Scenarios for Accounting of Disclosures

(For detailed information, see R&D Hot Topic Vol 6, No 6.)

Scenario A	Scenario B-1 (Similar to Scenario A)	Scenario B-2 (Similar to Scenario C)	Scenario C	Scenario D
Participant **HAS** a CPRS chart	Participant **HAS** a CPRS chart	Participant **HAS** a CPRS chart	Participant **DOES NOT have** a CPRS chart	There is no release of information for this study. Therefore there is no accounting of disclosures.
Requested info is in CPRS	Requested info is **NOT** in CPRS because it is obtained through the research & outside of CPRS	Requested info is **NOT** in CPRS because it is obtained through the research & outside of CPRS	Requested info is **NOT** in CPRS because there is no CPRS chart	
ROI Office performs the release of information and tracking of the disclosure	ROI Office performs the release of information and tracking of the disclosure	Investigator/staff releases the information according to the specifications in the ROI form and investigator/staff then tracks the disclosure	Investigator/staff releases the information according to the specifications in the ROI form and investigator/staff then tracks the disclosure	
▪ Participant signs a 'release of information' (ROI) form, either VA Form 10-5345 or 10-5345a (see Hot Topic Vol.6, No.6 for details). ▪ Send the original form with the participant to the ROI office (3D-121); keep a copy for the research chart. ▪ Participant obtains the requested information from the ROI office. ROI staff will document the disclosure in VAMHCS ROI Manager. The investigator does **NOT** need to do anything to track the disclosure.	• Participant signs a 'release of information' (ROI) form, either VA Form 10-5345 or 10-5345a (see Hot Topic Vol.6, No.6 for details). • The investigator writes a "RESEARCH Progress Note" that states or summarizes the requested information. Please ensure that this is a historical note and that an encounter/office visit is not created to link the note to an encounter. • Send the participant to the ROI office (3D-121) with the original ROI form and keep a copy for the research chart. • The participant obtains the information (the RESEARCH Progress Note) from the ROI office. • ROI staff will document the disclosure in VAMHCS ROI Manager. The investigator does **NOT** need to do anything to track the disclosure.	• Participant signs a 'release of information' (ROI) form, either VA Form 10-5345 or 10-5345a (see Hot Topic Vol.6, No.6 for details). • Place the signed ROI form in the research file. • Give the participant a copy of the requested information. • Enter the disclosure information into one of the "Accounting of Disclosures Spreadsheets". • Send the spreadsheet to ROI and R&D Service (see Hot Topic Vol.6, No.6 for details).	▪ Participant signs a 'release of information' (ROI) form, either VA Form 10-5345 or 10-5345a (see Hot Topic Vol.6, No.6 for details). ▪ Keep the original form for the research chart; give a copy to the participant. ▪ Give the participant a copy of the requested information. ▪ Enter the disclosure information into one of the "Accounting of Disclosures Spreadsheets". ▪ Send the spreadsheet to ROI and R&D Service monthly (see Hot Topic Vol.6, No.6 for details).	

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