Session #3

Operations Access to VA Data

April 25, 2022

Angela Jannotta, BA, Data Policy and Access Specialist
Joined by: Linda Kok, MA, Senior Analyst for Data Policy and Access

GOOD DATA PRACTICES CYBERSEMINAR SERIES

Informational seminars to help VA data users access VA databases.

Topics Include:

Access to VA Data

Data Issues in Research

Research Project Activities

UPCOMING GOOD DATA PRACTICES SESSIONS

All session below will be held from 3:00pm-4:00pm ET

Date	Topic
3/28/22	Research Access to VA Data
4/11/22	Preparatory to Research Access to VA Data
4/25/22	Operations Access to VA Data

Visit our Education page for more information & registration links:

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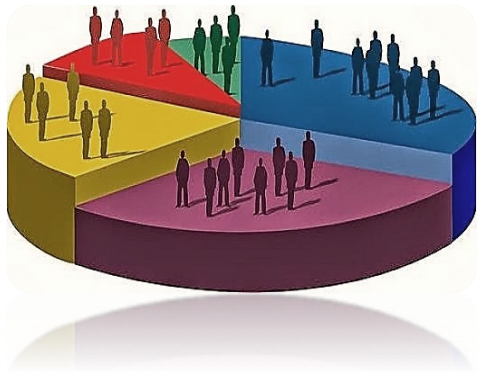
Poll #1:

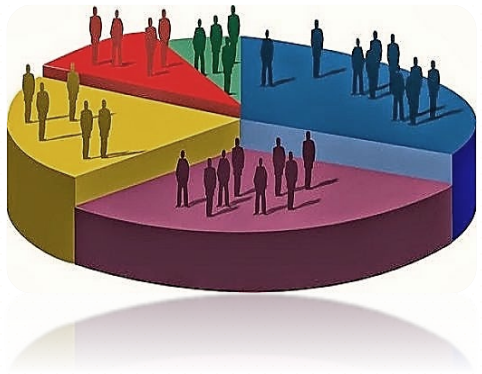
*What is your primary **role** in projects using VA data?*



- Investigator, PI, Co-I
- Statistician, methodologist, biostatistician
- 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

GOOD DATA PRACTICES: ACCESS TO VA DATA SERIES

Session #2

Operations Access to VA Data

April 25, 2022

Presenter: Angela Jannotta, BA, Data Policy and Access Specialist
Joined by: Linda Kok, MA, Senior Analyst for Data Policy and Access

Session roadmap

- VA Data Use and Operations
- Data Access, Sources, and Tools
- Requirements and FYI
- Using the VHA Data Portal
- Requesting Data Access for Operations

Session roadmap

- **VA Data Use and Operations**
- Data Access, Sources, and Tools
- Requirements and FYI
- Using the VHA Data Portal
- Requesting Data Access for Operations

VA Data

- VHA maintains patient health information and other data used for a variety of purposes, such as program administration, healthcare quality improvement, program evaluation, and research

- The process for requesting access to data is based on how the data will be used

Kok, L. *Research vs Operations Decision Tool*. Hines IL: U.S. Department of Veterans Affairs, Health Services Research & Development Service, VA Information Resource Center; March, 2017

What are Operations Activities at VHA?

Endeavors Necessary To Support VHA's Missions

ENDEAVORS:

- Administrative
- Financial
- Legal
- Quality Assurance
- Quality Improvement
- Public Health

VHA's MISSIONS:

1. Delivering health care to the Nation's Veterans
2. Performing medical education
3. Contributing to national emergency response

Program Guide 1200.21: VHA Operations Activities That May Constitute Research, Section 4, Definitions (Jan 2019)

Data Access for Operational Use: Key Points

Operations activities are designed for internal VA purposes, meaning its findings are intended to be used by and within VA or by entities responsible for overseeing VA.

