
Requesting AHS Resources for Research Purposes

Health System Access, Health Evidence & Innovation

September 21, 2020

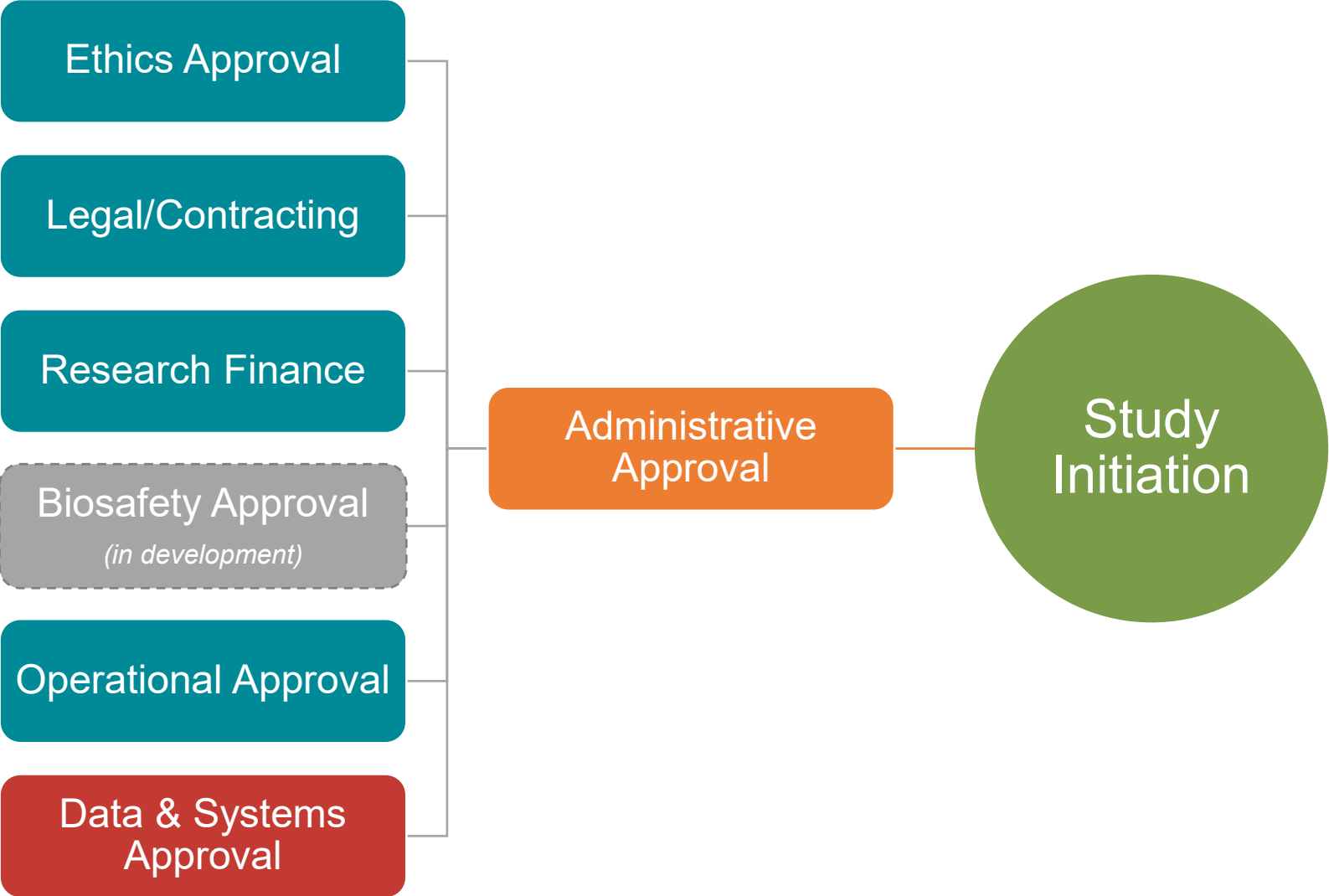
Guiding principles in accordance with the Health Information Act

- AHS complies with s57 and s58 of the HIA . For research, additional considerations may be imposed on the researcher in addition to those imposed by the Research Ethics Board.
 - Highest degree of anonymity for the persons who are the subject of the information;
 - Least amount of information disclosed that will meet the needs of the stated purpose;
 - Need to know – the disclosure of only necessary information to carry out research or responsibilities.
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Guiding principles in accordance with Clinical Information Sharing Compact

Principle	AHS Responsibilities
Clinical Improvement	Support clinical and health system improvement initiatives, including clinical research, quality improvement and educational advancement.
Provider Access	Facilitate timely, reliable and secure access for all Clinical Information System (CIS) users wherever and whenever CIS information sharing is required; including access for legal or professional needs
Disclosure	Receive and coordinate requests for the disclosure of health information to third parties, respecting clinicians' interests.
Protection of Information	Develop, implement and support technical, physical and administrative safeguards to protect health information while providing appropriate user training.
Use	Be transparent and accountable to clinicians, staff, government and the public with respect to the use of health, clinician or organizational information stored in or extracted from the CIS.

