surveys frequently and may be helpful to you or your staff in the development of questions;
 - c. Since the CNO staff is in daily contact with the VISNs, they will have seen the request and can possibly help with interpretation to maximize consistent responses;
 - d. The CNO staff can help provide support in the development of these types of correspondence, ensuring clarity and consistency in the format of these documents;
 - e. The Networks will have a known point of contact through whom questions or comments can be coordinated; and
 - f. The CNO staff can assist you in ensuring that all VISNs respond to the request.
4. This memorandum is in no way intended to discourage you from communicating with Network Directors personally on specific issues. I also want you to continue to communicate directly with the Networks when you are providing informational material or other correspondence.
5. For a more efficient flow of information, I believe that this coordinated approach will improve your ability to conduct surveys and get timely and complete responses and will assist the VISNs by providing a known point of contact for the many and varied requests they receive.

6. Your support in this effort is appreciated. Please contact Ann Patterson at 273-5832 or me if you have questions or comments.


Frances M. Murphy, M.D., M.P.H.