

# Data Access Request Tracker (DART)



# What is DART?

- An online SharePoint workflow application that guides researchers through the process of requesting access to data
- Developed and hosted by VINCI in coordination with OIA NDS & HIA, ORD, VIREC, and other VHA offices
- Oversight is provided by the VHA Data Access Board
- National Data Systems (NDS) started using DART to manage **NEW** research requests on October 1, 2010

# Data Access Requests Managed by NDS

- Austin Mainframe (self-service)
  - Medical SAS Data Sets with Real SSNs (Including Workload Data such as ADUSH Enrollment, BIRLS Death & Fee Basis Files)
  - DSS NDEs with Real SSNs
  - VHA Vital Status File with Real SSNs or Scrambled SSNs
  - DSS Web Reports
  - VSSC Web Reports

# Data Access Requests Managed by NDS

- CDW
  - Medical SAS Data Sets with Real or Scrambled SSNs (SAS or SQL Server format)
  - DSS NDEs with Real or Scrambled SSNs (SQL Server or SAS Format)
  - VHA Vital Status File with Real or Scrambled SSNs (SQL Server or SAS Format)
  - TIU (all Regions)
  - Radiology (all Regions)
  - ...And More

# Data Access Requests NOT Managed by NDS

- **Note:** Access to MedSAS, DSS NDE and other Austin Mainframe workload files with scrambled SSNs will continue to be requested through your local CUPS point of contact or ISO. NDS does not manage these data access requests. Thus, they are not requested through DART

# Where to Start?

- NDS Home page:  
<http://vaww4.va.gov/NDS/index.asp>
- NDS VHA Research Data Access page:  
<http://vaww4.va.gov/NDS/DataAccess/DataAccessRES.asp>
- NDS DART Web page:  
<http://vaww4.va.gov/NDS/DART/DARTLaunch.asp>
- VINCI Central Home page:  
<http://vaww.vinci.med.va.gov/vincicentral/default.aspx>
- The DART *User Guide* contains step-by-step instructions for submitting an NDS data request – link on NDS Web site & in DART

# DART Pages

- DART uses five types of pages
  1. DART Home
  2. Initiate Request
  3. Manage Sites & Users
  4. Request Configuration
  5. Manage & View Request
- Link to the *DART User Guide* is provided on every page


# 1. DART Home


<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>

## Data Access Request Tracker

 [DART User Guide](#)

Click the following link to initiate a new Data Access Request

**DART Initiation**  [Initiate New Data Access Request](#)

**Study Participant Queue**  The following are research studies which you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

Study Name	NDS Tracking Number	IRB Number	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	1234567890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

**A table will display any existing or previous projects linked to your network ID**



# 1. DART Home


<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>


 Data Access Request Tracker

**View the current status**

 DART User Guide

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A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

**Click on the study name  
to view the request**

# 1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>

## Data Access Request Tracker

 DART User Guide

Click the following link to initiate a new Data

**DART Initiation**  Initiate New Data

**Detailed instructions to complete your DART request**

**Study Participant Queue**  The following are research studies which you are a member of that contain existing Data Access Requests. Click on a study to manage Request.

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A Really Great Project #1	2010-010-103-D	1234567890	VinciUser1	Processing Data Access Request
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# 1. DART Home

<http://vaww.vinci.med.va.gov/vincicentral/dart/Shared%20Documents/DART.aspx>


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Click the following link to initiate a new Data Access Request

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Study Name	NDS Tracking Number	Member	Initiated By	Current Status 
A Really Great Project #1	2010-010-103-D	890	VinciUser1	Processing Data Access Request
A Really Great Project #2	2010-010-105-D	0987654321	VinciUser1	Waiting For Required Documents
A Really Great Project #3	2010-010-106-D	555010101555	VinciUser1	Waiting For Initial NDS Review

Click on "Initiate New Data Access Request"

## **2. Initiate Request**

## 2. Initiate Request



**Initiate Request** DART User Guide \*indicates required field

IRB Number:

\* Study Name:

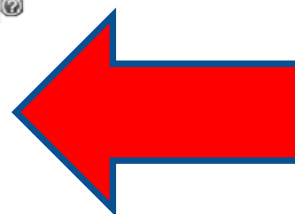
\* Start Study Date:

\* End Study Date:

\* IRB Expiration Date:

\* Your Study Role:

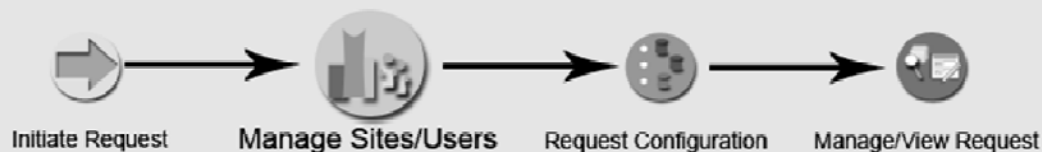
\* Your Primary Study Site:



**General study information**

# **3. Manage Sites/Users**

# 3. Manage Sites/Users



**Manage Sites/Users** **Enter project members at primary site**

**Primary Site - Salt Lake City HCS (Salt Lake City UT)**

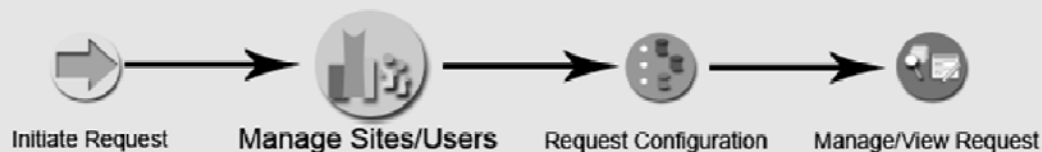
Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator		Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	<b>Add Participant</b>

**Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	Viewer	Delete
<input type="text"/>	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	<b>Add Participant</b>

**Secondary Site** -  **Add Secondary Site**

# 3. Manage Sites/Users



**Manage Sites/Users** DART User Guide

**Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	<input type="button" value="Add Participant"/>

**Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	Viewer	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>		

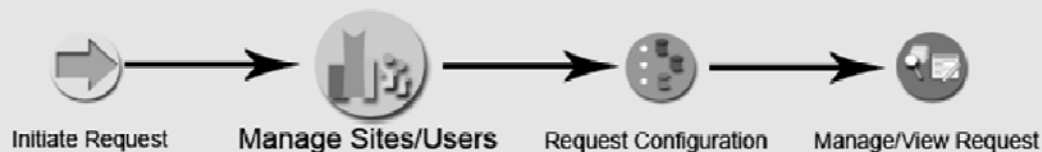
Secondary Site -



Specify who will have access/view the data



# 3. Manage Sites/Users



**Manage Sites/Users** DART User Guide

**Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	Add Participant

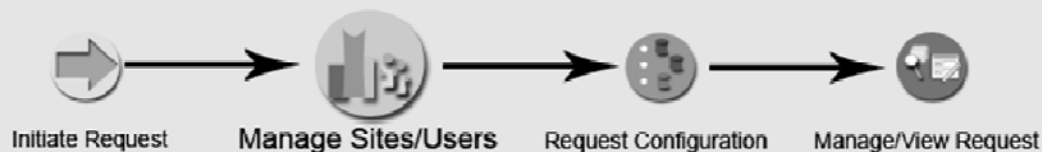
**Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	View	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	Add Participant

Secondary Site -  - Select One -

Specify who has rights to view/manipulate the DART request

# 3. Manage Sites/Users



**Manage Sites/Users** DART User Guide

**Primary Site - Salt Lake City HCS (Salt Lake City UT) (Change)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Scehnet, Jeffrey	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Derby, Lanny P. (UofU)	Co-Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Trautman, Timothy N.	Project Manager	<input type="checkbox"/>	Administrator	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	<input type="button" value="Add Participant"/>

**Secondary Site - Alaska VAHSRO (Anchorage AK) (Change - Remove)**

Participant Name	Role	Data Access	DART Access Rights	Actions
Larimer, Grant (IPA)	Primary Investigator	<input checked="" type="checkbox"/>	Administrator	Delete
Barrett, Victoria A.	Program Manager	<input type="checkbox"/>	Viewer	Delete
<input type="text"/>	Co-Investigator <input type="text"/>	<input checked="" type="checkbox"/>	Administrator <input type="text"/>	<input type="button" value="Add Participant"/>