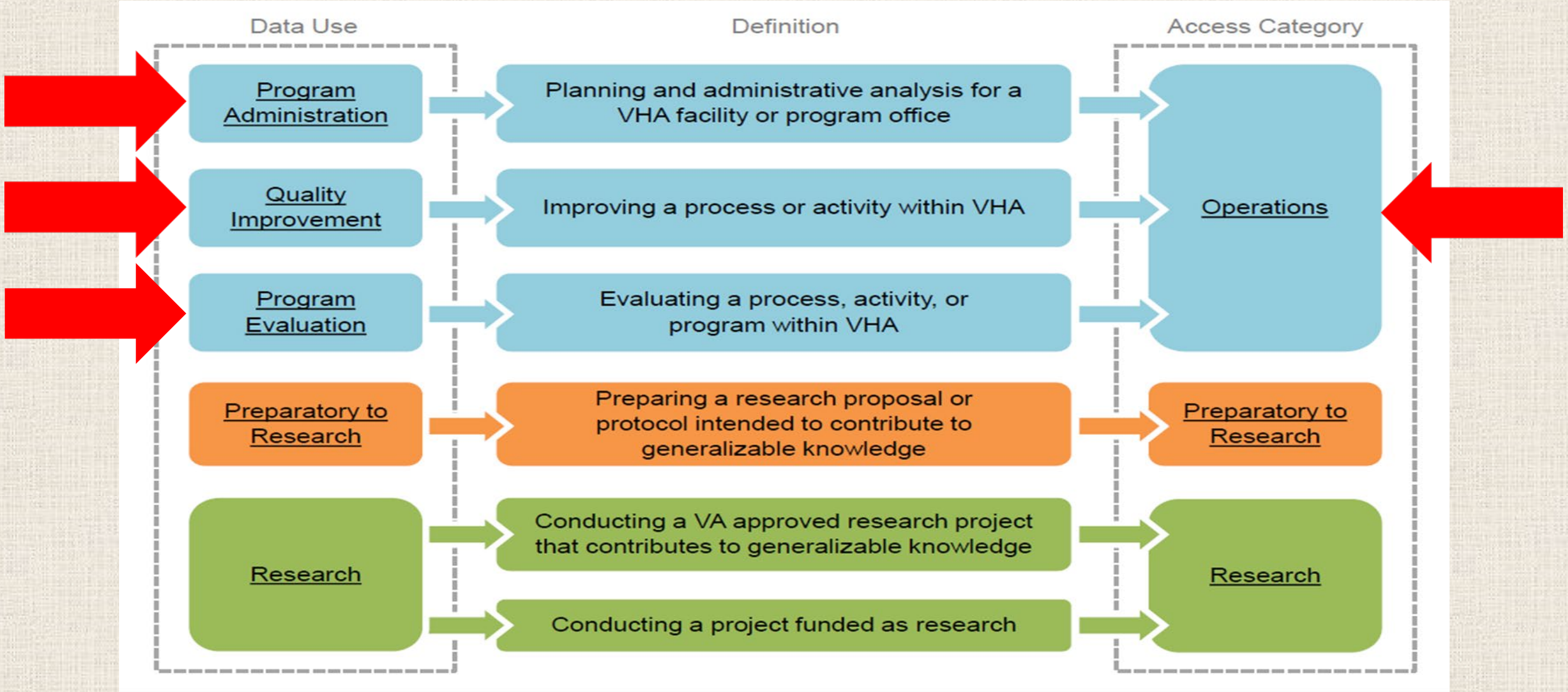
Operations activities are not designed to produce information that expands the knowledge base of a scientific discipline or other scholarly field.

Findings may be published (or presented) but ought to be documented as non-research prior to publication.

Operations data access permission may not be used for research activities.

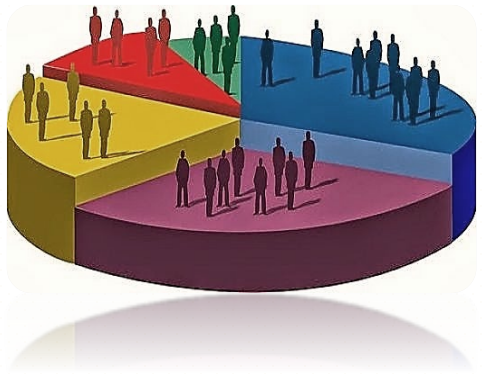
Access Category Finder Tool

https://vaww.virec.research.va.gov/Access/Research-vs-Operations-Decision-Tool.pdf?pdf=Decision-Tool



Poll #3:

Have you ever submitted a request for operations access to VA data?



- Yes
- No

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- Using the VHA Data Portal
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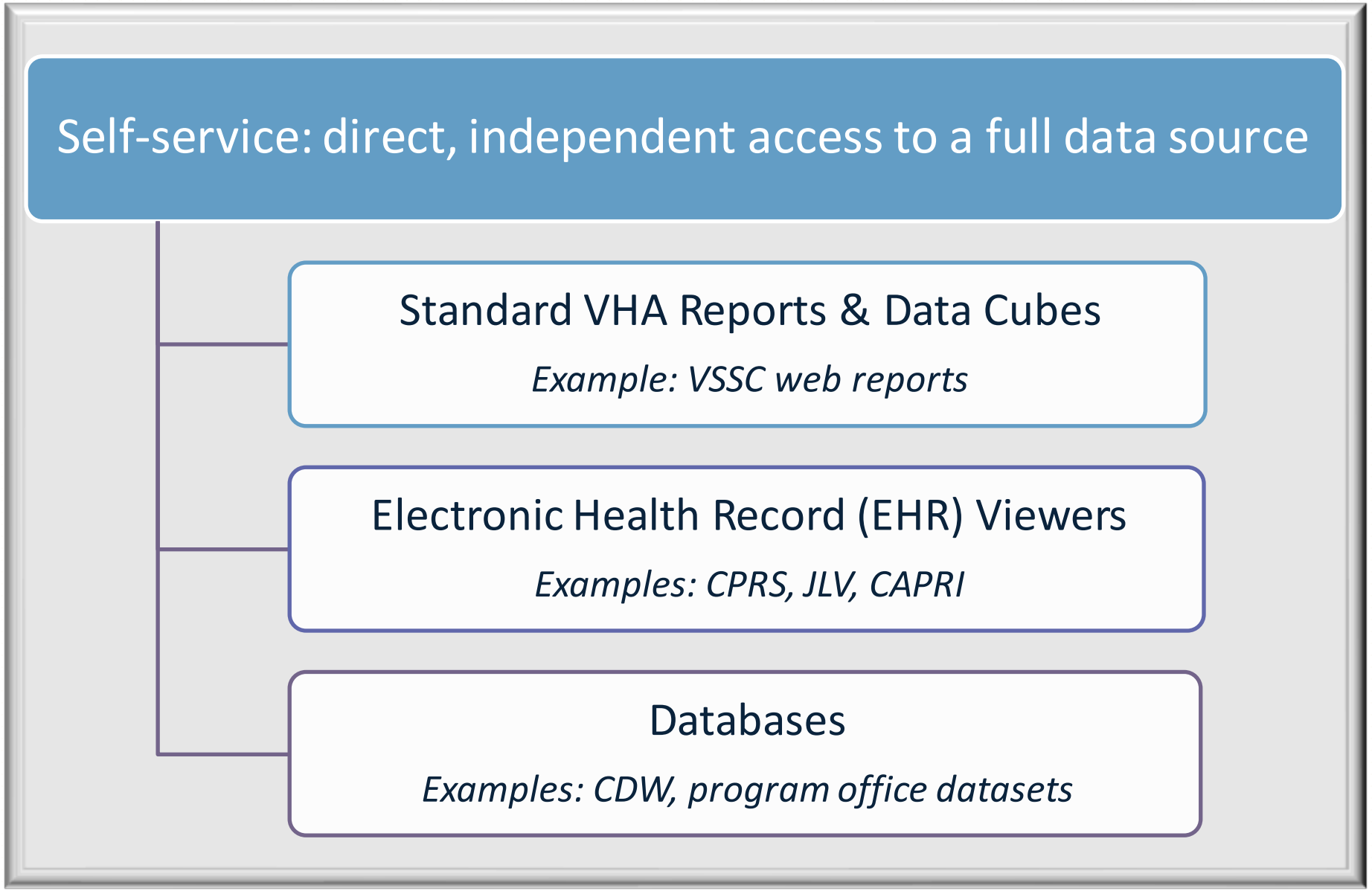

