



Requesting Access to AIR·MS Data Modalities

Standard operating procedure (SOP) for all Mount Sinai Users.

Contact:

For questions or in case of technical problems, please contact:

AIR·MS Support (airms-support@mssm.edu)

AIR·MS Info (airms-info@mssm.edu)



Requesting Access to AIR·MS Data Modalities

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Requesting Access to AIR·MS Data Modalities

Drafted by: AIR·MS Team Submitted: 11/26/2024	Version 2.1
Director of Operations Approval:	Chair Approval:
_____ Signature	_____ Signature
_____ Date	_____ Date

This document provides step-by-step instructions for all Mount Sinai Users on the procedure for requesting AIR·MS Data Modalities via SailPoint.

Mount Sinai Employee/Researcher Prerequisites:

1. An Active Mount Sinai Account.
2. On Mount Sinai Network or connected to Mount Sinai VPN.
3. Access to PHI via [AIR·MS](#) requires an IRB-approved protocol detailing the scope of [AIR·MS](#) utilization. You may reference [AIR·MS](#) in your protocol as follows: "We will utilize the [AIR·MS](#) platform (IRB # 20-01288) to access and store our data." Be sure to specify in your study protocol the types of data you will access through [AIR·MS](#) for your project.
4. For inquiries, please contact airms-info@mssm.edu.

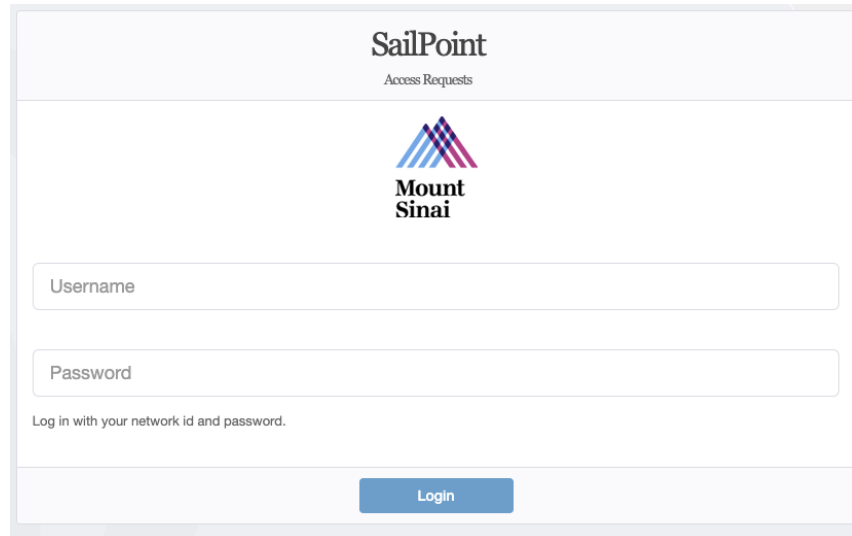
HPI Employee/Researcher Prerequisites:

1. An Active Mount Sinai Account.
2. On Mount Sinai Network or connected to Mount Sinai VPN.
3. An approved IRB for data access, MSSM regulatory team.
4. For inquiries, please contact airms-info@mssm.edu.



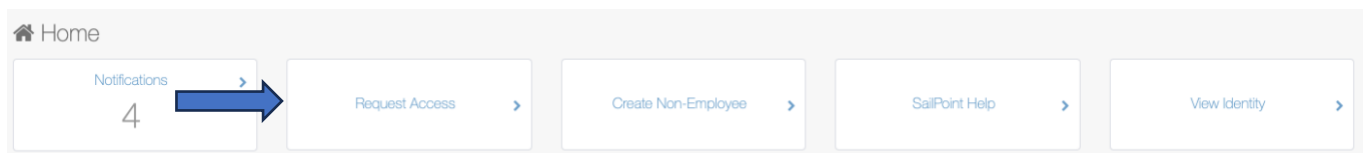
Step 1: Login to SailPoint

- Navigate to [SailPoint](#).
- Enter your Mount Sinai Username and Password.
- Click Login



Step 2: Request Access to AIR·MS

- Once on the home screen, select the “Request Access” options.