Secondary Site -

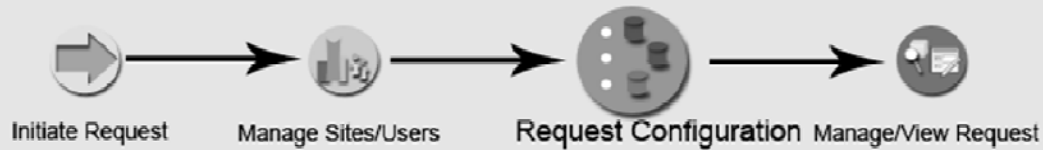


Enter Info on Secondary sites



# **4. Request Configuration**

# 4. Request Configuration



**Request Configuration**  DART User Guide

Researchers have the option to access the data themselves on the Austin Mainframe or CDW-VINCI Data Managers can extract the data for you.

**CDW and VINCI Workspace**

- CDW (Extract)
- Vital Status Crosswalk File with Real SSN (SQL Server and SAS)
- Vital Status with Scrambled SSNs

**Other**

**Data Source:**

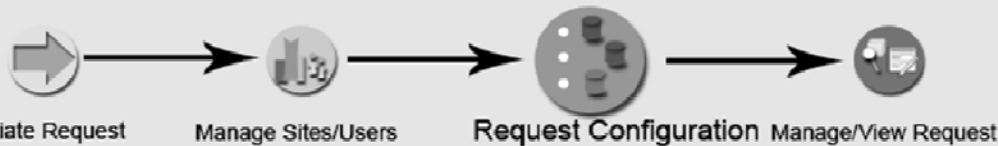
- BIRLS Death File
- DSS NDE (Mainframe Access)
- DSS Web Reports
- Medical SAS Data Sets with Real SSNs (Mainframe Access)
- OEF/OIF Roster File with Real SSNs
- OIF/OEF Roster File with Scrambled SSNs
- Vital Status with Real SSNs (Mainframe Access)
- Vital Status with Scrambled SSN (Mainframe Access)
- VSSC Web Reports

Does your study require HIPAA Authorization and Patient consent?  Yes  No

Does your study require a HIPAA Waiver?  Yes  No

Select data sources

# 4. Request Configuration



## Request Configuration

DART User Guide

Researchers have the option to access the data themselves on the Austin Mainframe or CDW-VINCI Data Managers can extract the data for you.

### CDW and VINCI Workspace

CDW (Extract)

CDW staff members prepare data extracts or views that can be used on the CDW platform or in the VINCI Workspace. Includes DSS NDE Data (SQL Server and SAS), Medical SAS Data Sets (Extract), Vital Status File with Real SSNs, Vital Status File with Scrambled SSNs, Allergies, Health Factors, Radiology (Region1&4), and TIU (Region1&4).

**DSS NDE Data** (SQL Server and SAS) - Decision Support System (DSS) data are in local- or facility-level Production Databases and in National Data Extract (NDE) SAS datasets. NDE SAS datasets of financial and clinical data are available for access at AITC. Clinical NDEs include Radiology, Fact of Lab, Lab Results, and Pharmacy. Financial NDEs are Discharge File, the inpatient Treating Specialty File, and the Outpatient File. Available in Real or Scrambled SSNs.

**Medical SAS Data Sets** (Extract) - The VHA Medical SAS Datasets are national administrative data for VHA-provided health care utilized primarily by veterans, but also by some non-veterans (e.g., employees, research participants). The datasets are provided in SAS format by fiscal year (Oct. 1 - Sept. 30). These data are extracted from the National Patient Care Database (NPCD), maintained by the VHA Office of Information at the Austin Information Technology Center. Datasets available are Inpatient, Outpatient, and Inpatient Encounter. Available in Real or Scrambled SSNs.

**Vital Status File with Scrambled SSNs** - This file combines death dates from all sources currently available to VA researchers, including the PTF (VA Inpatient), BIRLS, Medicare Vital Status, and Social Security Administration (SSA) death file. There are two files available: the Master and Mini files. The Master file contains one record for each SSN-date of birth (DOB)-gender combination, and includes all dates of birth, genders, and dates of death found for each SSN. The Mini file contains one record for each SSN. An algorithm is used to select the "best" DOB, gender, and DOD for each SSN. Both files include the VA's Scrambled SSN.

**Vital Status File with Real SSNs** - This is a crosswalk file of real and scrambled SSNs to be used in conjunction with the Vital Status File with scrambled SSNs.