Data Access for Operations

This type of data access is typically self-service

Examples of NDS Data Sources for Operations Use

SQL Data

- Corporate Data Warehouse (CDW) Privileges
- Managerial Cost Accounting National Data Extracts (MCA NDE)
- Vital Status File (VSF)

SAS Data

- Medical SAS Files
- Assistant Deputy Under Secretary for Health (ADUSH) Enrollment Files
- Planning Systems Support Group (PSSG) Geocoded Enrollee Files

EHR Viewers

- Computerized Patient Record System (CPRS)
- Joint Legacy Viewer (JLV)
- Compensation & Pension Record Interchange (CAPRI)

Data Tools: Systems for Accessing or Analyzing Data

Data Access

- Computerized Patient Record System (CPRS)
- Compensation & Pension Record Interchange (CAPRI)
- Joint Legacy Viewer (JLV)

Analytic Platforms

- CDW Computing Infrastructure
- SAS Grid Computing Environment
- Local VA network server workspace

Session roadmap

- VA Data Use and Operations
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- **Requirements and FYI**
- Using the VHA Data Portal
- Requesting Data Access for Operations

Regulatory Requirements for VA Operations

A supervisor's approval is typically required

Data requested for operations use may not be used for research

Access is limited to the data needed for assigned duties

VA Operations FYI:

The VA Exempt Determination Application (VAEDA) is available to help determine whether a planned project is research or operations (login with PIV card)