AHS' Health System Access Access – Overview



Research Contracting

Ethics Approval

Legal/Contracting

Research Finance

Operational Approval

Biosafety Approval

Data & Systems
Approval

Legal / Contracting Approval

Purpose: to negotiate legal agreements where financial, privacy, performance or other required terms and conditions need to be formalized

- University of Alberta affiliated PIs submit to [NACTRC](#)
- University of Calgary affiliated PIs submit to [CMS Legal](#)
- AHS employees and non-affiliated PIs submit to [Health System Access](#)

Research Finance

Ethics Approval

Legal/Contracting

Research Finance

Operational Approval

Biosafety Approval

Data & Systems Approval

Research Finance Approval

Purpose: to create and manage financial accounts associated with research funding (typically associated with research contracts)

- University of Alberta affiliated PIs may hold their accounts either at [NACTRC \(AHS\)](#) or [UofA RSO](#)
- University of Calgary affiliated PIs hold their accounts at [UofC Research Accounting](#)
- AHS employees and non-affiliated PIs may hold their account at [AHS](#)

Operational Approval

Ethics Approval

Legal/Contracting

Research Finance

Operational Approval

Biosafety Approval

Data & Systems Approval

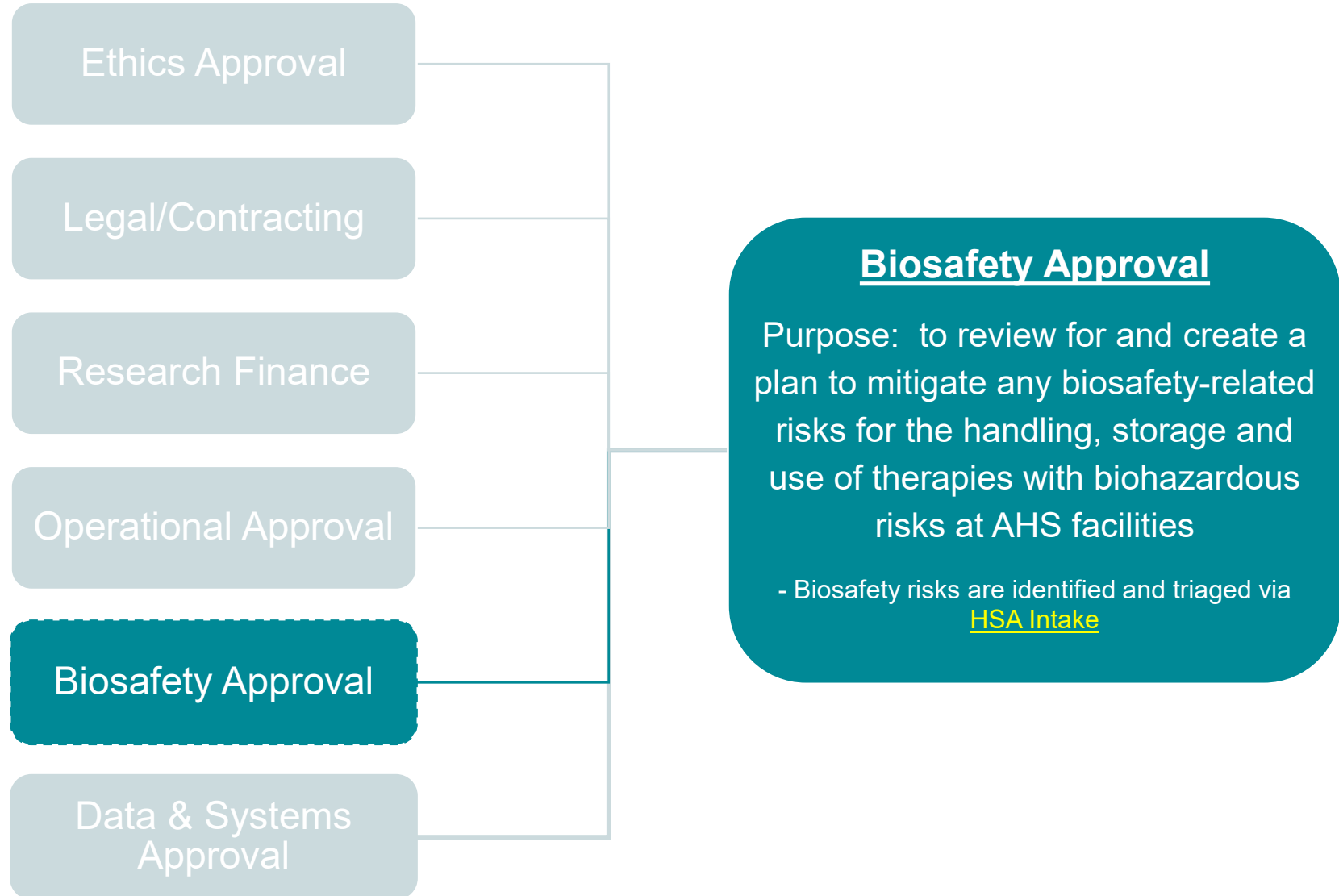
Operational Approval

Purpose: to request approval for researchers to access clinical operational areas and/or support from AHS staff for research activities beyond SOC

- Access to Edmonton Zone sites are submitted via [NACTRC](#)
- Access to all sites outside of Edmonton Zone are submitted via [HSA Intake](#)

*** OA tips and resources available at: [HSA Resource Page](#) ***

Biosafety Approval (in development)



