CHI Services (FY22)

Terms and Conditions

This Agreement sets forth the general terms and conditions of your use of the CHI website, https://chi.uc.edu/research, and any of its products or services.

Policies, Rules and Regulations

1. Per Government Cost Compliance regulations, Services cannot be provided "free of charge" except by the rules set forth in Appendix A.

2. For any Service that contains any level of Protected Health Information (PHI), you attest that you have an approved, active IRB protocol and a Waiver (or partial Waiver) of Consent where applicable. [The Shopping Cart interface guides this process].

3. If any data is moved/copied from the UC enterprise server that is categorized as Protected Health Information (PHI), must be stored on encrypted device.

4. The Center for Health Informatics is subject to and must comply with applicable federal, state and local laws and regulations that include, but not limited to:

   a. The Health Insurance Portability and Accountability Act (HIPAA) of 1996.
   b. The Family Educational Rights and Privacy Act (FERPA) of 1974.

      i. Known students are excluded from any data extractions unless the study target population = "students".

5. The Center for Health Informatics is subject to and must comply with UC and UC Health policies and procedures that include:

   a. Exclusion of Linder Center of Hope (LCOH) patients from any data extractions.
   b. Exclusion of protected patient populations, e.g. prisoners, minors (under 18 years old), pregnant patients, etc., unless otherwise specifically outlined in your protocol.

Products, Services and Costs

1. Costs are outline on the portal. For certain services, a subsidized rate is applicable for any Center for Clinical & Translational Science & Training (CCTST) member.

   a. The current CCTST subsidy is 50%.
   b. Subsidized rates are based on a fixed financial subsidy and will be depleted incrementally over the fiscal year and may be exhausted at any time depending on demand until renewed the

following fiscal year. Notice of subsidy depletion will be posted on the UC CoM website (http://med.uc.edu/chi) and on the CHI Services website (http://chi.uc.edu/services).

2. For Clinical Data Extractions, these Services are typically performed in 16 hours or less.

    a. For CCTST members, a 50% CCTST subsidy is applicable up to the first sixteen (16) hours of effort only.

    b. Any additional hours over 16 will be charged at the standard rate of $89/hour. [This is neatly bundled in the Work Order sent to Business Administrators]

3. For preliminary data requested for Grant Submissions, you must include a Biomedical Informatics (BMI) faculty member on the grant submission or budget an amount to purchase technical services in the event the grant is funded. [This cost is subsidized; up to eight (8) hours of effort].

4. The CHI provides certain, limited services for students, post docs and residents. This is limited to eight (8) hours of data services that must be approved by a mentor with an academic appointment of Asst. Professor or higher. Limit is one request per year per student.

Changes and Amendments

We reserve the right to modify this Agreement or its policies relating to the Website or Services at any time, effective upon posting of an updated version of this Agreement on the Website. When we do, we will revise the updated date at the bottom of this page.

Acceptance of these terms

You acknowledge that you have read this Agreement and agree to all its terms and conditions. By using our Services, you agree to these terms.

Contacting Us

If you would like to contact us to understand more about this Agreement or wish to contact us concerning any matter relating to it, you may do so via the contact form or send an email to combmichi@uc.edu.

Appendix A

Task Category	Examples	Notes
Infrastructure	i2b2/TriNetX updates, intranet, CHI website, CHI Server administration, other infrastructure needs.	Any staff assigned to apply effort will select appropriate task and log time (but not billed).

Staff Education & Training	Required UC training, e.g. Title IX, CITI, Epic, internal training, etc.	All-encompassing – not tracking specific training types or courses.
Business Development	Data processing/analysis, system prototyping, etc.	Proposals for projects and/or application development
Grant Submissions	Data extractions, statistical analysis, study design, writing sections, etc.	For investigators seeking funding where BMI is participating – PI will discuss with CHI Director.
Management	Center oversight, task administration, compliance, etc.	Applies to CHI management only
General Overhead	Meetings, email processing, personal time management, etc.	Not tracked
Functions for BMI faculty that do not fall under the above categories are considered a Standard Service and are charged accordingly.		