**Allergies** - This allergy data is the only source of national level allergy data in the VHA. This data includes National data from all stations and data through the end of calendar year 2009. The dataset includes tables of Patient Allergies, ID Band Marked, Adverse Reaction Reporting, Adverse Reaction Assessment, P&T Addendum, Reactions, Suspected Agent, Relevant Test/Lab Data, Concomitant Drugs, Other Related History, Addendum, Reactions, Comments, Chart Marked, Drug Classes, Drug Ingredients, and Drug.

**Health Factors** - is a catch-all place to store data where there is no Vista field for that purpose, such as the use of alcohol or tobacco. There are about 3,000 different types of health factors in the Salt Lake City database. However, Health Factors are used very differently from site to site. Health Factors are often used with Clinical Reminders. A clinical reminder is a particular algorithm implemented in CPRS that is triggered by some event and usually results in a message to a provider. Health Factors can reference any data, and often use Health Factors as part of the logic.

**Radiology** - This data includes Region 1 and 4 data through the end of calendar year 2009. The dataset includes tables of RAD/NUC Med Reports, Report Text (imaging exam), Impression Text (imaging exam), Additional Clinical History, Report Text (standard report), and Impression (standard report).

**TIU** - This data includes the textual information in Vista and is the only and largest collection of national level Text Integration Utility (TIU) data in the VHA. This dataset includes all TIU data from all Regions, all TIU data from October 1996 - June 2011, and is made up of over 1.5 billion rows of TIU records. The dataset includes tables of TIU Document, TIU Document Definition, TIU Multiple Signature, and Item.

Does your study require HIPAA Authorization and Patient consent?  Yes  No

Does your study require a HIPAA Waiver?  Yes  No

Scroll over description

Back

Complete Data Access Request Configuration

# 5. Manage & View Request

# 5. Manage & View Request



Initiate Request

Manage Sites/Users

Request Configuration

Manage/View Request

DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration
- Manage Request



**DART Page Links**

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
Completed Request Configuration	9/22/2011 4:03:28 PM	Scehnet, Jeffrey
Required Documents Received	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Submitting Data Access Request Packet to NDS	9/22/2011 4:11:33 PM	Scehnet, Jeffrey
Initial NDS Review Complete	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Privacy Approval	9/27/2011 1:02:57 PM	NDSAdmin1
Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

### Required Documents

**NOTICE:** Always check the Data Steward's web site (NDS | VIREC) 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.

#### Salt Lake City HCS (Salt Lake City UT)

##### Document

###### Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

###### Research Study Institutional Review Board (IRB) Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

[View Document](#) [Replace Document](#)

###### Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

### Request Communications

Subject	Created By	Replies	Last Updated
Security Review <small>NEW</small>	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review <small>NEW</small>	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

#### NDS Administrator Documents

**NDS Data Use Agreement** - Salt Lake City HCS (Salt Lake City UT)  
Awaiting Document Upload

**VHA Privacy DAA** - Scehnet, Jeffrey  
Awaiting Document Upload

**VHA Privacy DAA** - Larimer, Grant (IPA)  
Awaiting Document Upload

#### ORD Administrator Documents

**ORD 9957** - Scehnet, Jeffrey  
Awaiting Document Upload

**ORD 9957** - Larimer, Grant (IPA)  
Awaiting Document Upload

# 5. Manage & View Request

Initiate Request    Manage Sites/Users    Request Configuration    **Manage/View Request**

DART User Guide

• DART Home • Add/Edit Study Details • Site Participant Management • Request Configuration • Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
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**Study Info**

Event	Event Date	Initiated By
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**Salt Lake City HCS (Salt Lake City UT)**

Document
<p> <b>Research Request Memo:</b></p> <p>Required For: CDW (Extract), Vital Status with Scrambled SSNs.</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <input type="button" value="Browse..."/>
<p> <b>Research Study Institutional Review Board (IRB) Approval Letter(s):</b></p> <p>Required For: CDW (Extract), Vital Status with Scrambled SSNs.</p> <p>Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey</p> <p><a href="#">View Document</a>    <a href="#">Replace Document</a></p>
<p> <b>Research and Development (RD) Committee Approval Letter(s):</b></p> <p>Required For: CDW (Extract), Vital Status with Scrambled SSNs.</p> <p>Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey</p>

