

MSQC PSO Policies and Procedures

Title of Policy: MSQC PSO External Data Request Process	Policy Number: 200.07
Effective Date: 1/10/2013	Responsibility: Data
Revision Date: 10/19/2016	

I. Purpose

The purpose of this document is to inform MSQC PSO member hospitals of the steps required to fulfill a request for data and/or reports from the MSQC PSO Coordinating Center..

II. Background

MSQC PSO member hospitals can request specific data sets to be provided by MSQC PSO. MSQC PSO issues access to ad hoc reports, de-identified data sets, and limited data sets for the purpose of conducting quality improvement projects and research investigations.

III. Policy

As part of the University of Michigan Hospitals and Health Centers (UMHS), all data requests will adhere to the guidelines set forth by the UMHS compliance program, the MSQC PSO Service Agreement, and the BCBSM Masters Service Agreement.

The MSQC PSO Service Agreement does not allow hospitals' MSQC PSO data to be released in any format or circumstance that identifies the hospital or its medical or professional staff as the contributor of its specific data, except to the hospital or as requested by the hospital.

The confidentiality of the hospital name will be maintained through a unique, randomly-assigned hospital identification code. A different hospital ID series will be assigned for each project and the key will be securely maintained by MSQC and will not be made available to the researcher.

If the proposed project involves collecting additional data from participating hospitals (i.e. data other than provided by the MSQC Private Workstation), permissions from MSQC PSO participating hospitals and/or notification to BCBSM may be required prior to data collection.

Whenever possible, the MSQC Publication and Research Advisory Committee should be given a copy of any manuscript submission for publication for review/visibility. The Committee will review for appropriate use of the data and insure proper non-identification standards have been met in accordance with the Patient Safety and Quality Improvement Act (PSQIA).

IV. Procedure

1. The requestor should determine the type of data request or report.

a. Collaborative-Wide Identifiable data

Collaborative-wide identifiable data will not be released via the MSQC data request process. For the purposes of this policy, identifiable data includes PHI identifiers as well as provider identifiers.

b. Site Specific Identifiable data

Should a requester require site specific identifiable data, the MSQC Coordinating Center will:

- i. Provide a limited dataset. (see limited site specific data below)
- ii. Direct the requestor to work directly from the site Surgical Clinical Quality Reviewer (SCQR) to link any relevant data in accordance with their IRB.

c. De-identified Data

A completely de-identified dataset of collaborative data is available to participating sites with no further information, but are only issued to MSQC participating hospitals under the permission of the requestors' Surgical Champion.

d. Limited Site Specific Data

If a site is requesting a limited data set from their hospital ONLY, the MSQC Coordinating Center will:

- i. Provide a limited dataset. (see limited site specific data below)
- ii. If the project involves the re-identification of patients, direct the requestor to work directly from the site Surgical Clinical Quality Reviewer (SCQR) to link any relevant data in accordance with their IRB.

e. Limited Collaborative-Wide Data

Requests for data sets/reports that include data from other participating hospitals (i.e. collaborative wide information) and/or future data collection will require a fully executed Data Use Agreement (DUA) prior to the release of any MSQC PSO data. If the request requires a DUA, an MSQC PSO staff member will obtain a signed Data Use Agreement (DUA) from the UM Regents on behalf of the Data Requestor.

2. All data and report requests should be received via the MSQC PSO data request form:

https://umichumhs.qualtrics.com/SE/?SID=SV_cGSmFmHGwQR2Yn3

- a. Additional communications regarding the data/report request can be emailed directly to: MSQCDataRequest@med.umich.edu

- b. If applicable, the details of the project may be further reviewed by the Publication and Clinical Research Advisory Committee.
3. Data will not be released without these completed forms on file.
 - a. Completed MSQC PSO Request Form for Data and Reports
 - b. Completed Variable Request Form
 - c. IRB Application/Project Protocol and Approval/Exemption/Not-Regulated Letter (If Applicable)
4. Approved data releases will be sent via secure e-mail, MiShare, or MBox to the data requestor in an encrypted, and/or password-protected format.
 - a. A random assignment method of unique hospital IDs will be used to anonymize providers.
 - b. Appropriate data dictionaries should accompany the data file to insure proper interpretation of the data.

V. References and Resources

- [MSQC Data Request Form](#)
- Defining a Limited Data Set