Data & Systems Approval

Ethics Approval

Legal/Contracting

Research Finance

Operational Approval

Biosafety Approval

Data & Systems
Approval

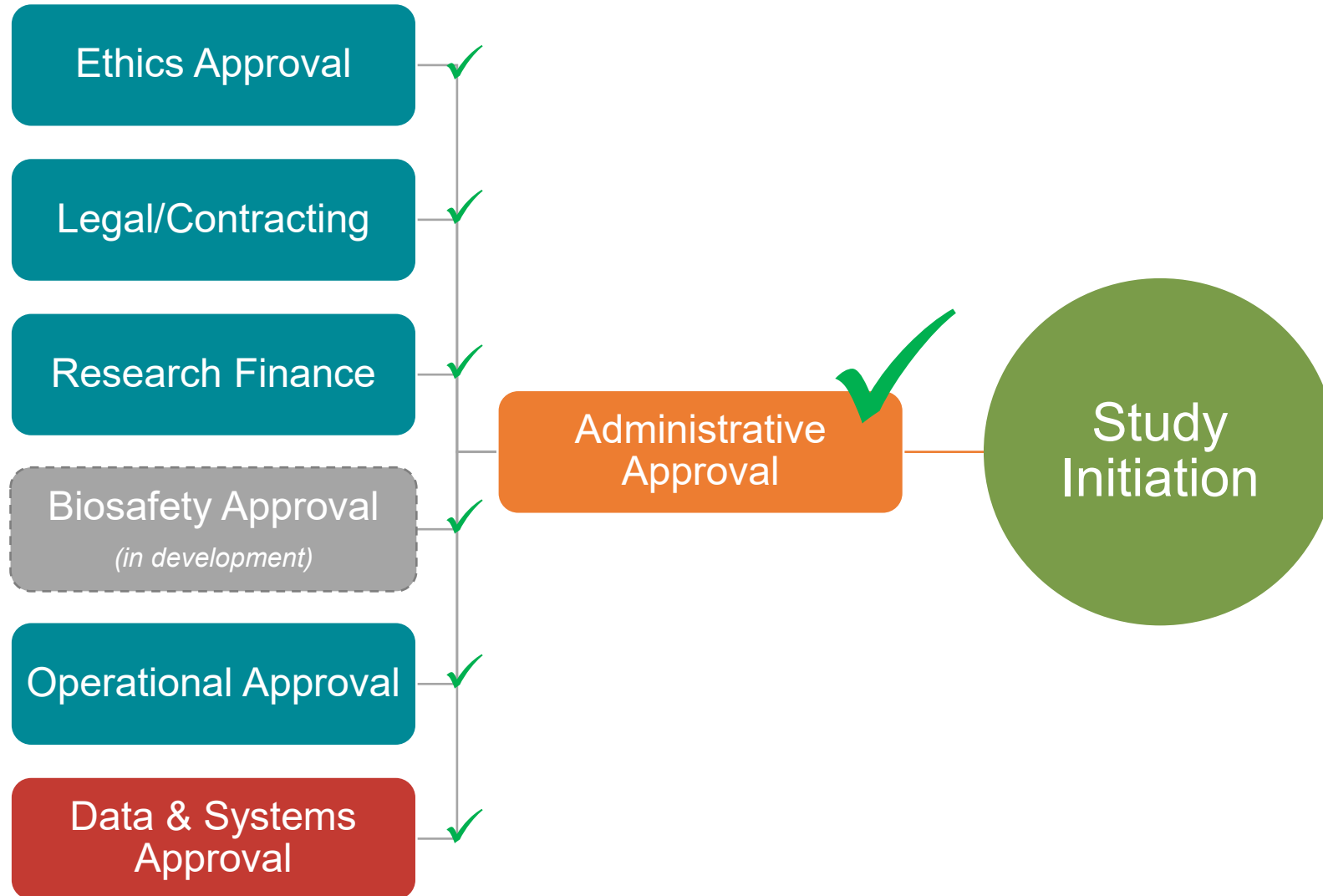
Data & Systems Approval

