

Accelerating Data Value Across a National Community Health Center Network
ADVANCE Dissemination Guidelines

Last updated 4/27/2021

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1 ABBREVIATIONS

ADVANCE	Accelerating Data Value Across a National Community Health Center Network
CRN	Clinical Research Network
CVS	Community Vital Signs
DUA	Data Use Agreement
ICMJE	International Committee of Medical Journal Editors
IRB	Institutional Review Board
PBRN	Practice-Based Research Network
PCORI	Patient-Centered Outcomes Research Institute
PCORnet®	National Patient-Centered Clinical Research Network
PCRF	People-Centered Research Foundation
PEP	Patient Engagement Panel
RDW	Research Data Warehouse

2 PURPOSE

The purpose of these guidelines is to document a shared understanding and approach for disseminating research findings from ADVANCE projects. The following principles guide ADVANCE in our research dissemination efforts:

- Research is focused on improving the health of people accessing primary care services in community health center settings, including patients who have public insurance or no insurance.
- Engagement with patients, clinicians, community stakeholders, and investigators is a key part of the research conduct, interpretation, and dissemination processes.
- Dissemination of findings through efficient, timely, and collaborative processes that allow all partners to contribute as desired.
- Ownership of individual health system data resides with each health system; ownership of the data set and project findings is mediated through a project Data Use Agreement (DUA).

3 DEFINITIONS

These guidelines apply to ADVANCE and ADVANCE affiliated project dissemination including research in progress, analyses, methods, findings, or any other dissemination of work including ADVANCE data.

A project is an ADVANCE project if it either:

- Originated through PCORnet® or another PCORnet® network partner (e.g., REACHnet)
- Includes 2 or more ADVANCE partners (OHSU only counts if using data from Richmond and/or Scappoose)
- Includes Community Vital Signs data, even if data is only for one ADVANCE partner (e.g., OCHIN-only study using CVS data)

A project is an ADVANCE affiliated project if it:

- Only uses data from **one** ADVANCE partner in the RDW (e.g., OCHIN-only project using data through the RDW)

OCHIN internal note: ADVANCE and ADVANCE affiliated projects are identified in the [Active and Completed Research Projects](#) SmartSheet under the “ADVANCE” column.

4 ACKNOWLEDGEMENT GUIDELINES

Please note: ADVANCE contract with the Robert Graham Center/HealthLandscape ended 10/1/2020. Be sure to use the relevant acknowledgement below.

Manuscripts, presentations, and other written communications (e.g., posters, handouts) from ADVANCE and ADVANCE affiliated projects **need to recognize** the ADVANCE CRN and the PCORI grant using the following acknowledgement.

If the project **used geocoded data** from the Robert Graham Center/HealthLandscape (prior to 10/1/2020), please use this acknowledgement:

This work was conducted with the Accelerating Data Value Across a National Community Health Center Network (ADVANCE) Clinical Research Network (CRN). OCHIN leads the ADVANCE network in partnership with Health Choice Network, Fenway Health, Oregon Health & Science University, and the Robert Graham Center HealthLandscape. ADVANCE is funded through the Patient-Centered Outcomes Research Institute (PCORI), contract number RI-CRN-2020-001.

If the project **does not use geocoded data** from the Robert Graham Center/HealthLandscape (no geocoded data or only geocoded data after 10/1/2020), use this acknowledgement:

This work was conducted with the Accelerating Data Value Across a National Community Health Center Network (ADVANCE) Clinical Research Network (CRN). OCHIN leads the ADVANCE network in partnership with Health Choice Network, Fenway Health, and Oregon Health & Science University. ADVANCE is funded through the Patient-Centered Outcomes Research Institute (PCORI), contract number RI-CRN-2020-001.

If the study is using data or resources from another PCORnet member network, the following acknowledgement should be used:

The PCORnet® study reported in this [publication] was conducted using PCORnet® Data, the National Patient-Centered Clinical Research Network, an initiative funded through the Patient-Centered Outcomes Research Institute (PCORI), contract number RI-CRN-2020-001.