Committee approvals, such as IRB or Research and Development, are not required

Access is typically granted to individuals, not project teams

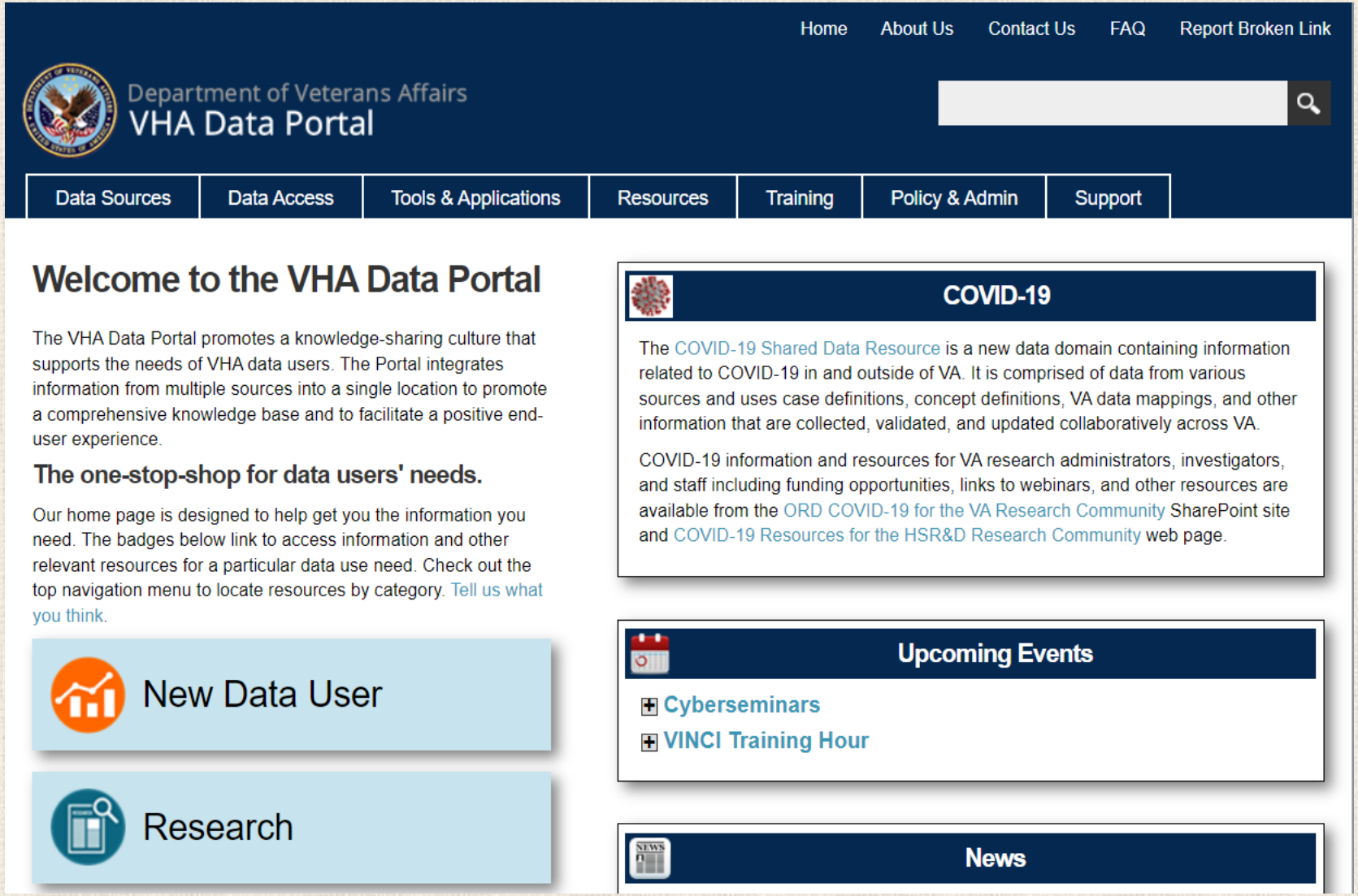
Session roadmap

- VA Data Use and Operations
- Data Access, Sources, and Tools
- Requirements and FYI
- **Using the VHA Data Portal**
- Requesting Data Access for Operations

VHA Data Portal

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

http://vaww.vhadataportal.med.va.gov/



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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 end-user experience.

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

Our home page is designed to help get you the information you need. The badges below link to access information and other relevant resources for a particular data use need. Check out the top navigation menu to locate resources by category. Tell us what you think.

New Data User

Research

COVID-19

The COVID-19 Shared Data Resource is a new data domain containing information related to COVID-19 in and outside of VA. It is comprised of data from various sources and uses case definitions, concept definitions, VA data mappings, and other information that are collected, validated, and updated collaboratively across VA.

COVID-19 information and resources for VA research administrators, investigators, and staff including funding opportunities, links to webinars, and other resources are available from the ORD COVID-19 for the VA Research Community SharePoint site and COVID-19 Resources for the HSR&D Research Community web page.

Upcoming Events

- Cyberseminars
- VINCI Training Hour

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- Data Sources Overview
- ADUSH Enrollment File
- Bereaved Family Survey
- CAN Scores
- CART Program Data
- CDW
- COVID-19 Shared Data Resource
- DAVINCI
- eQM Data
- HBPC Masterfile
- HERC Cost Data
- Homeless Registry
- LCSDP Cohort
- MCA (formerly DSS) NDEs
- MCA (formerly DSS) Web Reports
- Medical SAS Inpatient & Outpatient Data Sets
- NPCD

A Data Portal

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Data Sources ▸ Data Sources Overview

Quick View

The VHA Data Portal defines a data source as where the data comes from or a place to access data for a project or study.

Data Sources Overview

Overview

In VHA, the term data sources is often used to describe specific bodies of data such as, inpatient data, electronic health record data, mainframe SAS data sets, and the Corporate Data Warehouse (CDW).

The VHA Data Portal defines a data source as where the data comes from or a place to access data for a project or study. These data sources include data reports, data sets, data files, databases, data warehouses, and data repositories.

Data Sources

Select a data source from the list below to view a brief description and link to more information about each source. Use the "Expand All" button to view all data sources and links to their pages.

+ Expand All

− Assistant Deputy Under Secretary for Health (ADUSH) Enrollment Files

The ADUSH for Policy and Planning Enrollment files contain enrollment, eligibility, demographic, cost, and location information for VHA enrollees and non-enrollees who have received VA care. Learn more...

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Data Sources ▸ CDW

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, including the Electronic Health Record (EHR). 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.

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 use.

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

- 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

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.

Launch the CDW Permissions Crosswalk 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.

Requirements for transferring data from CDW to other VA systems...

1. Fill out the Questionnaire for Internal Data Transfers to request permission.
2. Email the completed form to NDS.OperationalAccessRequests@va.gov.

Preparatory to Research (PTR)

Research

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* 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.

Last update : 3/18/2022 9:11:47 AM

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- Preparatory to Research Access
- Research Access
- Veterans Service Officers Access

Welcom al

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Data Access ▸ Operations Access

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Did You Know?

Operational Access request include users who require access for Treatment, Payment, and/or Healthcare Operations. Operations access and Non-Research access is synonymous.

Tips for Requestors

The ePAS NDS User Guide will provide step-by-step instructions on requesting Operational access.

Operations & Quality Improvement Access

Overview

VA or VHA employees or contractors who require broader access to data in the performance of their official duties under the treatment, payment, and/or healthcare operations provisions of the Health Insurance Portability and Accountability Act (HIPAA) can request access to the data required to perform their jobs. This includes quality assessment and improvement, operational reporting, auditing and general administrative duties.

Note: The following resources provide information on determining whether a VHA operations activity constitutes research.

- Research vs Operations Decision Tool
- *Program Guide 1200.21: VHA Operations Activities That May Constitute Research* (Jan 2019)
- Operations Data Access Policy

Requesting Access

Access to data sources and data access tools is available through several request processes.

- NDS Healthcare Operations Request Process
- Patient Care Services (PCS) Request Process
- Pharmacy Benefits Management (PBM) Request Process
- Local National Social Security Database (NSSD) POC Request Process
- Medicare and Medicaid Analysis Center (MAC) Request Process
- VINCI Workspace Request Process

Determining which process to use for requesting access depends on the data source or data access tool:

- Expand a source or tool in the lists below for an outline of its access request process.
- View Terms and Definitions used in the these outlines.

