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

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

- Standardization & Automation
- Strategic & Leadership Alignment
- Data Culture Change Agent
- Stakeholder Engagement
- Data Security
- Resource Allocation
Lessons Learned

• Additional layer of complexity
• Further delays receiving data
• Uncertain process for requesting data from research and student learning perspectives
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
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
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.

Business Purpose

- Is the need currently being met?
  - Yes
  - No

- How is the need being met?
Completing the Data Request Form

- **Data Elements:** Specific data fields
  - Which data elements are being requested?

- **List any inclusions or exclusions pertaining to the data set**

- **Frequency:** One Time Request
  - What is the timeframe of data and run frequency?
  - What date range is appropriate for the request? (Examples: Last Month, 01/01/2019-02/15/2019)
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?

1. Flat File (data only)
2. Report (summaries or static graphs)
3. Interactive Dashboard (filters and drilldowns)

**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

**Timeline:**
Complexity
Queue
Timelines

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

**Delivery:**
Secure Human Drive
Box Folder
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
Additional Resources

DATAREQUEST@augusta.edu

IRB@augusta.edu
Health
AUGUSTA UNIVERSITY