5 AUTHORSHIP GUIDELINES

Authorship on ADVANCE manuscripts is determined according to recommendations set forth by the [International Committee of Medical Journal Editors](#). The lead author is responsible for collaborating with their study team to identify and determine co-authors.

If ADVANCE partners are contributing data or serving as scientific collaborators (i.e. co-investigator, site-PI) they should be invited to participate as authors on manuscripts using ADVANCE data. Invitations for authorship should be sent in the development, design, or analysis phase before interpretation occurs to allow potential co-authors to meet the necessary criteria. Partner investigators or collaborators may elect a representative (e.g., site analyst or project manager) join the manuscript team in their place.

In addition to any specific journal requirements, authors on ADVANCE manuscripts need to meet four criteria:

1. Substantial contribution to **at least one** of the following:
 - a. Project concept and design
 - b. Data acquisition and analysis
 - c. Interpretation of data
 - d. [Creation of new software or tool used in the work](#)
2. Drafting or critical revision of the manuscript
3. Final approval of the manuscript and any subsequent substantial revisions
4. Agreement to be accountable for the work and appropriately resolve any questions related to the accuracy or integrity of the works

Offer any team member meeting the first criterion the opportunity to draft, review, and approve the final manuscript. Include all study team members meeting the four criteria as authors. Every included author should be able to clearly identify the sections or contributions for which each co-author is responsible.

If a team member leaves before a manuscript is developed or published, they will need to work with the lead author and Site-PI/PI to plan their continued level of involvement and authorship. If a person leaves and fulfills authorship criteria to stay on the manuscript, their institutional affiliation for the paper should be listed where the first criterion would have been met (e.g. OCHIN if they were an OCHIN employee) unless journal requirements specify otherwise. If the person leaving will need access to any data to complete the manuscript, they need to remain on the IRB protocol and retain a formal relationship (contract) with their ADVANCE partner organization even if they are no longer being paid.

Include any team members or contributors who meet some but not all authorship criteria in the manuscript's acknowledgement section. The study RA or corresponding author is responsible for obtaining written permission from each person in the acknowledgement section.

Once a paper is accepted, the lead or corresponding author will be included in ADVANCE communication about the development and conduct of related dissemination activities.

6 PCORNET® DISSEMINATION GUIDELINES (SEE PCORI GUIDELINES)

As a PCORnet® member, ADVANCE projects should also follow the PCORI [Guidelines for Use of the PCORnet® Name and Logos](#). These guidelines outline use of PCORnet®'s name, logo, and descriptions, including how networks (i.e., ADVANCE) describe their relationship with PCORnet®.

Presentations:

ADVANCE projects: both logos on all slides

ADVANCE-affiliated projects: both logos on a single slide with ADVANCE acknowledgement

Written communications: Both logos and acknowledgement on posters, handouts, or other collateral

Logos use for presentations, posters, or handouts is summarized in the screenshot of the [PCORnet Guidelines](#) below. ADVANCE and PCORnet® logo JPEGs for copy/paste use are below:



PCORnet® Logo Guidelines

FONT NAME: MetaOT

COLORS:



Lime green
Hex: #7abf35
RGB: 122, 191, 53



Cyan/blue
Hex: #3396bb
RGB: 8, 176, 255



Dark blue
Hex: #0f1866
RGB: 15, 24, 102

LOGO

The PCORnet logo includes logo/wordmark combinations and the PCORnet symbol.

MINIMUM CLEAR SPACE

The clear space around the logo is 18px or 1/4 inch. The **solid blue lines** below indicate the required 18px clear space to be maintained.