Purpose: to document the data systems or repositories access for research purposes and enter into an appropriate data disclosure agreement (and possibly data transfer agreement)

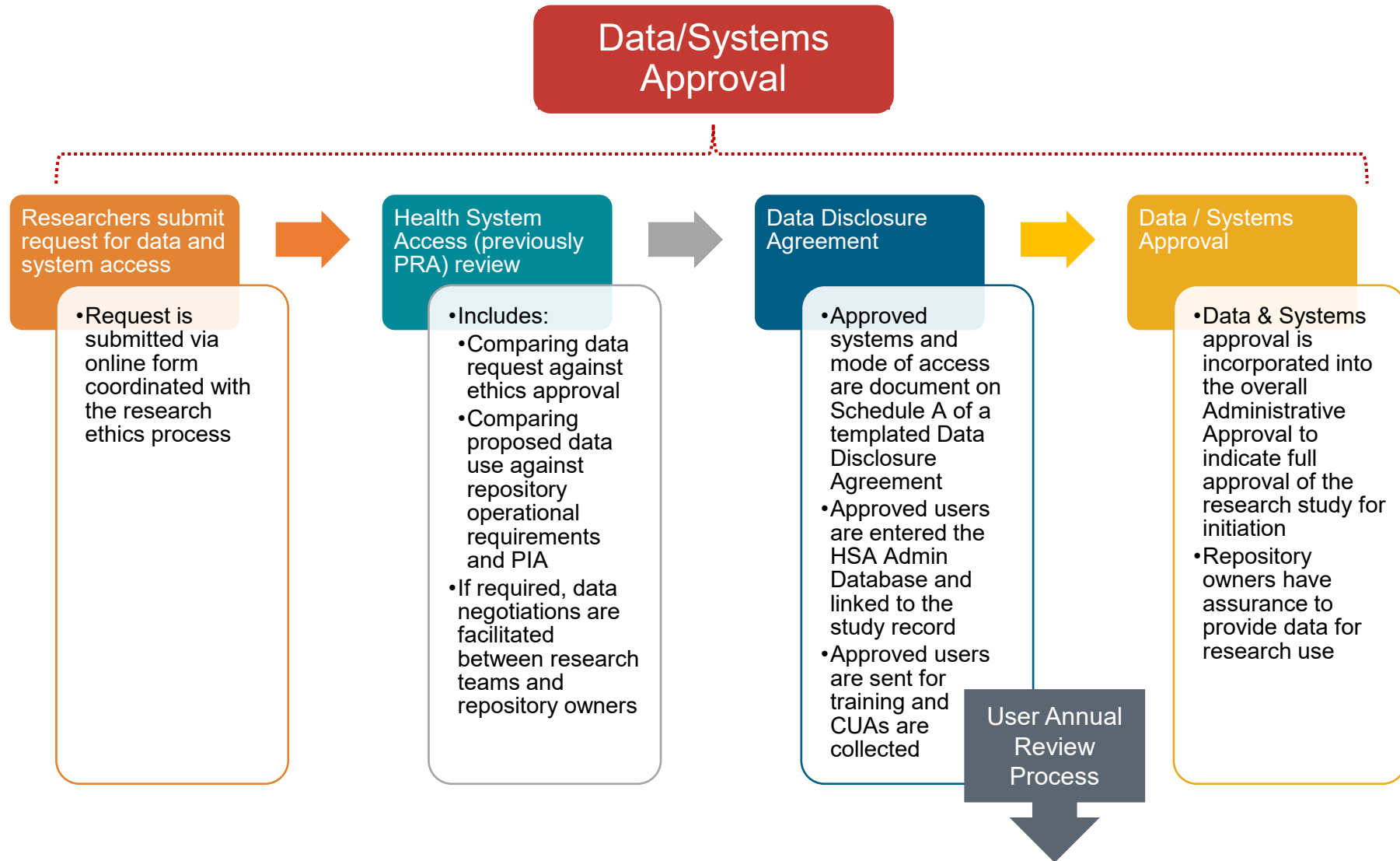
- ALL data access requests are submitted via [HSA Intake](#)