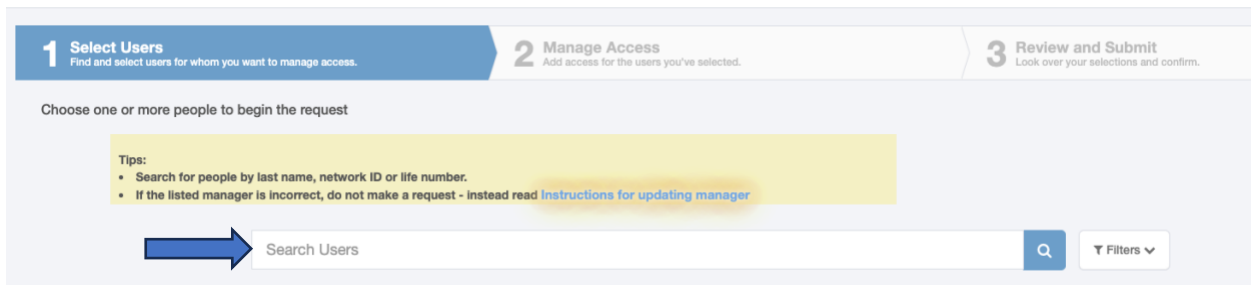




Step 3: User Identification

- In the provide search bar, input the desired user's Full Name or Life Number.

Request Access



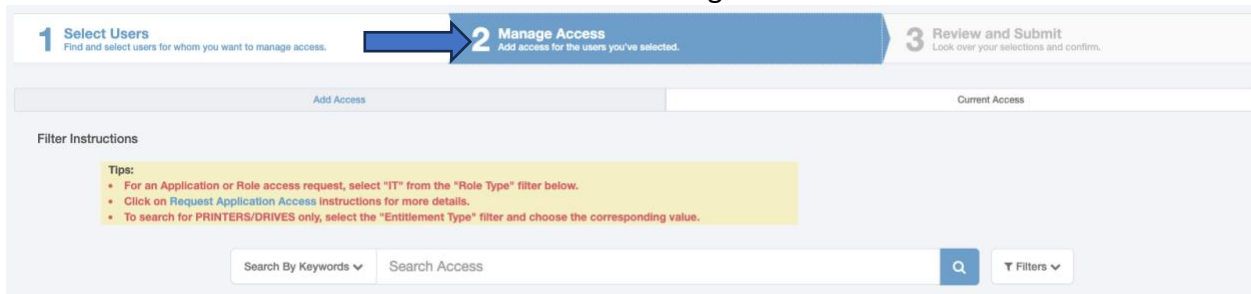
Step 4: User Selection

- Locate and click the checkmark adjacent to the user's name. Ensure the checkmark change color, indicating successful selection.



Step 5: Managing AIR·MS Access

- Click on the "Next" button or select the "Manage Access" tab.





Step 6: Access Type

- In the "Search By Keywords" textbox, input one of the appropriate access options, as shown below. (Incorrect group requests will result in the request being denied.)
 - **For Mount Sinai Employee/Researcher**
 - AIR.MS Production SYNPUF OMOP (**MSSM**) – Automatic approval after submission.
 - AIR.MS Production MSDW OMOP De-ID (**MSSM**) - Automatic approval after submission.
 - AIR.MS Production MSDW OMOP PHI (**MSSM**) - Requires IRB-approved protocol detailing the scope of AIR.MS utilization.
 - AIR.MS Production Pathology metadata PHI (**MSSM**) - Requires IRB-approved protocol detailing the scope of AIR.MS utilization.
 - AIR.MS Production Radiology metadata PHI (**MSSM**) - Requires IRB-approved protocol detailing the scope of AIR.MS utilization.

Search By Keywords ▼	AIR.MS Production OMOP (MSSM)		Filters ▼
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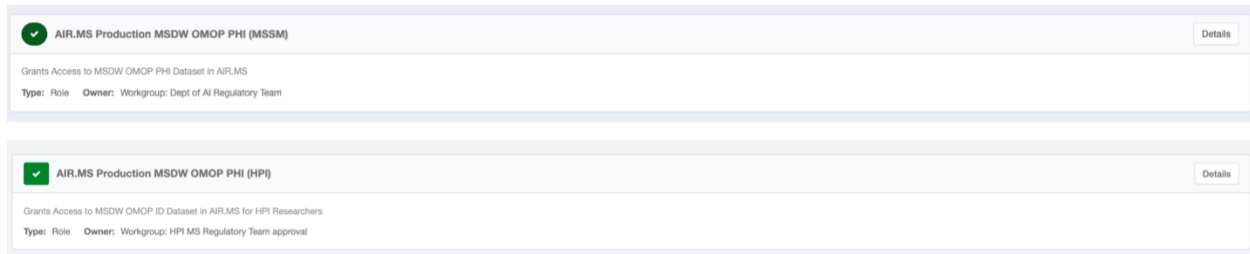
- **For HPI Employee/Researcher**
 - AIR.MS Production SYNPUF OMOP (**HPI**) – Automatically granted during onboarding.
 - AIR.MS Production MSDW OMOP De-ID (**HPI**) - Requires CITI Training and added/linked to Mount Sinai.
 - AIR.MS Production MSDW OMOP PHI (**HPI**) - Requires to be added to IRB.
 - AIR.MS Production Pathology metadata PHI (**HPI**) - Requires to be added to the Data Science Protocol IRB.
 - AIR.MS Production Radiology metadata PHI (**HPI**) - Requires to be added to the Data Science Protocol IRB.