**Request Communications**

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**NDS Administrator Documents**

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**ORD Administrator Documents**

<b>ORD 9957</b> - Scehnet, Jeffrey Awaiting Document Upload
<b>ORD 9957</b> - Larimer, Grant (IPA) Awaiting Document Upload

Local intranet    100%    24



# 5. Manage & View Request



Initiate Request

Manage Sites/Users

Request Configuration

Manage/View Request

DART User Guide

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[Add/Edit Study Details](#)
[Site Participant Management](#)
[Request Configuration](#)
[Manage Request](#)

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Events list

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[View Document](#)    [Replace Document](#)

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**VHA Privacy DAA** - Larimer, Grant (IPA)  
Awaiting Document Upload

#### ORD Administrator Documents

**ORD 9957** - Scehnet, Jeffrey  
Awaiting Document Upload

**ORD 9957** - Larimer, Grant (IPA)  
Awaiting Document Upload

# 5. Manage & View Request

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Waiting For Security Approval	9/27/2011 1:02:57 PM	NDSAdmin1

**Required Documents**

**NOTICE:** Always check for updated forms. Outdated forms will not be accepted. IRBs, combine them if possible to make it easier for the reviewer.

**Document**

**Research Request Memo:**  
Required For: CDW (Extract), Vital Status with Scrambled SSNs.

**Research Study Institutional Review Board (IRB) Approval Letter(s):**  
Required For: CDW (Extract), Vital Status with Scrambled SSNs.  
Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey  
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**Research and Development (RD) Committee Approval Letter(s):**  
Required For: CDW (Extract), Vital Status with Scrambled SSNs.  
Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey

**Request Communications**

New ▾

Subject	Created By	Replies	Last Updated
Security Review <span style="font-size: small;">NEW</span>	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
Privacy Review <span style="font-size: small;">NEW</span>	Scehnet, Jeffrey	0	9/27/2011 1:58 PM

**NDS Administrator Documents**

**NDS Data Use Agreement** - Salt Lake City HCS (Salt Lake City UT)  
Awaiting Document Upload

**VHA Privacy DAA** - Scehnet, Jeffrey  
Awaiting Document Upload

**VHA Privacy DAA** - Larimer, Grant (IPA)  
Awaiting Document Upload

**ORD Administrator Documents**

**ORD 9957** - Scehnet, Jeffrey  
Awaiting Document Upload

**ORD 9957** - Larimer, Grant (IPA)  
Awaiting Document Upload

Communicate with the Reviewers

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26

# 5. Manage & View Request

Initiate Request
Manage Sites/Users
Request Configuration
Manage/View Request

DART User Guide

• DART Home • Add/Edit Study Details • Site Participant Management • Request Configuration • Manage Request

Primary Investigator	Study Name	NDS Tracking Number	Status	Initiated Date	IRB Number	Study Start Date	Study End Date	IRB Expiration Date
Scehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Data Access Request	9/22/2011	1234567890	9/10/2011	10/11/2012	9/9/2012

Event	Event Date	Initiated By
Initiated Data Access Request	9/22/2011 3:53:33 PM	Scehnet, Jeffrey
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**Required Documents**

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**Salt Lake City HCS (Salt Lake City UT)**

Document
<p> <b>Research Request Memo:</b> Required For: CDW (Extract), Vital Status with Scrambled SSNs.</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> </div>
<p> <b>Research Study Institutional Review Board (IRB) Approval Letter(s):</b> Required For: CDW (Extract), Vital Status with Scrambled SSNs. Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey <a href="#">View Document</a>    <a href="#">Replace Document</a></p>
<p> <b>Research and Development (RD) Committee Approval Letter(s):</b> Required For: CDW (Extract), Vital Status with Scrambled SSNs. Uploaded: 9/22/2011    Uploaded By: Scehnet, Jeffrey</p>

**Request Communications**

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Security Review <span style="font-size: small;">NEW</span>	Scehnet, Jeffrey	0	9/27/2011 1:59 PM
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**NDS Administrator Documents**

**ORD Administrator Documents**

ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA) Awaiting Document Upload

Upload/View/Replace  
required documents

Local intranet
100%
27

# 5. Manage & View Request

Initiate Request
Manage Sites/Users
Request Configuration
Manage/View Request

DART User Guide

- DART Home
- Add/Edit Study Details
- Site Participant Management
- Request Configuration