*** Data access tips and resources available at: [HSA Resource Page](#) ***

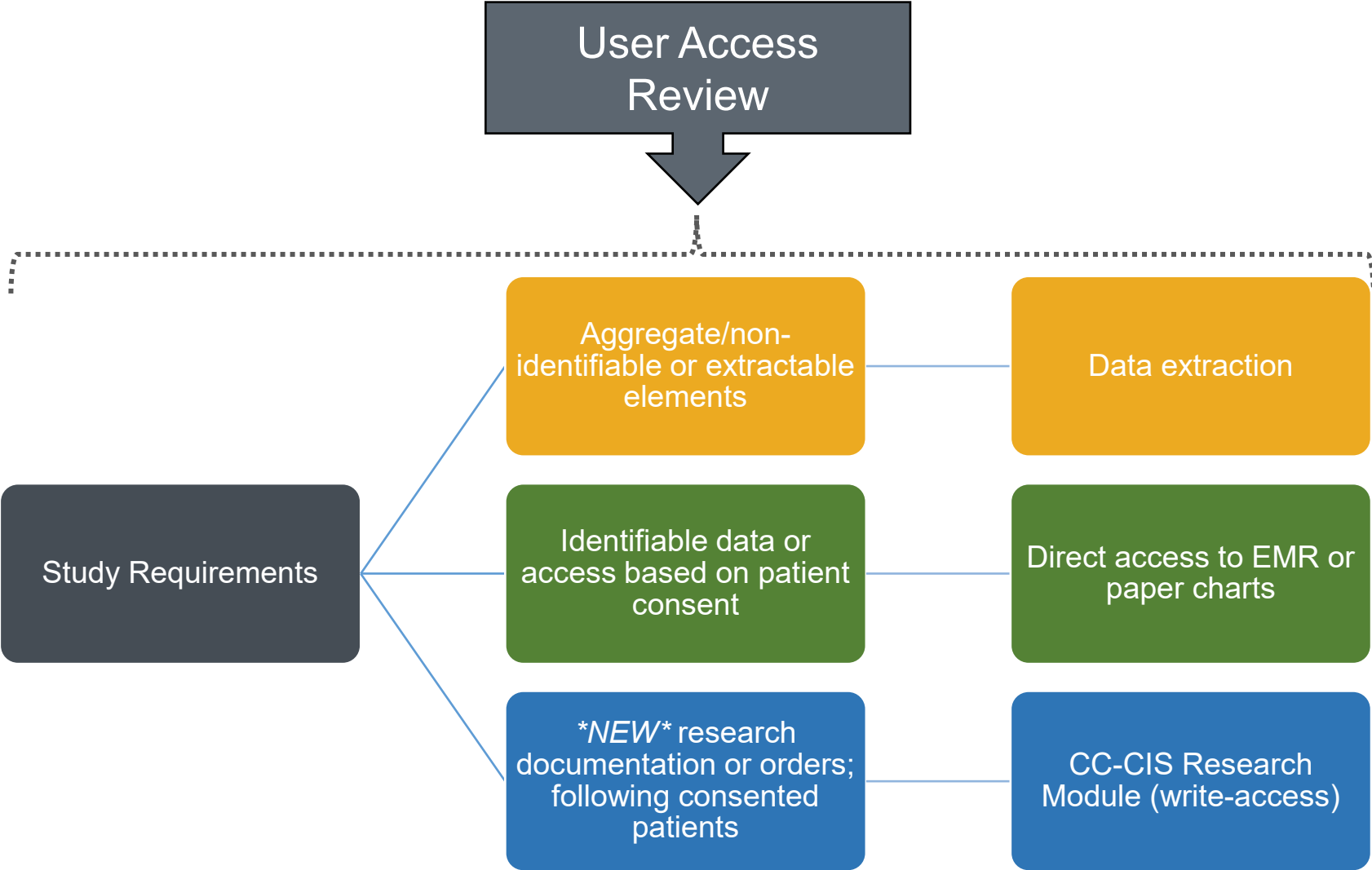
AHS' Health System Access Access – Summarized



