



# Manitoba Centre for Health Policy

Reminders and What's New 2020?  
(updated April 2020)

# Important Changes & Reminders for 2020





# Information Covered

- Background on Accreditation
- Reminders
- Updates
- Clarification
- New Data
- Updated Documentation
- Updated Cost
- Annual Update

# Background

- This presentation covers information that may have been revised or required further clarification since your original Accreditation Session.
- MCHP requires all individuals working at MCHP, Analysts, and PIs working on a research project through MCHP, to confirm their accreditation information annually.
- All individuals working at MCHP, Analysts, and PIs working on a research project at MCHP, are also required to complete University of Manitoba MCHP Associated PHIA Training, and sign the corresponding Pledge of Confidentiality. This does not need to be renewed annually but the UofM Privacy Office may request an update.

# Accreditation: Background

- Initial session must be attended in person
- Covers 5 Modules
  - Introduction to MCHP
  - Data Repository and Research Resources
  - Administrative Requirements and Research Support
  - Privacy, Security and Confidentiality
  - Project Costs and Timelines
- To maintain access and projects at MCHP Accreditation Information must be updated Annually: either email confirmation information to [MCHP\\_Access@cpe.umanitoba.ca](mailto:MCHP_Access@cpe.umanitoba.ca) or complete the online update [form](#).

# Updated External Documentation

- High level documentation on databases in the MCHP Repository is provided on the MCHP website.
- Specific data dictionaries can be reviewed online from the MCHP training lab.
- [New Database Summaries:](#)
  - Database summaries have been updated and now include a 'boilerplate' summary that may be used in publications.
- [Student Guidelines](#)
- [Contract Funding \(Private Sector guidelines\)](#)
- [Recently added concepts and glossary entries](#) are displayed when browsing the Centre's Concept or Glossary page.

# Feasibility Review

- Prior to starting any project at MCHP the proposed project must be reviewed for feasibility.
  - Allow at least **10 working days** for feedback. If significant questions arise or an incomplete submission is received, a final review and cost estimate may take longer.
  - **This review should be completed prior to submitting the proposal for additional approvals (e.g. HIPC, HREB, CCMB) to ensure consistency and reduce approval related delays.**
- [The Feasibility review process is outlined on the MCHP website under Research Proposal.](#)

# Project Costs

- A cost estimate is provided as part of the MCHP Feasibility review ([MCHP Feasibility form](#)). This is an estimate based on analytic requirements as outlined in the proposal provided. Changes from the initial protocol including ambiguous requirements, additional analyses, methods, or data requirements will change the costs.
- Estimates are valid for one year and are based on the expected time frame provided in the feasibility form and may be weighted to when the work at MCHP is expected.
- The PI is responsible for additional costs, irrespective of the source. Invoices are sent to the PI monthly.
- Please remember, meetings attended by MCHP analysts are billed out at the current hourly rate.



# Project Costs: Continued

- Projects using MCHP resources will be invoiced monthly on a cost-recovery basis at the current hourly rate. The PI must ensure that funds are available to cover any requested work prior to making requests.
- PI may ask the MCHP Analyst how much time has been used at any point to confirm project status.
- Programmatic Grants being used to fund projects at MCHP will require each individual sub-project to be reviewed and estimated independently based on greater detail and an analysis plan, in addition to a proposal for the program as a whole.
- Faculty researchers are encouraged to apply for the MCHP Rady Faculty Research Support Fund ([Submission Form](#), [Terms of Reference](#)).

# Funding Contracts: Reminders

- Once a funder has been selected, to protect the University (MCHP) and the researcher, all contracted research must fit within the [MCHP contract/private sector guidelines](#) and be approved through the UofM Office of Research Services.
- A non-refundable fee of \$2,000.00 will be required for all private sector / industry sponsored applications using the Repository. The fee is for review of the private sector / industry sponsored proposal and contract only, and is not an assurance that a project will receive approval.
- MCHP, HIPC, HREB must be notified of changes to funding sources
- Changing a funding source may have implications with regard to the cost estimate. An new estimate should be requested if funding changes. This is applicable to both currently active projects, as well as new project undergoing changes during the project start process.

