# The New Research & Student Data Request Process

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# Today's Presentation

Introduction of Data Teams

Purpose of Data Request Management Committee (DRMC)

Lessons Learned

Data Consultations *New Feature

Completion of Online Data Request Form

Frequently Asked Questions

Q & A

# Introduction

Data Integrity & Analytics

Data Services

Clinical Informatics

# Data Request Management Committee



Standardization & Automation

Resource Allocation

Strategic & Leadership Alignment

Tasked with implementing a process to: Evaluate, Approve, Prioritize, and Monitor Requests

Data Security

Data Culture Change Agent

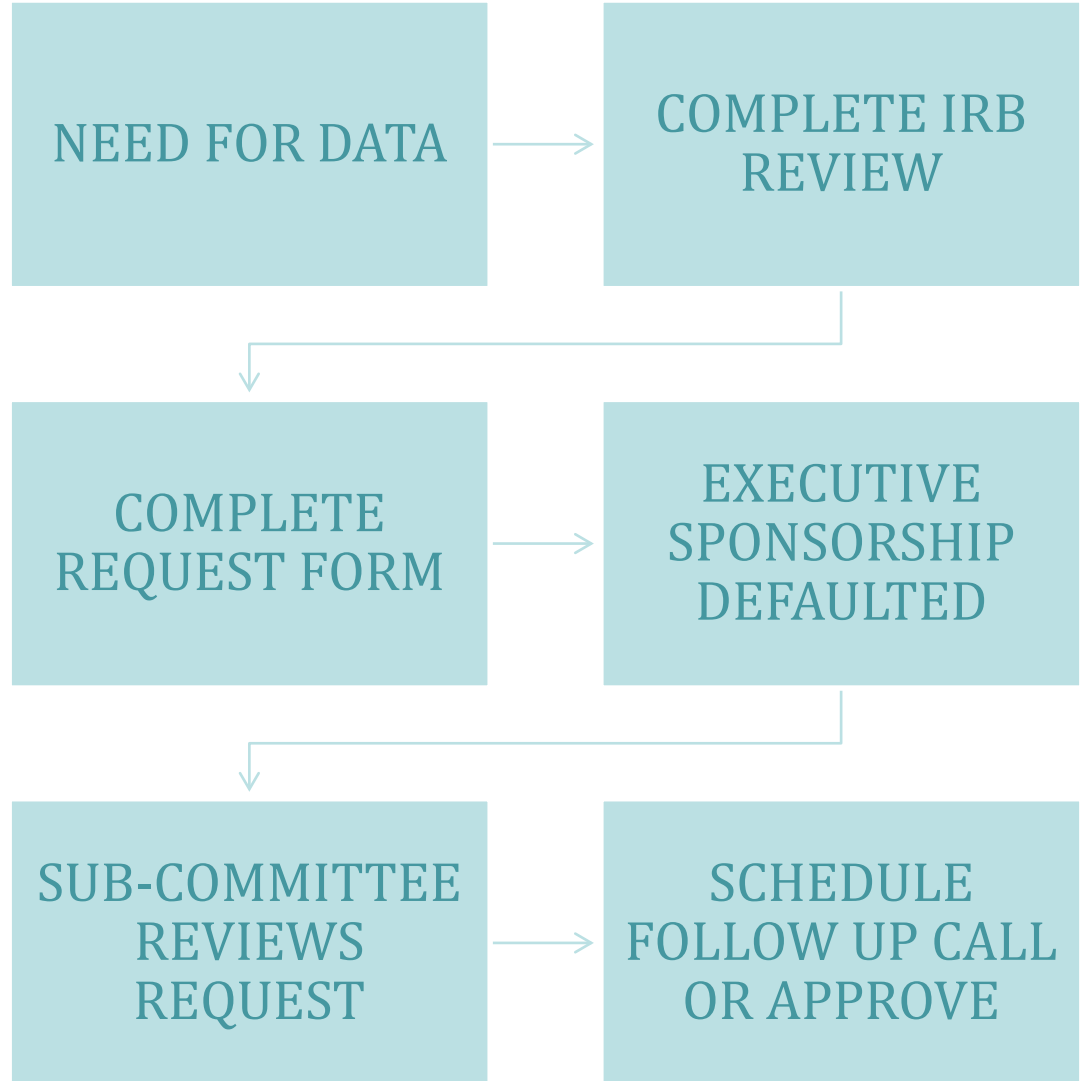Stakeholder Engagement

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# Lessons Learned

- Additional layer of complexity

- Further delays receiving data

- Uncertain process for requesting data from research and student learning perspectives
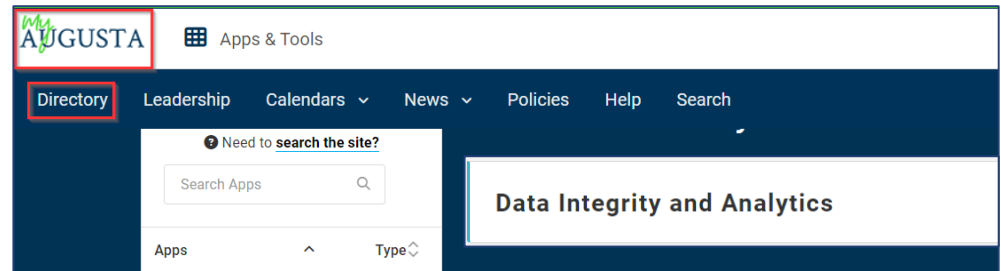
**IMPROVE**

# Revised Data Request Process

Revised process
eliminated:

1. Executive Sponsorship Confirmation
2. DRMC Presentation

NEED FOR DATA → COMPLETE IRB REVIEW

COMPLETE REQUEST FORM → EXECUTIVE SPONSORSHIP DEFAULTED

SUB-COMMITTEE REVIEWS REQUEST → SCHEDULE FOLLOW UP CALL OR APPROVE

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# Data Consultations

- **New Feature**

- Highly recommended, but not required

- Requesters uncertain what data is available

- Discussion about data needs and availability

- Assistance with completing the online data request form

# Completing the Data Request Form

- **Research related:** YES

- New Data Request

- Description – Overview of data request

- Qualifications for "Urgent" data requests

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Is this a request for research data? ⍰

◯ Yes　　　　　　　　　　　　　　　◯ No

✱What type of request is this?

🔘 New Data Request　　　　　　　◯ Modify Existing Data Request

◯ Consult Request

✱Project Name
What should we call this effort at meetings and in correspondence?

[                                    ]

✱Description
Write a brief explanation of the goal/context of this request. How will you use this data?

[                                                                                    ]

Please check this box if the request is urgent ⍰

☐ Urgent

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# Completing the Data Request Form

- Attach IRB Confirmation Letter

- Attach Data Collection Form

- Will the request be used for business purposes?

- Is the data already being obtained?

**Research**

Is this data request for a human research project? ❓

● Yes          ○ No

