

**Steps required for UCSF/SFVA investigators to access VA or VA/CMS data
(updated February 2021)**

Note: VA forms are frequently updated and changed, so please report any broken links to the UCSF/SFVA Data Core Program Manager (Katherine Williams PhD, katherine.williams@ucsf.edu).

Summary

- 1) Establish scope of practice on Research & Development Information System (RDIS) roster
- 2) Obtain VA WOC (without compensation) appointment (if you do not already have a VA appointment)
- 3) Apply for remote access to (VPN) VA network
- 4) Obtain IRB approval including VA Research and Development (R&D) approval
- 5) Submit Data Access Request Tracker (DART) Application or Amendment (not necessary for use of CMS [Medicare and Medicaid] data)
- 6) Request VIREC (VA Information Resource Center) approval to use CMS Data (optional)
- 7) Request VINCI (VA Informatics and Computing Structure) workspace (if not submitting DART application)

<i>How to accomplish the steps above</i>	Estimated investigator time	Estimated approval time
1) Ask a VA Principal Investigator to establish your scope of practice on the RDIS roster http://vhasfcapprdis.v21.med.va.gov:8080/va/pinsite		
<ul style="list-style-type: none"> • Date of Birth • Professional License or Certification (if any) • Degree(s) • Preferred email • Citizenship status • Location of educational institute • SSN: do not send over email; call SFVA Data Core Program Manager 	10 minutes	1 day
2) Obtain VA WOC appointment (if you do not already have one)		
Agnes.Wong@va.gov VA R&D Office, VA Bldg. 210, Ground Floor		
Application Forms (VA R&D office will provide necessary forms and guide you through the process): <ul style="list-style-type: none"> • EQIP (Electronic Questionnaires for Investigations Processing) enrollment form • Declaration for Federal Employment • I-9 Employment Eligibility Verification • Appointment affidavits • CV • Fingerprint Request • Intellectual Property Agreement 	4 hours	2 weeks
Occupational Health Screening – Building 203, GB-17, ext 22735 <ul style="list-style-type: none"> • Physical Exam • Immunization History • Occupational Health Screening • Occupational Health Questionnaire • PPD (TB test) – Building 203, GB-17, ext 22735 • Make an appointment to obtain ID and Personal Identity Verification (PIV) cards here: https://www.va-piv.com/ or by emailing v21sfc piv@va.gov or calling (415) 221-4810 x23365. PIV office is in Building 4, room 2A-103. 	2 hours	4 weeks

<p>Required VA Training (UCSF training does not suffice)</p> <ul style="list-style-type: none"> ○ VA CITI Human Subjects Research → Add Affiliation → VA San Francisco, CA-662 ○ VA Privacy and HIPAA (10203) ○ VA Privacy and Information Security Awareness and Rules of Behavior (10176) ○ Mandatory Training-All Personnel (4300999) <p>For clinically licensed physicians or nurses, credentialing may also be necessary</p>	<p>3 hours</p>	<p>N/A</p>
<p>3. Apply for remote access (VPN) to VA network Remote Access Portal Help 855-673-HELP</p>		
<ul style="list-style-type: none"> ○ DigitalVA: VA Remote Access Information <p>URLs accessible only through VA intranet:</p> <ul style="list-style-type: none"> ○ VA Remote Access Self Service Portal (request remote access) ○ VA-provided laptop request (optional) <p>VA supports remote access with two different applications. Users must request remote access and have their remote access accounts enabled for use with either:</p> <ol style="list-style-type: none"> 1. Citrix Access Gateway (CAG) is for users that do not have VA computer. 2. Cisco AnyConnect RESCUE VPN Client is for users with a VA laptop. 	<p>10 minutes</p>	<p>1 day</p>
<p>4. Obtain UCSF IRB and VA R&D approval Gregory.Green@va.gov Human Research Protection VA Bldg. 210, Ground Floor</p>		
<ul style="list-style-type: none"> ○ VA Research Protocol Safety Survey (complete first page only) ○ VA Research Privacy and Security Assessment ○ VA R&D Approval Form (requires VA Service Chief then ACOS signatures) ○ Privacy Officer Approval Letter (will be emailed to you) <p style="text-align: right;">Other Resources for SFVAMC Research</p>	<p>1 hour</p>	<p>4 weeks</p>
<p>5. Submit DART (Data Access Request Tracker) Application (not necessary for use of only CMS data) - <i>must use Internet Explorer or Edge (not Chrome)</i> Contact person: katherine.williams@ucsf.edu</p>		
<ul style="list-style-type: none"> ○ Data Access Request Tracker (DART) Process & Forms ○ Vital Status Rules of Behavior ○ Real SSN Access statement (not necessary for scrambled SSNs) ○ HIPAA Waiver (=your IRB approval letter) ○ IRB approval letter ○ VA R&D Committee Approval letter ○ Privacy Checklist ○ Data Use Agreement ○ Research Request Memo ○ CDW Domain Check List 	<p>4 hours</p>	<p>2 weeks</p>
<p>6. Request VIREC approval to use CMS Data (only required if using CMS data) virec@va.gov</p>		
<p>A) Obtain Initial Approval from VIREC</p> <ul style="list-style-type: none"> ○ Project Information and Authorization Form ○ Data Security Compliance Form ○ VA/CMS Rules of Behavior Agreement <p>Projects may submit one or more of these data description forms:</p> <ul style="list-style-type: none"> ○ VA/CMS Data for Veterans Only ○ VA/CMS Data for Veterans and Non-Veterans ○ VA/CMS Non-Repository Data 	<p>4 hours</p>	<p>2 weeks</p>

B) Obtain Final Approval from VIREC. <ul style="list-style-type: none"> ○ After Data Description Form(s) is pre-reviewed by VIREC, obtain signature from SFVA Privacy Officer (PO) and resubmit to VIREC. VIREC provisions CMS data within 1 to 2 months of receiving signed data description form. More info at: https://www.virec.research.va.gov/VACMS/About.asp		1 hour	2 months
7. Request VINCI workspace (only required if using CMS data without DART application)		vinci@va.gov	
Send a request to vinci@va.gov with: <ul style="list-style-type: none"> • Name of project • Name of person with authority to add users to workspace • Names of people (with VA appointments) who will access workspace More info at: http://www.hsrd.research.va.gov/for_researchers/vinci/		10 minutes	1 day
Totals	Steps 1 to 3 (obtain VA appointment)	10 hours	2 months
	Steps 4 to 5 (access VA data)	5 hours	1 month
	Steps 6 to 7 (access CMS data, optional)	5 hours	2 months
	Entire process	15 to 20 hours investigator time	3 to 5 months approval time