Note: Operational data users generally receive direct access to VHA data.

Data Source Request Processes

Expand or select a data source in the list below to view an outline of its data request process.

- Assistant Deputy Under Secretary for Health (ADUSH) Enrollment Files
- Care Assessment Need (CAN) Scores
- Clinical Assessment Reporting and Tracking (CART) Program Data
- Corporate Data Warehouse (CDW) Data
- COVID-19 Shared Data Resource
- Electronic Quality Measures (eQM) Data
- Health Economics Resource Center (HERC) Cost Data
- Homeless Registry
- Home Based Primary Care (HBPC) Masterfile
- Managerial Cost Accounting National Data Extracts (MCA NDEs)
- Managerial Cost Accounting (MCA) Web Reports
- Medical SAS Inpatient & Outpatient Data Sets

- Traumatic Brain Injury (TBI) Screening and Evaluation Data
- United States Veterans Eligibility Trends and Statistics (USVETS)
- VA/CMS Data for Operations
- VA Surgical Quality Improvement Program (VASQIP) Data
- Veterans Services Network Corporate Mini Master (VETSNET) File
- VHA Support Service Center (VSSC) Web Reports
- VINCI Natural Language Processing (NLP) Output – Left Ventricular Ejection Fraction (LVEF)
- Vital Status File

Tools Request Processes

Expand or select a data access tool in the list below to view an outline of its access request process.

- CAPRI
- CPRS
- Joint Legacy Viewer (JLV)
- SAS/GRID
- VA Network Server Workspace (Local and Regional)
- VINCI Workspace

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Session roadmap

- VA Data Use and Operations
- Data Access, Sources, and Tools
- Requirements and FYI
- Using the VHA Data Portal
- **Requesting Data Access for Operations**

The Processes for Requesting Operations Data Access Include:

- NDS Healthcare Operations Request Process
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- Pharmacy Benefits Management (PBM) Request Process
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- Medicare and Medicaid Analysis Center (MAC) Request Process

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Data Access ▸ Operations Access

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Department of Veterans Affairs
VHA Data Portal

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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 | Submitting a Request | Request Metrics | 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

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.

   NOTE: All Contractors requesting operational data access via ePAS must have a VA Supervisor approve the request. All requests that are signed by a supervisor who is a contractor and not a VA employee will be returned to the submitter with a request to update the Supervisor field with the name and email of your VA supervisor.

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

f. CDW data requestors planning to transfer data from CDW to other/local VA systems are required to complete the Questionnaire for Internal Data Transfers form and submit it to NDS.OperationalAccessRequests@va.gov.

NOTE: All Contractors requesting operational data access via ePAS must have a VA Supervisor approve the request. All requests that are signed by a supervisor who is a contractor and not a VA employee will be returned to the submitter with a request to update the Supervisor field with the name and email of your VA supervisor.

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f. CDW data requestors planning to transfer data from CDW to other/local VA systems are required to complete the Questionnaire for Internal Data Transfers form and submit it to NDS.OperationalAccessRequests@va.gov.

Step 3. Check the Status of Your Request

Check ePAS to view the status of your request instead of submitting a new request.

a. Launch ePAS.

b. Select **My Documents** from the left navigation menu.

c. Check the **Status Column** to find the status of your request. Click on the request **Title** for more information.

d. Email NDS.OperationalAccessRequests@va.gov for a status update if the status of your request is "Verification by NDS Healthcare Operations."

Step 4. Remove Your Access

You must notify NDS when you or another user on your project no longer requires access to the data by emailing NDS.OperationalAccessRequests@va.gov with the subject line: Removal of Access – < *name of the requestor* >.

Last update : 4/4/2022 12:47:49 PM

Sitemap | Section 508 Accessibility | Privacy Policy | OIIG Homepage | HSR&D Homepage | VINCI Central

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.