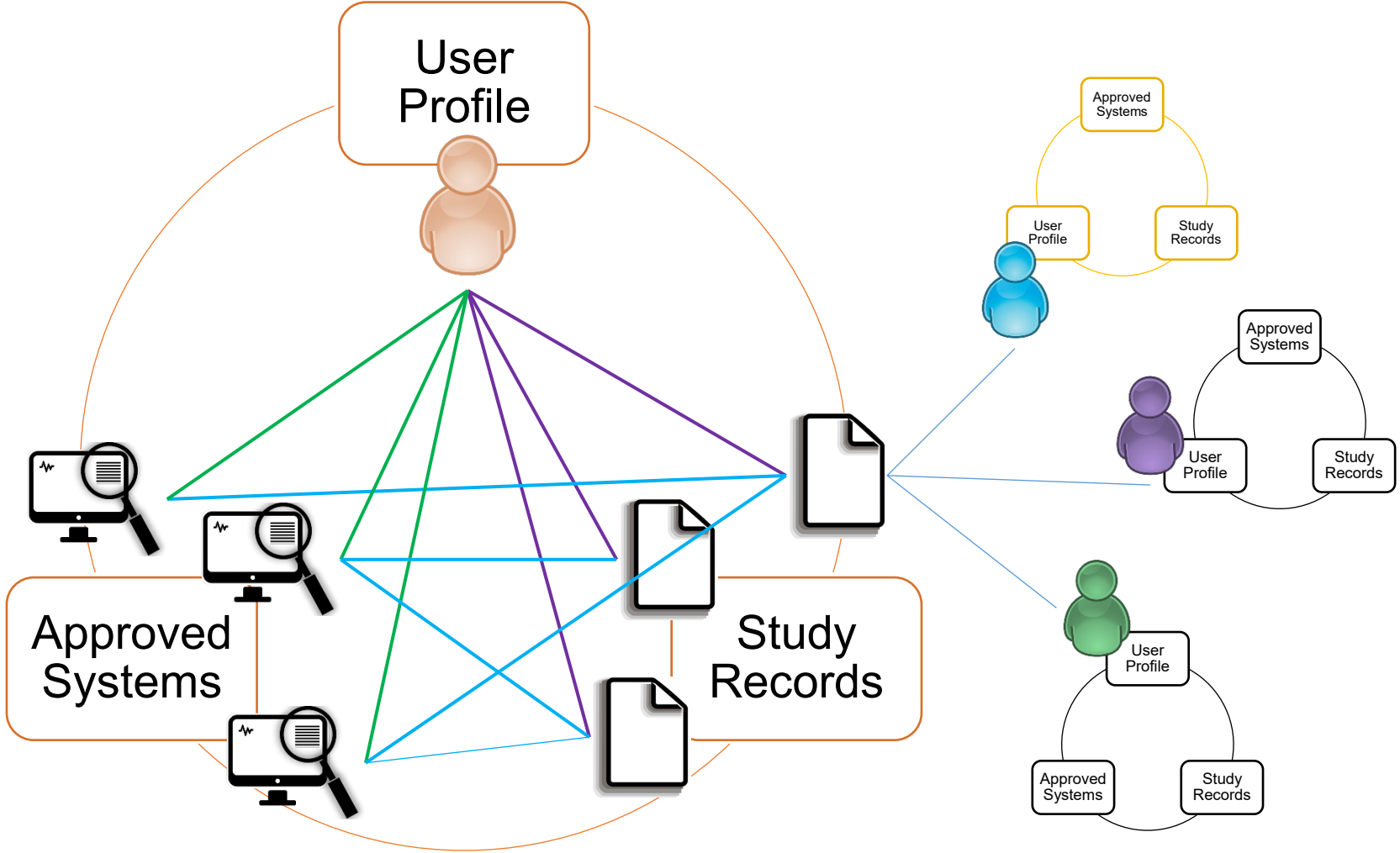
Expanded Data and Systems Approval Process



Data and Systems Use Determination Process



Data and Systems Approval Summarized



Processing Volume

	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Intake	1903	1650	1619	1352
Assessments	992	1304	1267	1349
DDA and AMEs	612	848	876	939
Operational Approvals (outside of Edmonton Zone)	207	341	429	478

How do I submit my data request?