Search By Keywords ▼	AIR.MS Production OMOP (HPI)		Filters ▼
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Step 7: AIR·MS Access Selection

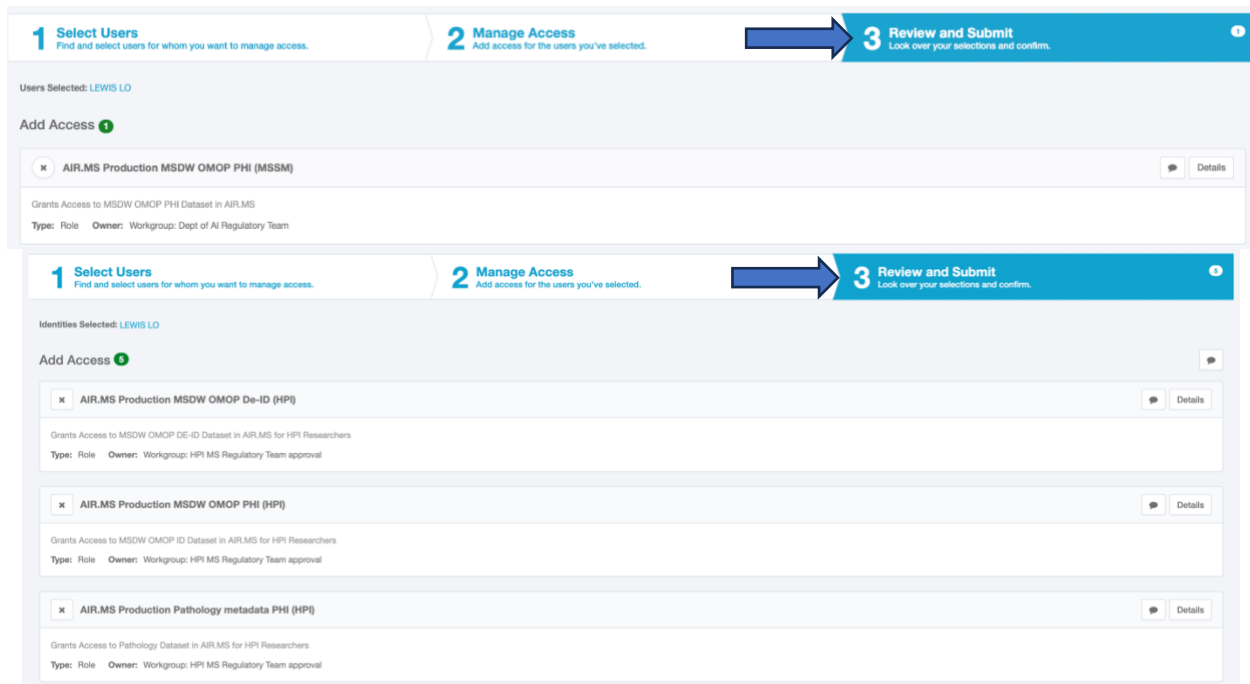
- Click the checkmark corresponding to the desired access. Verify that the checkmark color changes, confirming your choice.



The screenshot shows two access selection options, each with a green checkmark in a circle. The first option is "AIR·MS Production MSDW OMOP PHI (MSSM)" with a "Details" button. Below it, it says "Grants Access to MSDW OMOP PHI Dataset in AIR·MS" and "Type: Role Owner: Workgroup: Dept of AI Regulatory Team". The second option is "AIR·MS Production MSDW OMOP PHI (HPI)" with a "Details" button. Below it, it says "Grants Access to MSDW OMOP ID Dataset in AIR·MS for HPI Researchers" and "Type: Role Owner: Workgroup: HPI MS Regulatory Team approval".

Step 8: Submission Review

- Click "Next" or navigate to the "Review and Submit" tab.



