

Manitoba Population Research Data Repository

Repository Data vs Non-Repository Data

June 12, 2021



The MCHP Project Feasibility and Data Access Quote Request form requests that investigators select databases of interest from the Repository list and complete a separate page (Appendix 2) to describe any other data that may be brought in specifically for the given project. This distinction is important because it will determine responsibilities for data management.

1. **Repository** data refers to data available for general use for approved projects. The Data Management staff at MCHP are responsible for the preparation and installation of repository data.
2. **Non-Repository / Project data** refers to data brought in by an investigator that is intended for use only by that project. While MCHP may provide some assistance, management of such data is primarily the responsibility of the investigator. The following table outlines the responsibilities of each party.

MCHP responsibility	Researcher responsibility*
<p>Data conversion – from provided format to SAS.</p> <p>Data preparation – install in the appropriate project location in the MCHP system in a usable format. Confirm that the number of records/fields matches the number expected based on original data provider.</p> <p>Crosswalk file checks – to ensure encrypted PHIN/scrambled ID links to the provided data.</p> <p>Identifier checks - for valid PHINs, fields that could contain individual identifiers (e.g., free text fields), etc.</p> <p>Field conversions - fields that are normally ‘faked’ (e.g., MD numbers) will be converted.</p> <p>Data archiving - Once the project is complete, data will be archived and removed from MCHP systems (even if the data is approved for use in another project).</p>	<p>Approvals - Ensure all required data sharing agreements and approvals are in place and filed with MCHP.</p> <p>Data Transfer – Ensure transfer of the data takes place through Manitoba Health. This includes linkage to encrypted PHIN.</p> <p>Data validation – e.g., matching up field values with published information, user feedback, and/or user manuals/data dictionaries, e.g., are the dates valid?</p> <p>Data documentation – Obtain from source, as well as creating and maintaining any additional necessary documentation.</p> <p>Data updates – Arrange with data provider.</p>

** In general, validation work on project-specific datasets is not included in the time and feasibility reviews and estimates provided to the researcher. MCHP work estimates are based on the assumption that accuracy and completeness of the data have already been assessed by the researcher, with sufficient database documentation in place for the given research project. Data checking requirements must be explicitly identified in the project proposal submitted to MCHP. If MCHP is asked to participate in the negotiations for identification and transfer of data, or writing data sharing agreements, the associated work will be done on a cost recovery basis charged to the approved project.*

For more detailed information on non-repository / project-specific data, please read the document:

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[Data Request Guidelines for Project Specific Data.](#)

Note: Non-repository / Project data may be considered for addition to the Data Repository at some time in the future. At the time of consideration, the amount of work required to convert the project specific dataset to a repository dataset will be determined and the source of funding for the work will need to be identified.