

Manitoba Centre for Health Policy

Reminders and What's New in 2021?
(updated September 2021)

Territory Acknowledgement

MCHP acknowledges that we live and work on Treaty 1 land, the home of the Anishinaabe, Cree, Oji-Cree, Dakota and Dene peoples and the homeland of the Métis Nation. We respect the treaties that were made on these Territories, we acknowledge the harms and mistakes of the past, we recognize the ongoing present day colonial violence that is faced by Indigenous peoples within healthcare, education, justice, child welfare and government systems and we dedicate ourselves to moving forward in partnership towards decolonization in the spirit of reconciliation and collaboration.



Important Changes and Reminders for 2021



Information Covered

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

Background

- This material 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 research projects 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 periodically.
- The Initial session must be attended in person, annual updates are completed through an online survey.

Updated External Documentation

- High level documentation on databases in the MCHP Repository is provided on the MCHP website.
- [Database Summaries](#):
 - Database summaries include a ‘boilerplate’ summary that may be used in publications.
- [Recently added concepts and glossary entries](#) are displayed when browsing the Centre’s Concept or Glossary page.

Costs: Students

- 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 project costs waived.
- Students working on projects (including their thesis) as part of another project will be considered as analysts.

Fee Changes – MCHP Researchers

- All users will now be charged an Annual Project Fee. The new fee structure will be phased in for new projects, and feasibility estimates will include them from summer 2021. All current projects will be charged according to the previous fee structure.
- **Annual User Fee** - \$3,500 (some discounts are available, fees are waived for student-led projects i.e. student is PI)
- **Annual Project Fee:** Year 1 - \$5,000
- **Subsequent years until closed** - \$500 (no fees for student-led projects i.e. student is PI)
- **Hourly Fee for Data Preparation and Analyses** - \$105 per hour
- **Student-led projects** - \$50 per hour

Fee Changes – External

- All users will now be charged an Annual Project Fee. The new fee structure will be phased in for new projects, and feasibility estimates will include them from summer 2021. All current projects will be charged according to the previous fee structure.
- **Annual User Fee** - \$3,500 (some discounts are available, fees are waived for student-led projects i.e. student is PI)
- **Annual Project Fee:** Year 1 - \$6,000
- **Subsequent years until closed** - \$600 (no fees for student-led projects i.e. student is PI)
- **Hourly Fee for Data Preparation and Analyses** - \$115 per hour
- **Student-led projects** - \$50 per hour

RITHIM

- Research Improvements Through Harmonization in Manitoba.
- Health Research Review will be centralized - instead of multiple Ethics, Privacy, and Impact. Single Submission and Review Point
- Expect Rollout late 2021
- More Information: <https://www.rithim.ca>

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: 2020/21

- 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.

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) in one clearly labelled package or email. 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](#).

Breach – Definition and Reporting

- Breach
 - Individual records or personal information released/disclosed
 - Within system/MCHP
 - Externally
 - Individual records or personal information used or accessed outside of approvals
 - Integrity of data is compromised
 - Small numbers released/disclosed
 - Release of results outside of process (e.g. published without review)
- Reporting
 - Notification of direct supervisor/MCHP
 - Review/Extent
 - Notification of UofM/Gov - Access and Privacy Office, MB Gov Dept/MH
 - Review - what was the breach is further investigation necessary
 - Correction/Follow-up
 - Documentation

Questions?

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

Thank you!

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- [Return to University of Manitoba Site](#)