Primary Investigator	Study Name	NDS Tracking Number	Status
Sehnet, Jeffrey	This is a really cool research project	2011-09-003-D	Processing Request

**Event**

- Initiated Data Access Request
- Completed Request Configuration
- Required Documents Received
- Submitting Data Access Request Packet to NDS
- Initial NDS Review Complete
- Waiting For Privacy Approval
- Waiting For Security Approval

**Required Documents**

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**Documents**

**Research Request Memo**

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

Uploaded: 9/22/2011    Uploaded By: Sehnet, Jeffrey

**UNITED STATES DEPARTMENT OF VETERANS AFFAIRS**

**NATIONAL DATA SYSTEMS (NDS)**

**Data Access Forms**

This page contains quick links to all the forms required for data access requests. For instructions regarding which forms are required for various types of access, please review the individual process for [Healthcare Operational Access](#) or [VIA Research Access](#). View the [Functional Task Code Grid](#) to determine the correct codes you will need for access.

- VA Form 9957
- VA Form 9957 Instructions
- VA Form 9957 Instructions for CDW
- VIA Privacy Data Access Agreement
- Vital Status Rules of Behavior
- Healthcare Operations Justification Memo
- VIA Research Request Memo
- VIA Research Data Use Agreement

→

**Links to Forms/Templates**

ORD 9957 - Sehnet, Jeffrey  
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ORD 9957 - Larimer, Grant (IPA)  
Awaiting Document Upload

# 5. Manage & View Request

[DART User Guide](#)  
[DART Home](#) | [Add/Edit Study Details](#) | [Site Participant Management](#) | [Request Configuration](#) | [Manage Request](#)

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## Scroll Over Reminders

The Research Request Memo contains the following:

- Indication if the Principal Investigator is a VA employee and that the request is for VA Research.
- Indication if the Research Protocol has IRB and R&D Committee approval or if it is for activities preparatory to Research.
- Justification for why Real SSN Data is needed.
- A list of all staff requiring access and if they are VA or non-VA employees.
- A description of the type data needed i.e. Corporate Data Warehouse (CDW), Decision Support System (DSS), VISN Support Service Center (VSSC), Resident Assessment Instrument/Minimum Data Set (RAI/MDS), Medical SAS Files, etc.
- A description of how the data will be used and stored as well as all the physical locations where it will be used and stored.
- A description of the method of access i.e. data extract or directly by individuals.
- An estimate of how long the use of data will be needed for the above identified Protocol.

**Research Request Memo:**  
Required For: CDW (Extract), Vital Status with Scrambled SSNs.

**Research Study Institutional Review Board (IRB) Approval Letter(s):**  
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**Research and Development (RD) Committee Approval Letter(s):**  
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ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
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Done
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# 5. Manage & View Request



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### Salt Lake City HCS (Salt Lake City UT)

#### Document

##### Research Request Memo:

Required For: CDW (Extract), Vital Status with Scrambled SSNs.

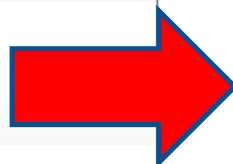
##### Research Study

Required For: CDW  
 Uploaded: 9/22/2011  
 View Document

##### Research and Development (RD) Committee Approval Letter(s):

Required For: CDW (Extract), Vital Status with Scrambled SSNs.  
 Uploaded: 9/22/2011 Uploaded By: Scehnet, Jeffrey

Documents uploaded by the reviewers



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### ORD Administrator Documents

ORD 9957 - Scehnet, Jeffrey Awaiting Document Upload
ORD 9957 - Larimer, Grant (IPA) Awaiting Document Upload



# 5. Manage & View Request

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Manage Sites/Users
Request Configuration
Manage/View Request

DART User Guide
←
DART User Guide

DART Home
Add/Edit

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**Salt Lake City HCS (Salt Lake City UT)**

Document
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New ▾

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# Questions?

## Contact:

Jeffrey S. Scehnet, PhD, MS<sub>RegSci</sub>, CIPP/G

DART Product Manager

VA Informatics and Computing Infrastructure (VINCI)

E-mail: [jeffrey.scehnet@va.gov](mailto:jeffrey.scehnet@va.gov)

Office: 801-924-2114