



# Manitoba Centre for Health Policy

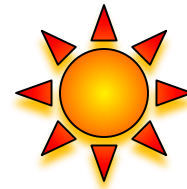
## Accreditation 2020

# Administrative Requirements & Research Support



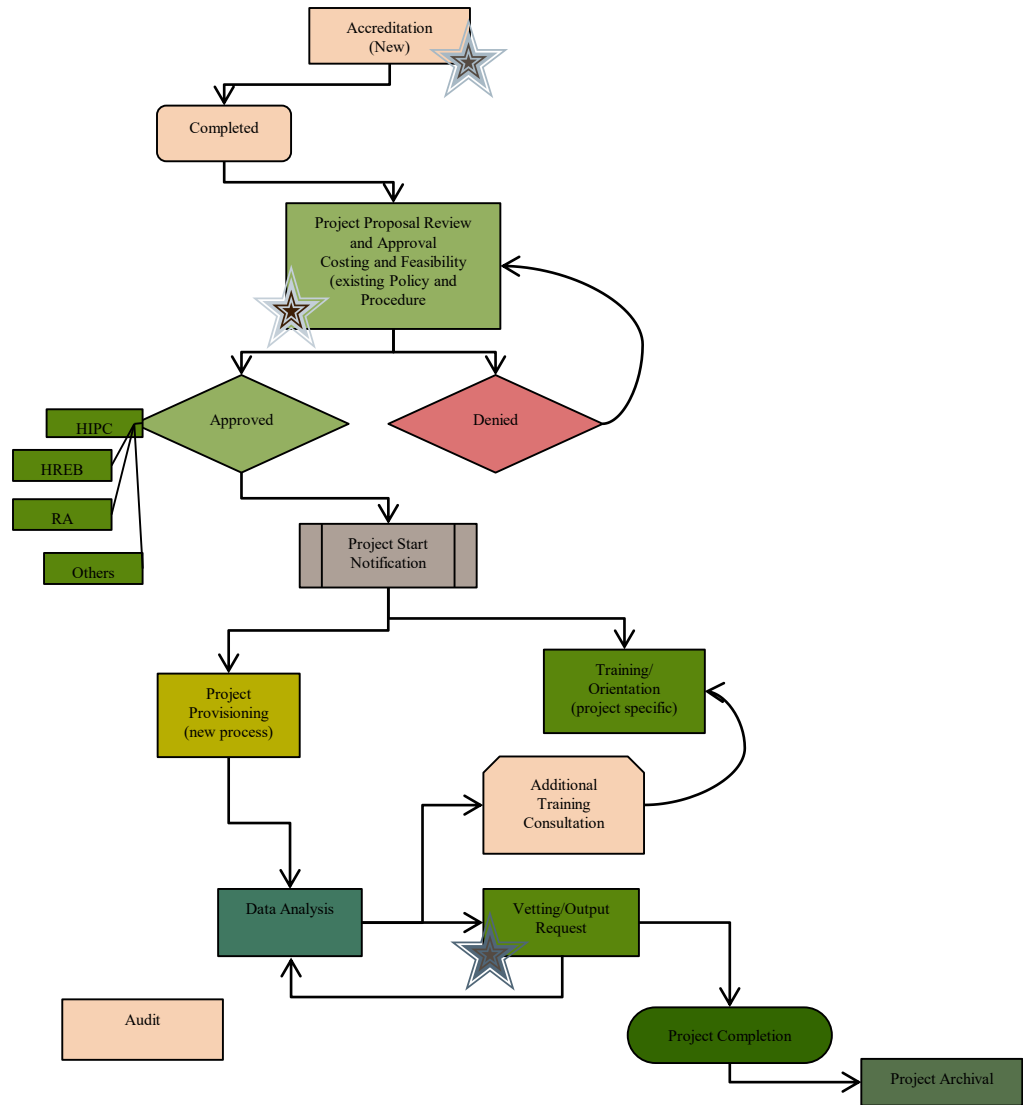
# Modules

- [Introduction to MCHP](#) History, operations, resources and products of MCHP
- [Data Repository and Research Resources](#) Databases housed in the Data Repository and Research Tools for using and analyzing the data: Research Protocol, Glossary, and Concept Dictionary
- [Administrative Requirements and Research Support](#) Services and Assistance provided
- [Privacy, Security and Confidentiality](#) Access, use, and disclosure of MCHP data, i.e., legal requirements, basic obligations and how to meet them
- [Project Costs and Timelines](#)



MCHP Accreditation Home

# Access and Use of Repository Data: Process



# Proposal Review and Project Approval

## Obtain MCHP approval

- Complete an [MCHP Project Feasibility and Data Access Quote Request](#) form.
- Review requirements for
  - [Contract and Private sector funding additional requirements](#)
  - [Student Projects](#)
- Submit a [research proposal](#)



## Obtain approvals

- University approval – Health Research Ethics Board ([HREB](#))
  - Reminder requirement to complete [TCPS 2: Course on Research Ethics \(CORE\)](#).
- Government approval – Health Information Privacy Committee ([HIPC](#)).
  - Requires proof of funding and proof of approvals from other data providers
- Other database providers as required
- [Additional University requirements](#)  
(e.g. Funding Application Approval Form (FAAF))
- Per MCHP guidelines, graduate students require their own set of approvals.
- Complete a Researcher Agreement (RA)
  - RA must be accompanied by HIPC submission and approval, HREB approval, proof of funding, research protocol, and data providers approvals.
  - Completed agreement between Researcher, U of M & Manitoba Health after all approvals are in place.
- All submissions must identify the same PI, project title, and data request table.