# Costs: Student

- Access and use costs for students are offered at a significantly reduced rate, for the duration of their degree/program.
- Students are considered those registered in a degree granting program, who submit separate approvals, and can be identified as the project PI on REB/HIPC applications.
  - Students supervised by MCHP researchers will have the first \$2,600 of their projects costs waived.
- Students working on projects (including their thesis) as part of another project will be considered as analysts.
- For additional information please review the [MCHP student guidelines](#).

# Costs: Remote Access Sites (RAS)

- Starting late Spring 2018, RAS users will be able to access their project information using a VPN from their personal desktop.
- MCHP charges a base rate of \$6,000 per user for RAS access
  - MCHP reserves the right to add additional costs based on excessive access time or space use.
- Note: Direct programming costs will continue to be billed out directly to the individual project/researcher, on a cost recovery basis.

# Approvals: Reminders

- MCHP will provide a list of approvals required as part of the feasibility review. Please ensure to check your MCHP Estimate Letter for details on MCHP assisting you in obtaining approvals from select data providers (e.g. Families, Vital Statistics, WRHA).
- Approvals must be obtained from all data providers when using their data. At minimum, approvals must include:
  - REB, HIPC, Researcher Agreement
- To access any Indigenous (First Nations, Metis, Inuit) related data, request analyses that may identify indigenous communities, or identify information that could be attributed or stigmatize these populations, requires demonstrated community engagement.



# Approvals: Reminders

All submissions must identify the same PI, project title, and data request table.

Approval requests that have any differences in this information will be significantly delayed or returned.

# Approvals: Reminders

Per [MCHP guidelines](#), graduate students using the Repository are expected to obtain their own set of approvals.

Students in the Community Health Sciences department are required to obtain their own approvals.

Supervisors are encouraged to confirm their department's regulations regarding students obtaining thesis/dissertation-specific approvals.

# Approvals: REB Renewal Reminders

- Annual Renewal Reminders and follow-ups are sent directly from HREB to the PI and/or their research support rather than the Repository Access Unit at MCHP.
- To ensure uninterrupted data access, MCHP requires a copy of the REB annual approval to be provided to [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca) within one month of the previous annual expiry
- Reporting requirements for annual updates can be found on the [MCHP Project Reporting and Annual Renewal webpage](#).



# What Is Repository Data

- MCHP takes responsibility for Repository Data
  - Ongoing data installation and agreements
  - Meta-Data Documentation
  - Data Quality Assessments
  - Can be used in multiple projects (with approval)
  - Full list of available databases found [here](#) on MCHP's website.
- Data at MCHP: Project Specific Data
  - Researcher arranges for data disclosure and agreements. Agreements are with the providing organization and the researcher
  - Extraction, transfer, formatting, and tracking is the responsibility of the researcher
  - Usually only disclosed for a single research project
  - De-identification arranged by the researcher
  - Documentation, agreements for disclosure/use, and appropriate use is the researcher's responsibility

# Project Specific Data Access/Use: Clarifications

- Project Specific Data is only available for the identified project, and requires data access approval from the designated source, prior to project start.
- Researchers must make their own arrangements for disclosure approval, transfer, and linkage of external datasets. Project Specific data must be clearly identified on the [MCHP Feasibility form](#) Appendix 2.
- Approvals for project specific data are between the researcher and the providing organization.
  - **Please Note:** Incomplete submissions of this form could result in a delay in bringing in the requested data.

# Additional Data: 2019/20

- MCHP has brought in several new databases over the last year:
  - Canadian Neonatal Network (CNN) 2010-2018
  - Winnipeg Fire Paramedic Service (WFPS) 1999-2018
  - Immigration, Refugees and Citizenship Canada (IRCC) 1985-2017
  - Manitoba First Nations Research File Registry 2016
  - Corrections Management System 2002-2019
  - Most data updated to 2018/2019
- [A list of the databases available within the repository can be accessed on the MCHP website.](#)
- Keep in mind that some databases haven't been updated/are discontinued:
  - Public Health (2007/2008)
  - MRI (2003/04)
  - Emergency Care: ADT/ e-Triage (2010)- data newer than 2010 is part of the Emergency Care- Emergency Department Information System (EDIS) database (2014/2015)
  - Home Care Utilization (MSSP) (2015) – Data now collected in Procura
  - MSSP: Manitoba Support Services Payroll (2015)
  - MIMS: Manitoba Immunization Monitoring System (2015/2016)

