

## MCHP Remote Access Site - User and Site Process

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The Manitoba Centre for Health Policy (MCHP), with support of a CFI Leading Edge Fund, set up the technical capabilities for remotely accessing the MCHP Population Health Research Data Repository (Repository) through either managed terminals or a desktop Virtual Private Network (VPN) to the Remote Access System (RAS). Remote access is restricted to designated locations using equipment managed by MCHP or through an MCHP managed VPN from a Windows computer. This document provides site and user information with regard to the RASs themselves including, process for access, and site-specific contacts.

MCHP is responsible for the RAS terminal or VPN requirements along with the corresponding controls, such as: userID, RSA tokens, project provisioning, firewall and VPN connections.

Prior to gaining access to the Repository a user must be identified as having line level data access on an approved project.

The following are the steps involved with gaining access to the Repository through the RAS.

### Account and Project Approval

1. Approved Project: The process for having a project reviewed and approved can be found on the MCHP Website under [Applying for Access](#)
  - a. The Principal Investigator (PI) must contact the MCHP Associate Director of Data Access and Use (ADDAU) or designate to have a project provisioned on the RAS ([mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca)). Please reference the MCHP project number, Health Information Privacy Committee (HIPC) approval number, full title of the project and PI. The analyst that will need to have access to the Repository should also be identified. A short name for the project will be required and is used to reference on the system—typically this is a unique reference to the project that will be used in provisioning directories and data set names (See point #5 under “Project Provisioning and Data Set-Up”).
  - b. A MCHP Computer Account Application form and Computer Account Use Agreement must be completed. Non-UofM analysts will also need to complete a sponsored account request. These forms can be requested from the MCHP Repository Access Unit at [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca).

## Physical or VPN Access to RAS

2. If access will be through a user managed computer: contact the ADDAU for the minimum required system and network requirements.
3. If access will be through an existing RAS terminal: contact the site administrator of the RAS location. See *Appendix 4: Remote Access Site Contact List* for site-specific administrative contact information. Minimal project information will need to be provided (title, PI, HIPC number). Having an approved project does not mean access to the site has been granted. The RAS site administrator will contact the Repository Access Unit to confirm the active project and user ([mchp\\_access@cpe.umantioba.ca](mailto:mchp_access@cpe.umantioba.ca)). Each site may have its own approval and access process.
4. A meeting with the ADDAU will be required to set up initial login, system training, orientation, and review access.

## Project Provisioning and Data Setup

5. Once a project has been approved and provisioned a meeting will need to be set up with the ADDAU or delegate to review data requirements, confirm data extraction, and for access requirements. At this meeting the project short name, previously referred to, must also be identified.
6. Space will be provisioned by MCHP on the system (RAS/Salvare) and access permissions set for the analyst.
7. Programing code will be saved in the P:\ directory (shortname) associated with the project.
8. Extracted and project specific data set will be saved in the SAS PROJECT library (or data/site specific library). Every dataset will be prefixed with the project short name.

## Data Transfer to RAS system (Non-Repository)

9. If data has been identified or provided through Manitoba Health, Seniors and Active Living (MHSAL) as project specific data it will need to be loaded by the ADDAU or one of the MCHP Data Acquisition staff. MCHP can only accept de-identified, statistical, or anonymous data for transfer to any analysis system. If there are anonymous files (e.g. look up tables) that need to be loaded this can be done by contacting the ADDAU directly and providing the files in a suitable format. When requesting non-repository data to be loaded on the system please provide the Project Shortname, and identify the analyst that requires access to the data.

## Statistical Output

10. Identified output must be requested through a vetting process for transfer off of the RAS. Output must be anonymous, statistical, or aggregated using the current MCHP requirements.
  - a. Output can be requested using the Vetting Request form on the RAS System. Requested files are reviewed by MCHP for the following items:
    1. Fit within the project approvals
    2. Small cell sizes in any results
  - b. If a request is denied a detailed email message will be sent regarding the reason.

- c. If a request is approved an email message will be sent detailing how to access and download the file from a computer connected to the internet. Your RSA token, userID and password will be required to access the system.

## **Project Closure**

11. Projects will be closed when the U of M Research Ethics Board or Researcher Agreement approval expires, submission of a final study status report, or at the request of the PI. Note: the analyst will be contacted by the Repository Access Unit if the project was closed due to approval expiration or inactivity. When a project is closed, all of the associated files are archived.
  - a. If there is only one project associated then proceed to Step 12: Account Closure and contact MCHP IT Manager or ADDAU.
  - b. If only one analyst is associated with the project their access will be discontinued (see next).

## **Account Closure**

12. Accounts will be closed or locked for the following reasons:
  - a. When an analyst has left or their last associated project is finished
  - b. Project or user account is inactive for longer than 6 months
  - c. Annual Accreditation is not up to date
  - d. RAS site administrator notifies MCHP that researcher/analyst is no longer obtaining access to site

In the event of an account closure, the RAS site will be notified that access should be discontinued or the RAS site will notify the Repository Access Unit when an individual no longer requires access (e.g. retirement or graduation). An account may be locked rather than deleted for reasons such as: disability, maternity leave, sabbatical, etc. at the discretion of MCHP.

## **Project Archival**

13. Once a project has been closed, it will be archived by the MCHP. Data associated with an archived project can only be restored with confirmation that there are active REB/HIPC approvals, and a current researcher agreement.

## **Amendments**

14. Additional changes or updates such as: the addition of new team members, addition of new databases or data years, and changes in objectives, may be made to previously approved RAS projects. Contact the ADDAU at [mchp\\_access@cpe.umanitoba.ca](mailto:mchp_access@cpe.umanitoba.ca) about your amendments and to obtain the required amendment templates for non-MHSAL data providers on the project. For further information on the completion of study amendments, ensure to check *Subsection 1: Study Amendment Requirements* under the heading [Reporting Requirements](#) on the MCHP website. When asking for additions or changes the following must be provided: the project name, short name, MCHP project number, PI name, and any amendment approvals associated with the project.

## **Problems/Questions**

15. If there are issues or problems regarding the RAS, approved project, data, approvals, etc. contact the ADDAU or email [support@cpe.umanitoba.ca](mailto:support@cpe.umanitoba.ca). See *Appendix 4* for ADDAU contact information.

## **Research Ethics Note**

16. The REB of note will need to be a Canadian Academic REB that meets the TCPS 2 requirements for REB. Users will need to seek project approval from the specific REB that has approving authority for their faculty or institution (e.g. ENREB, PSREB, JFREB) and provide that approval in lieu of HREB approval with their project documentation.

## **Appendices:**

- *Appendix 1. MCHP Project Process Flow Chart*
- *Appendix 2. Process for Account and Project Provisioning Analysis Systems*
- *Appendix 3. RAS Check List*
- *Appendix 4: Remote Access Site Contact List*