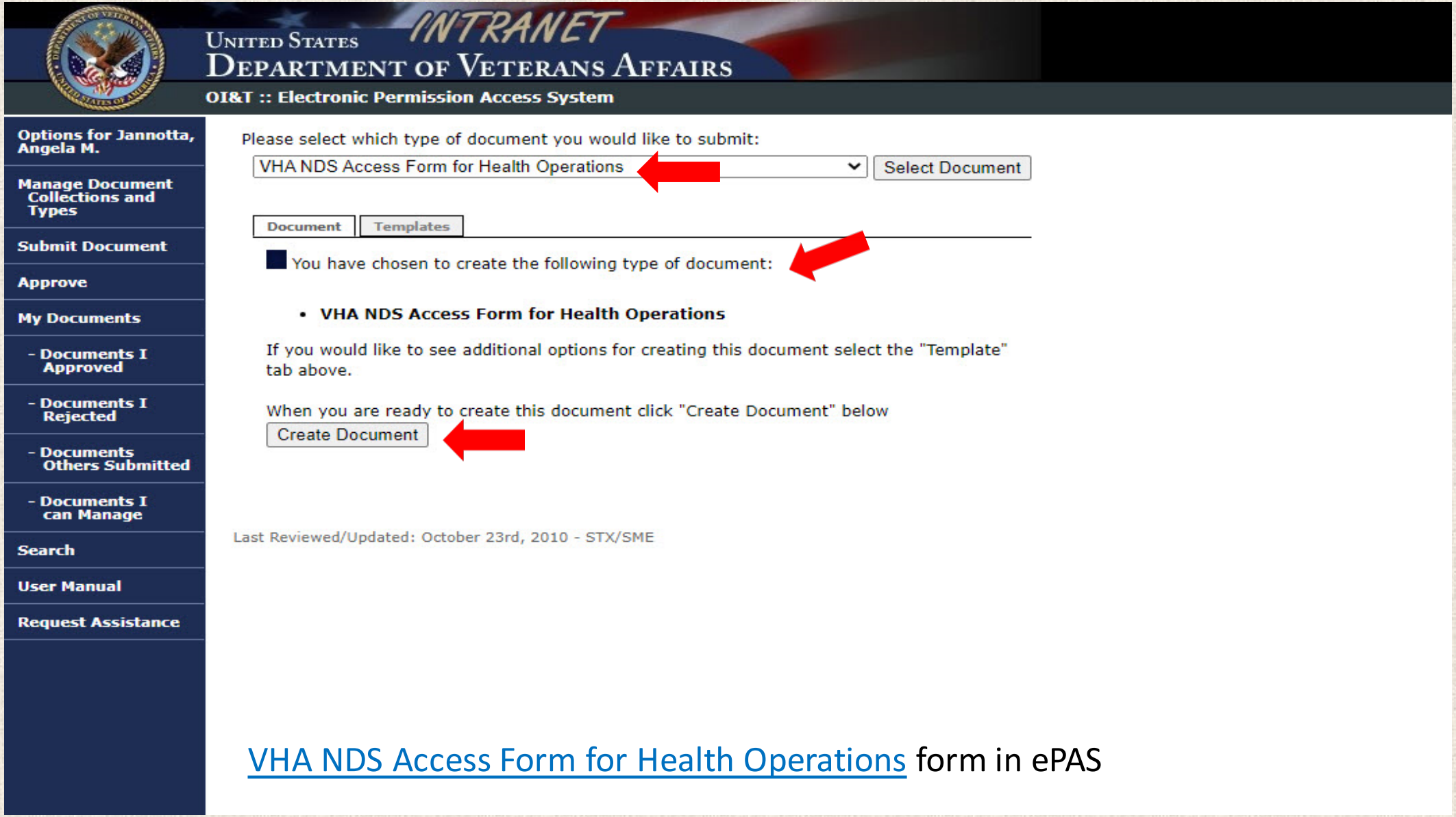
e. Select **Save and Submit** and digitally sign the form.

   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.

   NOTE: All Contractors requesting operational data access via ePAS must have a VA Supervisor approve the request. All requests that are signed by a supervisor who is a contractor and not a VA employee will be returned to the submitter with a request to update the Supervisor field with the name and email of your VA supervisor.

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

f. CDW data requestors planning to transfer data from CDW to other/local VA systems are required to complete the Questionnaire for Internal Data Transfers form and submit it to NDS.OperationalAccessRequests@va.gov.



VHA NDS Access Form for Health Operations form in ePAS

New 'VHA NDS Access Form for Health Operations'

Save and Submit Permissions

OFFICE OF INFORMATION AND TECHNOLOGY

VHA NDS Access Form for Health Care Operations

Please click on the link for further guidance on completing this form: NDS ePAS User Request Guide
NOTE: Requests maybe submitted only by the person who needs access. NDS will deny requests submitted on behalf of someone else. All Contractors requesting operational data access must have a VA supervisor approve the request. All requests signed by a non-VA employee will be returned.

Request | Comments

Employee Information

Full Legal Name:	Jannotta (Last Name)	Angela (First Name)	(Middle Initial)
Job Title:	Social Science Analyst		
Email Address:	Angela.Jannotta@va.gov		
Active Directory Name with Domain:	VHA12\VHAHINJannoA		
Work Telephone Number:	708-202-8387 x24867		
Employee Agency:	Choose an item		
Employee Type:	Choose an item		

Approver Information

Supervisor: (Name) (Email)

Lookup Supervisor...

Purpose of Use

Purpose of Use:

- ☐ Payment
- ☐ Treatment
- ☐ Healthcare Operations
- ☐ Oversight Activities (OIG Use Only)
- ☐ Audit & Evaluation Activities
- ☐ Cost Analysis
- ☐ Other

For additional guidance regarding Purpose of Use, please click on the following link:
http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/usesanddisclosuresfortpo.html

Request | Corporate Data Warehouse (CDW) | Comments

Employee Information

Full Legal Name: Jannotta (Last Name) Angela (First Name) (Middle Initial)

Job Title: Social Science Analyst

Email Address: Angela.Jannotta@va.gov

Active Directory Name with Domain: VHA12\VHAHINJannoA

Work Telephone Number: 708-202-8387 x24867

Employee Agency: Choose an item

Employee Type: Choose an item

Approver Information

Supervisor: (Name) (Email)

Lookup Supervisor...

Purpose of Use

Purpose of Use:

- ☐ Payment
- ☐ Treatment
- ☐ Healthcare Operations
- ☐ Oversight Activities (OIG Use Only)
- ☐ Audit & Evaluation Activities
- ☐ Cost Analysis
- ☐ Other

For additional guidance regarding Purpose of Use, please click on the following link: http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/usesanddisclosuresfortpo.html

Data Sources

- ☑ Corporate Data Warehouse (CDW)
- ☐ VSSC and MCA Web Reports
- ☐ Mainframe Access (Deactivated for new forms)
- ☐ Operation Enduring Freedom / Operation Iraqi Freedom / Operation New Dawn Roster (Deactivated for new forms)
- ☐ CAPRI / Joint Legacy Viewer (JLV)

New 'VHA NDS Access Form for Health Operations'

Save and Submit Permissions

OFFICE OF INFORMATION AND TECHNOLOGY

VHA NDS Access Form for Health Care Operations

Please click on the link for further guidance on completing this form: NDS ePAS User Request Guide
NOTE: Requests maybe submitted only by the person who needs access. NDS will deny requests submitted on behalf of someone else. All Contractors requesting operational data access must have a VA supervisor approve the request. All requests signed by a non-VA employee will be returned.