# Research Projects: General Reminders

- Meetings with analysts take time and are billed on a hourly rate. Although some time is added to the project estimates for meetings, it is not a significant amount.
- Consider making decisions on analysis direction as clear as possible.
- Project specific data provided to MCHP as a part of a project is the responsibility of the researcher. Documentation, data validation/cleaning, and tracking are typically not part of the cost estimate.
- Time spent doing things like: pulling drug definitions, formatting results, significant cleaning, doing literature review, and graphing are not typically included in the time estimate.
- Every project includes a limited amount of time for re-runs, clarifications, and corrections/updates as part of the estimate. The cost for completing this is the responsibility of the researcher to cover.

# Researcher Agreements: Reminders

- Every project requires a signed research agreement between the Researcher, U of M and Manitoba Health, Seniors and Active Living to meet the requirements under section 24 of PHIA.
- MCHP will facilitate the initial Researcher Agreement process with a turn around time of approximately three weeks.
- The Researcher Agreement packages (2) must include: •Agreement paperwork •REB approval •Data provider approvals •Proof of funding •HIPC submission and approval •All other documentation/correspondence requested by or provided to HIPC prior to the final approval being issued.
- MCHP is working with the UofM and Manitoba Health to allow the use of digitally signed documents (April 2020).

# Researcher Agreements: Reminders

- Effective August 25, 2017 a new MCHP-initiated Researcher Agreement was put into place. Prior to completing this new agreement be sure to read it carefully. **Notable changes include the following:**
- SECTION 2.00 – RESEARCH PROJECT
  - The new Researcher Agreement (RA) requires that the researcher state the start and end date of the project as a four year term.
  - Any project extended beyond 4 years will require an extension agreement (2 years) which will be initiated by Manitoba Health, Seniors and Active Living (MHSAL) sometime prior to the RA anniversary date. This recent change is based on a PHIA requirement.

# Amendments: Reminders

- **Please do not submit any amendments prior to final approval and completion of the researcher agreement.**
- Please ensure amendments are carefully reviewed prior to submission, to confirm the content provided and requested matches that which is on file with: the data providers, MCHP, HIPC, and HREB; as well as, corresponding approvals match what is being requested for analysis
- **Amendment submission forms and approvals for projects must be sent to the MCHP Repository Access Unit ([mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca)) in one clearly labelled package. Amendments that do not fit this formatting may be returned to the PI**
- Amendments need to be sent to and approved by the project's original approving agencies; MCHP has templates for expedited amendment submissions to Data Providers for which they assisted in obtaining original data access approvals.
- Reporting requirements for amendments can be found on the [MCHP Amendments website](#).

# Publication/ Presentation: Reminders

- **All data providers including HIPC require notification 30 days prior to any publication/ presentation of unpublished data (MCHP deliverables and private sector projects have a different set of requirements).**
  - MCHP has publication and presentation notification templates for the Data Providers they assisted in obtaining original data access approvals from. Please email [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca) with your MCHP Project Number, Project Title and PI for copies of the templates and corresponding instructions for submission
- All publication/presentation submissions need to include the HIPC Reference Number, Project Title, and Principle Investigator's name.
- The following wording **must** be included in the [acknowledgments](#) of any publication including posters:

*The authors acknowledge the Manitoba Centre for Health Policy for use of data contained in the Manitoba Population Research Data Repository under project # (HIPC#). The results and conclusions are those of the authors and no official endorsement by the Manitoba Centre for Health Policy, Manitoba Health, Seniors and Active Living, or other data providers is intended or should be inferred.*
- [Data Use and Output Guidelines are on the MCHP Website.](#)



# Questions?

- Charles Burchill, Associate Director for Data Access and Use
  - [Charles\\_Burchill@cpe.umanitoba.ca](mailto:Charles_Burchill@cpe.umanitoba.ca)
  - 204-789-3429
- Questions about accreditation, feasibility review, and approval process can be directed to:
  - Charles Burchill
  - [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca)
- Vetting requests email: [ras-vetting@cpe.umanitoba.ca](mailto:ras-vetting@cpe.umanitoba.ca)
- SAS, technical questions email: [support@cpe.umanitoba.ca](mailto:support@cpe.umanitoba.ca)



*Thank You!*

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