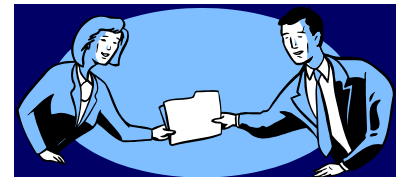
# Ongoing Reporting Requirements

- [Study Amendments](#) – HREB and HIPC, other data agencies
  - Includes: additional researchers, changes in funding, change in scope of research, change in data required (including updates)
  - Must be sent to MCHP in one package
  - Do not make amendments during the initial approval phase
- [Annual Study Status Report](#) – HREB
- [Annual Accreditation](#)



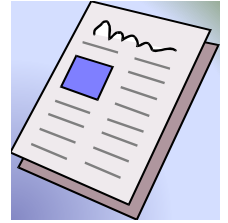
# Provisioning & Analysis

- Project Provisioning
  - Name of project
  - Assign:
    - Space on system
    - Account - complete form (if required)
    - Access permissions
    - System and Access orientation
- Analysis
  - Completed by MCHP staff or identified external analyst
  - Done on the MCHP computer system using SAS
  - Results vetted and transferred





# Publication/Presentation



## Disclosure Requirements:

- Tables and Figures must represent aggregate data
- Confidentiality and Consistency
- [Acknowledgements](#) must include HIPC approval number and:
  - 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, or other data providers is intended or should be inferred. Data used in this study are from the Manitoba Population Research Data Repository housed at the Manitoba Centre for Health Policy, University of Manitoba and were derived from data provided by Manitoba Health and (name other data providers).

# Publication/Presentation Review Timeframe - Days

	<b>HIPC (Manitoba Health)</b>	<b>MCHP</b>	<b>Other Providers</b> (some specific DAS may have further requirements)
<b>Articles (publications, thesis, news release)</b>	<b>30 days</b>	<b>30 days</b>	Prior to public release
<b>Presentations (with handout, abstract, or compendium)</b>	<b>30 days</b>	<b>30 days</b>	Prior to public release/presentation
<b>Oral Presentation only</b>	<b>30 days</b>	<b>30 days</b>	Prior to public presentation

Publications/presentations based on Manitoba Health Deliverables require special permission prior to release.

# Project Completion and Closure

- Researcher notifies MCHP the project is closed, or approvals have not been maintained
- MCHP may notify Researcher prior to the HREB annual approval deadline and archival
- [Final Study Status Report](#)
- Project is Archived



# MCHP Provided Support

- Review of proposals for feasibility and cost estimates (this step is required prior to submissions to HIPC)
- Annotated examples available for HIPC and HREB application forms
- Assistance with approvals and ongoing project revisions to data providers for repository data access and use
- System and data orientation
- Data documentation
- Space if necessary, billed monthly on a cost recovery basis



# MCHP Provided Support Remote Access Sites

- VPN access from desktop
- 412 Brodie
  - MCHP-supervised students only



# Analytic Support

- MCHP Analyst completes required analysis based on input and direction from researcher

OR

- Data Extraction completed by MCHP analyst, researcher or external analyst completes analysis
- Analytic and Data Support are billed on a cost recovery basis
- SAS is the primary analytic software approved for use with the Repository. R and STATA are available with some limitations.
- SAS training



SAS Canada Home



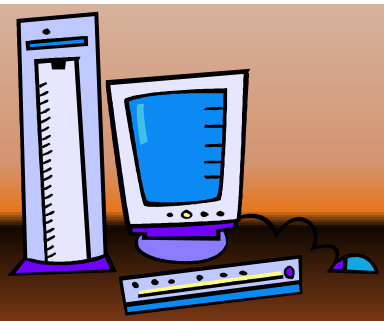
R Statistical Computing



STATA data analysis and statistical software

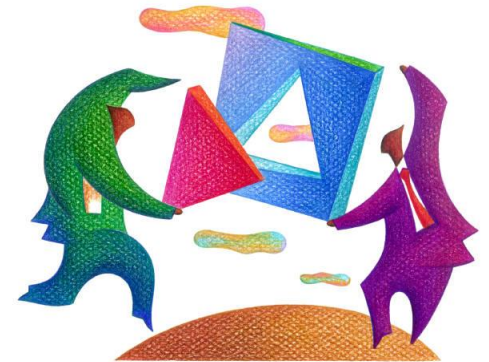
# System Support

- System Access (MCHP offices/RAS)
- Backup/Restore
  - Note: restore of data is only possible for active projects (current HREB approval)
- Providing system space and data access for project



# Common Notification Oversights

- Feasibility review
- Adding new researchers to projects
- Changes in PI, project title, or data request table
- Additional approvals (e.g. Education, Dept. of Families)
- Attaching schedule A/B to Researcher Agreement
- Notification of presentations to data providers
- Publication Notification
- **Graduate students require own project approvals**
- Amendments and updates (to MCHP)
- Forgetting annual HREB update or final report
- Changes in Funding Source





# MCHP Support

- 204-789-3429, [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca) – Single point of contact
- Available only during regular office hours
- Time spent on data extraction, analysis, and project specific system support is on a cost recovery basis to the identified project
- When asking for support, identify project (MCHP, HREB, or HIPC) reference number

# *Thank You / Questions*

- [umanitoba.ca/centres/mchp](http://umanitoba.ca/centres/mchp)
- [facebook.com/mchp.umanitoba](https://www.facebook.com/mchp.umanitoba)
- [https://twitter.com/um\\_mchp](https://twitter.com/um_mchp)  
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