Request | Corporate Data Warehouse (CDW) | Comments

Corporate Data Warehouse (CDW)

Corporate Data Warehouse (CDW) Privilege(s):

- ☐ CDW SQL Datasets
- ☐ CDW SAS Datasets
- ☐ Non CDW Data

If you are unsure of your current access, please click on the following link in order to verify your current access level: Verify your current access level for the Corporate Data Warehouse

Save and Submit

New 'VHA NDS Access Form for Health Operations'

Save and Submit Permissions

OFFICE OF INFORMATION AND TECHNOLOGY

VHA NDS Access Form for Health Care Operations

Please click on the link for further guidance on completing this form: NDS ePAS User Request Guide
NOTE: Requests maybe submitted only by the person who needs access. NDS will deny requests submitted on behalf of someone else. All Contractors requesting operational data access must have a VA supervisor approve the request. All requests signed by a non-VA employee will be returned.

Request | Corporate Data Warehouse (CDW) | Comments

Corporate Data Warehouse (CDW)

Corporate Data Warehouse (CDW) Privilege(s):

- [x] CDW SQL Datasets
  - [ ] Basic Read Access (CDW_Full)
  - [ ] Privileged Read Patient Access (CDW_SPatient)
  - [ ] Staff Real SSN Access (CDW_SStaff)
  - [ ] MCA(DSS) Access (CDW_DSS)
  - [ ] Vital Status Files (CDW_VitalStatus)
  - [ ] Outpatient SQL Files (CDW_SE_IE_SF)
- [x] CDW SAS Datasets
  - [ ] Medical SAS Files (CDW_SASData)
  - [ ] MCA NDE SAS (Deactivated for new forms)
  - [ ] SAS Analytic Workspace
- [ ] Non CDW Data

If you are unsure of your current access, please click on the following link in order to verify your current access level: Verify your current access level for the Corporate Data Warehouse

Save and Submit

New 'VHA NDS Access Form for Health Operations'

Save and Submit Permissions

OFFICE OF INFORMATION AND TECHNOLOGY

VHA NDS Access Form for Health Care Operations

Please click on the link for further guidance on completing this form: NDS ePAS User Request Guide
NOTE: Requests maybe submitted only by the person who needs access. NDS will deny requests submitted on behalf of someone else. All Contractors requesting operational data access must have a VA supervisor approve the request. All requests signed by a non-VA employee will be returned.

Request | Corporate Data Warehouse (CDW) | Comments

Corporate Data Warehouse (CDW)

Corporate Data Warehouse (CDW) Privilege(s):

- [ ] CDW SQL Datasets
- [ ] CDW SAS Datasets
- [x] Non CDW Data
  - ○ Non CDW Data that does contain PHI/PII
  - ○ Non CDW Data that does not contain PHI/PII

If you are unsure of your current access, please click on the following link in order to verify your current access level: Verify your current access level for the Corporate Data Warehouse

Save and Submit

- [ ] **Healthcare Operations**
- [ ] **Oversight Activities (OIG Use Only)**
- [ ] **Audit & Evaluation Activities**
- [ ] **Cost Analysis**
- [ ] **Other**

For additional guidance regarding Purpose of Use, please click on the following link:
http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/usesanddisclosuresfortpo.html

Data Sources

- [ ] **Corporate Data Warehouse (CDW)**
- [ ] **VSSC and MCA Web Reports**
- [ ] **Mainframe Access (Deactivated for new forms)**
- [ ] **Operation Enduring Freedom / Operation Iraqi Freedom / Operation New Dawn Roster (Deactivated for new forms)**
- [ ] **CAPRI / Joint Legacy Viewer (JLV)**

Duration of Access

Duration of Access: Choose an item

Acknowledgement

By signing below, I affirm that I will notify National Data Systems (NDS) of any change to the requestor's position or duties as related to the requestor's access. I also affirm that the requestor will stay current on the required training to view Protected Health Information. I acknowledge that all data handling practice will be in accordance with the CDW Best Practice Guide. For the duration of this use, the requestor will use the provided CDW environment (the National server environment at the VA Austin Information Technology Center(AITC), the Regional, and VISN servers at the Regional Data Center, the VINCI environment) for this data. Data will only be removed in the form of reports. I acknowledge the data requested will only be used for Operational activities and not Research activities. For additional guidance, please refer to the following link on what constitutes operations and research activities:
http://www.va.gov/ORO/Docs/Guidance/1058_05_Non_Research_Operations_Chart_01_24_2012.pdf.
It is the responsibility of BOTH the user and the supervisor to ensure the VA Privacy & Information Security & Awareness & Rules of Behavior (VA10176) and Privacy and HIPAA Focus Training (VA10203) training is completed annually.