- via HSA Questionnaire

AHS Resource Request for Research

Study Information

Ethics ID: * Study Contact Name:

PI Name: Study Contact Email:

Funding Type: Study Contact Phone:

Study Type:

Will you be submitting or have your submitted a Clinical Trial Agreement, Sub-Site Agreement, Collaborative Research Agreement or any other agreement types of our partnered administrative offices?

Summarize Your AHS Resource Requirements

Will your study require...

...access to any health information/data source(s) from AHS?	<input type="text"/>
...recruitment of AHS patients and/or staff from an AHS facility?	<input type="text"/>
...access to an AHS site and/or resources from an AHS operational area (ie. for the purposes of patient access, on-site EMR access, etc.)?	<input type="text"/>
...Pharmacy services (eg. medication dispensing, preparation, pharmacy staff, etc.)?	<input type="text"/>
...Laboratory services?	<input type="text"/>
...Diagnostic Imaging services?	<input type="text"/>
...Health Information Management services (ie. chart extraction, chart retrieval, archive retrieval, etc.)	<input type="text"/>

How do I submit a user direct access request?

- via IT Access Request for Research from

IT Access Request for Research

This form can be completed either by the person requiring the access or by a requester submitting on behalf of the person requiring access. IT Access (Research) will only be considered for those who are listed as study staff or research personnel on an REB approved study. For assistance with adding additional personnel to your ethics application, please contact your REB technical support helpdesk.

Your personal information is collected under the legal authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used by or disclosed for the purpose of facilitating AHS IT access for research purposes. For questions, concerns or more information about the collection, use or disclosure of your information, please contact Research.Administration@ahs.ca.

Name of Requestor - if you are requesting AHS access on behalf of another user, provide your name

Requestor contact email

SECTION 1: GENERAL INFORMATION

Name of IT access user

Are you an AHS employee?

Do you currently have an AHS login ID?

What access is the user requesting?
Check all that apply.

- AHS network account (AHS login)
- Direct access to AHS electronic health record systems
- Shared drive access on AHS network
- Remote access to AHS network
- External monitor access (Connect Care Portal Request ONLY)

SECTION 2: STUDY INFORMATION

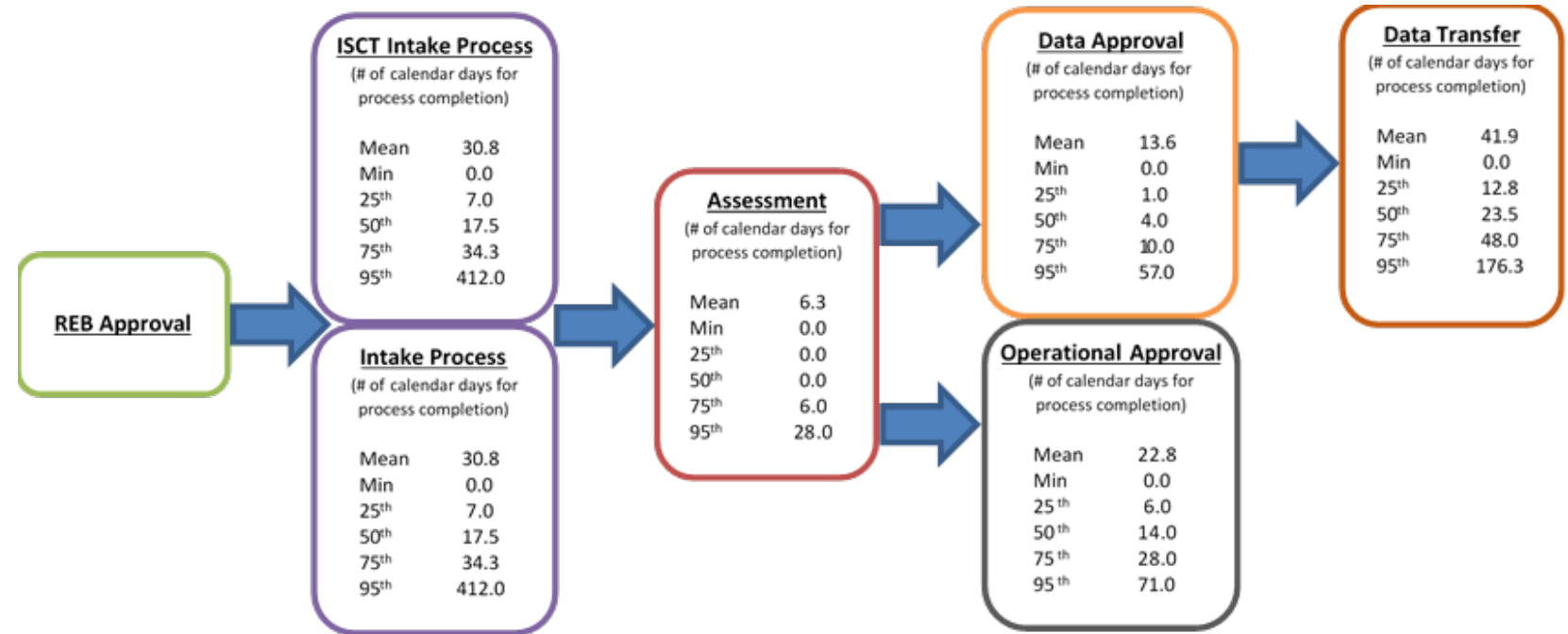
For all research-related access requests, your access must be tied to an eligible REB-approved clinical research study. Please provide up to five studies that you are currently listed as Study Staff within the REB application. If you have more than five studies requiring AHS IT access, please submit this [Excel spreadsheet template](#) to Research.Administration@ahs.ca.