Does your project have IRB approval or exemption?

● Yes          ○ No

Please submit your IRB approval letter or exemption and data collection form.

⬆️ Choose a file
File limit 10MB

**Business Purpose**

Is the need currently being met?

● Yes          ○ No

*How is the need being met?

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# Completing the Data Request Form

- Data Elements: Specific data fields

- List any inclusions or exclusions pertaining to the data set

- Frequency: One Time Request

- Include the date range for the data set

**Data Elements**

Which data elements are being requested? ?

*Are there any calculations or visualizations required? (Example: Row-level, LOS per patient, Summary, graph displaying trend over time)

○ Yes          ○ No

Please provide details for calculations or visualizations.

*What is your inclusion/exclusion criteria? (Examples: Age, Unit Specific, Admitted on Weekend, Inpatient / Outpatient)

**Frequency**

What is the timeframe of data and run frequency?

○ One Time          ○ Adhoc Self-Service

○ Recurring          ○ Other

*What date range is appropriate for the request? (Examples: Last Month, 01/01/2019-02/15/2019)

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# Completing the Data Request Form

- File Format:
  Select Flat File if
  desiring data in
  a table format

- PHI – Review
  and comply with
  AUHS policies

**File Format**

What is the preferred file format for the project?

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Flat File (data only) ①

Report (summaries or static graphs) ②

Interactive Dashboard (filters and drilldowns) ③

**Include Identified Patient Data?**

If this project requires protected health information (PHI), please indicate below that you are aware of organizational policies around PHI.

☐ I will require protected health information and am aware of organization policies for the use storage and dissemination of PHI
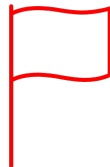
# Frequently Asked Questions
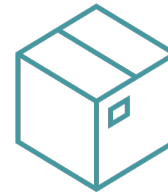
**Preparation:**
Be Proactive

**Communication:**
Email/Chat
Primary Analyst

**Red Flags:**
Access w/in role
External data use

**Timeline:**
Complexity
Queue
Timelines

**Delivery:**
Secure Human Drive
Box Folder

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# Congratulations!

The following objectives have been met:

- How to access the Data Analytics site
- Review of "Lessons Learned"
- Overview of revised data request process
- How to request a data consultation
- How to submit a health system data request

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# Additional Resources

DATAREQUEST@augusta.edu

IRB@augusta.edu