Affirmation:

- [ ] **By checking this check box, I affirm that I have read and understood the above. I certify that this access will not be used for research activities.I understand my responsibilities. I will comply with the rules of behavior for the use of VA/CMS data.**

Privacy Act Statement

Privacy Act Statement

Save and Submit

Patient Care Services (PCS) Request

This request process is used for operations access to clinical services datasets, such as podiatry and dental

Select the applicable operations/QI Data Transfer Agreement (DTA) request form(s)* on the PCS SharePoint site and follow the instructions for local facility approvals

Email the approved DTA application to VHA10P4CorrespondenceActionGroup@va.gov where it will be routed for final approval to the Chief Consultant for the data source

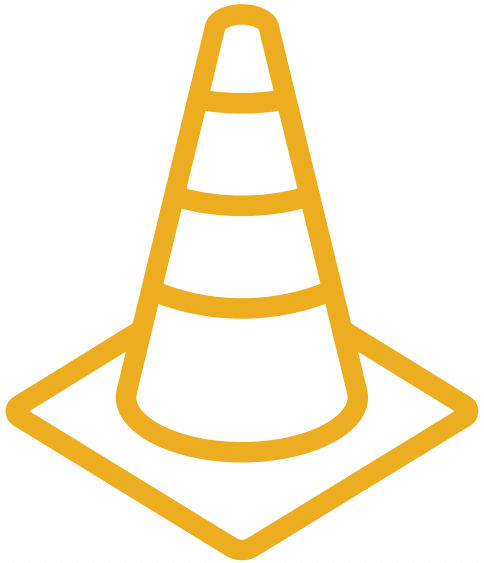
*Quality Improvement: DTAQIRequest(fillable)-Att B

Program Evaluation: DTAProgramEvaluation(Att C)

Pharmacy Benefits Management (PBM) Request

The PBM program office is in the process of rebuilding the website that houses PBM data web content.

In the interim, please contact Nikia.Griffith@va.gov with questions and for information on requesting operations access to PBM data.



Local National Social Security Database (NSSD) Point of Contact (POC) Request

This process is used to request operations access to MCA and VSSC web reports with national scrambled SSNs and PHI, or your local facility real SSN data

If needed, identify your facility's point of contact using the NSSD POC Directory

Type text here

Submit VA Form 9957 to your local NSSD point of contact

Medicare and Medicaid Analysis Center (MAC) Request Process

The Medicare and Medicaid Analysis Center (MAC) distributes Centers for Medicare & Medicaid Services (CMS) and United States Renal Data System (USRDS) data to approved projects for operational use. Any use of these data requires an initial consultation with and approval by the MAC.

Medicare and Medicaid Analysis Center (MAC) Request Process

1. Email macstaff@va.gov to request a consultation to discuss your project.

MAC accepts data requests from projects, not individuals.

2. Complete the following documents:

- Petition Memorandum - A statement of intended use of the data, no signature required for this document
- MAC Data Request Form - Use this form to choose data from the MAC inventory list
  - For existing DUA requestors, use this form to request additional years of data
  - The form must be signed by the requestor listed on the DUA
- MAC Rules of Behavior Form - Must be completed by each user who will have access to the data

THANK YOU!

Questions?

CONTACT INFORMATION

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Data Policy and Access Specialist
angela.jannotta@va.gov

Linda Kok
Senior Analyst for Data Policy and Access
linda.kok@va.gov

GOOD DATA PRACTICES
BONUS SLIDES

Resources Specific to Operations Access to VA Data

Research vs. Operations Decision Tool – Also referred to as the Access Category Finder, this tool aids the user in differentiating between the three types of data access (research, preparatory to research, and operations).

ORD Program Guide 1200.21 – *VHA Operations Activities That May Constitute Research* (01/09/2019)

Operations & Quality Improvement Access – This page on the VHA Data Portal provides an overview about requesting VA data access specifically for operations/non-research use, i.e., quality improvement, program evaluation, etc., and includes links to applicable request processes.

VA Medicare and Medicaid Analysis Center (MAC) Page – This page, which you can link to from VIReC's VA/CMS Data Request Overview page, provides additional information about using CMS data and includes a link to MAC's Data Requesting Process to obtain CMS data for operational use.

NDS Healthcare Operations Request Process – This page on the VHA Data Portal provides information and step-by-step instructions for requesting access to VHA data for operations/non-research.

Access & Permissions Lookup Tools – This page on the VHA Data Portal provides tools to allow a user to check and verify data access levels and permissions prior to submitting a request for access to reduce duplicate requests.

NSSD Research Request Process – This page on the VHA Data Portal provides detailed information and resources for submitting a NSSD request for scrambled SSN/PHI and station real SSN access to MCA and VSSC web reports.

VINCI Project Workspace User Guide – This guide provides user instructions on accessing and using the VINCI Workspace.

Resources for *VA Data Users*

Quick Guide: Resources for Using VA Data	https://vaww.virec.research.va.gov/Toolkit/QG-Resources-for-Using-VA-Data.pdf (VA Intranet)
VA Information Resource Center (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)
VA Informatics and Computing Infrastructure (VINCI)	https://vaww.vinci.med.va.gov/vincicentral/ (VA Intranet)
Health Economics Resource Center (HERC)	https://vaww.herc.research.va.gov (VA Intranet)
Corporate Data Warehouse (CDW)	https://vaww.cdw.va.gov/Pages/CDWHome.aspx (VA Intranet)

Questions about using VA Data?

HSRData Listserv

- Community knowledge sharing
- ~1,400 VA data users
- Researchers, operations, data stewards, managers
- Subscribe by visiting https://vaww.virec.research.va.gov/Support/HSRData-L.htm (VA Intranet)

VIReC HelpDesk

- Individualized support

virec@va.gov