IT Access will only be provided for individuals who are listed as research personnel on an REB approved study.

Study 1 - Ethics ID	Study 2 - Ethics ID	Study 3 - Ethics ID	Study 4 - Ethics ID	Study 5 - Ethics ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Study 1 - PI Name	Study 2 - PI Name	Study 3 - PI Name	Study 4 - PI Name	Study 5 - PI Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How long will it take?

Processing Timelines (FY19-20)



To help shorten your processing timelines:

- Submit your HSA questionnaire as soon as possible
- Fill in the questionnaire completely
- Connect with the operational approvers early

Tips for getting and sharing your data

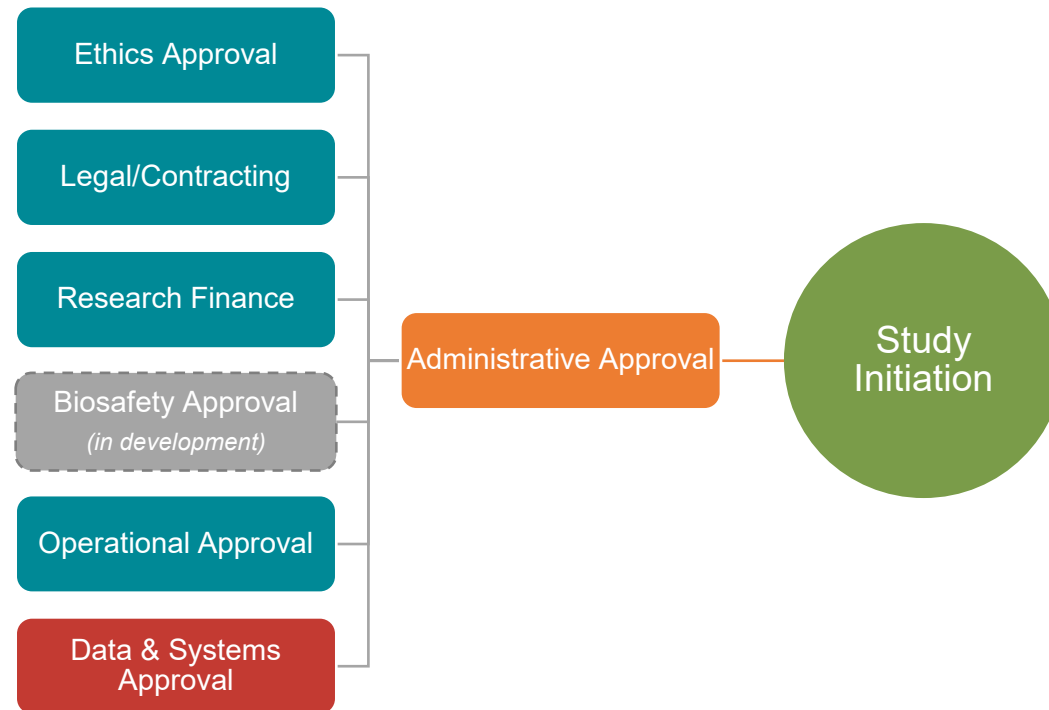
Do your homework – plan ahead

- Where will your data come from?
- How will you get the data (direct access or analyst extract)?
- Do your team members have the access they need?

Does your data include identifiable health information?

- Sharing health data requires data transfer provisions in a contract or data transfer agreement
 - Think about how you will de-identify the data before you share it
-

Health System Access Summary



Bookmark the HSA Research Resource Page:

<https://extranet.ahsnet.ca/teams/AHSRA/SitePages/Home.aspx>