The screenshot shows the "Review and Submit" tab selected, indicated by a blue arrow pointing to it from the "Manage Access" tab. The tab is labeled "3 Review and Submit" with a subtext "Look over your selections and confirm." Below the tabs, it says "Users Selected: LEWIS LO" and "Add Access 1". There is a list of access items, each with a close button (x), a title, a description, and a "Details" button. The first item is "AIR·MS Production MSDW OMOP PHI (MSSM)" with the description "Grants Access to MSDW OMOP PHI Dataset in AIR·MS" and "Type: Role Owner: Workgroup: Dept of AI Regulatory Team". The second item is "AIR·MS Production MSDW OMOP De-ID (HPI)" with the description "Grants Access to MSDW OMOP DE-ID Dataset in AIR·MS for HPI Researchers" and "Type: Role Owner: Workgroup: HPI MS Regulatory Team approval". The third item is "AIR·MS Production MSDW OMOP PHI (HPI)" with the description "Grants Access to MSDW OMOP ID Dataset in AIR·MS for HPI Researchers" and "Type: Role Owner: Workgroup: HPI MS Regulatory Team approval". The fourth item is "AIR·MS Production Pathology metadata PHI (HPI)" with the description "Grants Access to Pathology Dataset in AIR·MS for HPI Researchers" and "Type: Role Owner: Workgroup: HPI MS Regulatory Team approval".

Step 9: Finalize AIR·MS Access Request

- Carefully review your selection and Click "Submit".



Step 10: Request Confirmation Pop-Up

- The following pop-up will appear, choose the “Complete Form” option to proceed.

More Info Needed

More information is needed to complete your request. Fill out the form to provide additional information.

Identity: LEWIS LO



Complete Form

Step 11: Forms Submission

- Fill out the form the “Complete Work Item” form as shown below followed by the AIR·MS DUA on REDCAP.

Complete Work Item

Provisioning form for LEWIS LO

Note:

***** If this form is not completed your request will not be processed *****



Please click here to fill out the AIR·MS DUA.

AIR·MS Provisioning

Please identify your position *

Lead Investigator Name *

Project Lead Name (if different from lead investigator)

Project Name *

Project Description *

IRB # *

Team Members Name *

Team Members Email Address

Anticipated end date of project *

mm/dd/yyyy

Will the acquired files, processed information, derivative data, algorithms, or other models be utilized presently or at any point in the future for commercial objectives *

☐ Please certify that you have filled out the redcap AIR·MS DUA form from the above link

Complete Later

OK



Step 12: REDCAP Form Submission

- Fill out the form the [AIR·MS DUA](#) on REDCAP form as shown below.

AI-Ready Mount Sinai (AIR.MS) Data Use Agreement	
Requestor's First and Last Name * must provide value	
Requestor's MSSM Email Address * must provide value	
Requestor's Department/Organization * must provide value	
Requestor's Position/Title * must provide value	
Requestor's Life Number * must provide value	
Today's Date * must provide value	 Today M-D-Y

- For the selection below, upload your IRB Protocol. Ideally, in this protocol, you will have cited your intention to access data via the AIR·MS platform (IRB # 20-01288). For more information on IRB Protocol, please refer to [FAQ section](#).

Upload Approved IRB Protocol:
Be sure to submit a modification to your protocol to the IRB to include AIR.MS as a method through which data will be retrieved. Your amendment can be written simply like this: We will use AIR.MS (IRB # 20-01288) to look at the following data [List data categories or reference them from another part of your protocol].
* must provide value
📎 Upload file
If you don't have a copy of your approved IRB Protocol, please contact your PI.

Step 13: Internal IRB and IT Review

- This request will then be reviewed by the AIR·MS Admin Team along with the IRB Team to confirm all documentation is valid.



Step 14: Approval or Denial of Access

- The requester will receive email after the internal IRB/IT Review has been completed, stating whether access has been granted or denied.



FAQ

- What do I do if my access request is denied?
 - You will be notified via email by the AIR·MS or IRB team, detailing the specific grounds for the denial of your request. This correspondence will also include comprehensive guidance on corrective measures that can be undertaken to address the identified issues.
- What is an IRB?
 - The Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. Its primary purpose is to ensure that the rights, welfare, and privacy of subjects are protected. The IRB also ensures that research is conducted in accordance with all federal, state, and institutional regulations.
- Can I access data without an approved IRB?
 - There is some data you can access without an approved IRB this may include aggregate or de-identified data, but it is important you communicate clearly what data you will need and the two parties will reach a determination about the necessity of IRB approval together.
- How long does this process take?
 - The estimated turnaround time is 7-10 business days. Please note, that this timeframe is subject to variation in cases where the documentation provided is incomplete or insufficient. We advise ensuring all necessary documents are submitted promptly to avoid delays.
- How do I track the progress of my access request?
 - You may monitor the status of your request by logging into the [SailPoint system](#) or by contacting the AIR·MS Team at airms-info@mssm.edu for assistance and updates.



- What is the best way to contact an AIR·MS team member to obtain support throughout this process?
 - For any inquiries or concerns related to support during the process, please do not hesitate to contact our dedicated support team at airms-support@mssm.edu. Our team is available to assist you at any stage of the process and is committed to providing prompt and efficient assistance.