PCORnet logo



PCORnet logo-alternate



WEB PAGE LOGO USAGE

The minimum allowed logo sizes are:

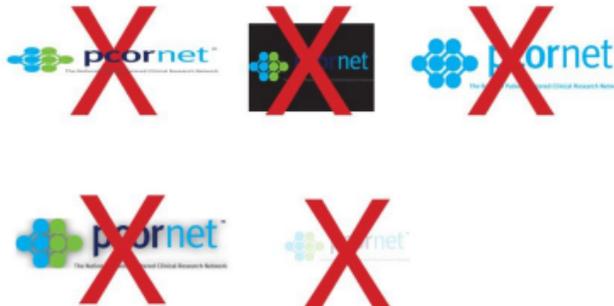
PCORnet logo: 201 (width) x 48 pixels (height) with a clear space of 18px

PCORnet logo-alternate: 209 x 28 pixels with a clear space of 18px

There are no maximum size limits; however, all design elements of logo must appear intact and unaltered per usage terms.

INCORRECT LOGO USAGE

- Outlining / Inlining
- Distorting or applying special effects
- Changing the relative size or positioning of the elements
- Scanning the logo from printed documents
- Filling the logo with a pattern or photo element
- Using the logo as a watermark
- Using the logo as part of a sentence or phrase
- Reproducing the logo in colors other than the official approved colors
- Using the PCORnet symbol alone
- Placing the logo on a background that distracts or overpowers the logo



7 DISSEMINATION NOTIFICATION AND REVIEW PROCESS

As part of our reporting requirements under PCORI, ADVANCE projects and ADVANCE affiliated project teams need to follow the dissemination notification and review process below. **This process applies to all dissemination materials (e.g., abstracts, manuscripts, slide decks, posters) and events.** The primary contact for dissemination and review is Erin Hernandez, hernandeze@ochin.org, as the ADVANCE Project Manager.

NOTIFICATION

When submitting abstracts for conferences or meetings, the OCHIN RA will send the abstract title and conference/meeting name to the ADVANCE Project Manager for tracking purposes.

Once accepted, the OCHIN RA will work with the authors/presenters to follow the review process below.

FOUR-STEP REVIEW PROCESS

The ADVANCE Project Manager will review the submission of ADVANCE project manuscripts, presentations, and posters. The Project Manager will escalate any additional input needed to the ADVANCE Project Director. Please allow a minimum of 10 business days for review.

STEP 1 – RA submits draft for review to ADVANCE PM by JIRA; assign JIRA to Erin Hernandez. If no OCHIN RA or co-author on the project, manuscript authors may send by email to [Erin Hernandez](mailto:Erin.Hernandez@ochin.org) hernandeze@ochin.org with the information below.

Manuscript review request:

1. **Manuscript:** Create a Jira ticket and attach a final (or near final) draft of the manuscript. The draft should not include any tracked changes or comments unless they are specific questions or requests of the ADVANCE review team. Assign the ticket to Erin Hernandez for review.
2. **Study aims:** List study aims in the ticket, indicating which aim(s) the manuscript matches. If the manuscript does not fall under a specific aim, or the aims have changed since the study started, please describe the differences, including any related input from ADVANCE partners.
3. **Target journal:** Name of journal
4. **Submission date:** Indicate whether this is a target date or a hard deadline
5. **Lead and corresponding author(s):** Name(s), email(s)
6. **Data review process:** Note where in the manuscript the data review process is described
7. **Review deadline:** Allow 10 business days for review. **Note:** If your manuscript does not clearly meet aims or aims changed, allow 10 more business days for external review.

Presentation or poster review request:

1. **Presentation or poster draft:** Create a Jira ticket and attach a final (or nearly final) draft. Draft should not include any tracked changes or comments unless they are specific questions or requests of the ADVANCE review team. Please assign the ticket to Erin Hernandez for review.
2. **Study aims:** List study aims in the ticket, indicating which aim(s) the presentation/poster matches. If the presentation/poster does not fall under a specific aim, or any of the aims have changed since the study started, please describe the differences, including any related input from ADVANCE partners.
3. **Conference:** Name of the conference or meeting where presenting

4. **Conference date:** Or a date for poster printing
5. **Lead and presenting author(s):** Name(s), email(s)
6. **Data review process:** If not included in the presentation/poster, provide a brief description of your data review process
7. **Review deadline:** Allow 10 business days for review. **Note:** If your presentation/poster does not clearly meet aims or aims changed, allow 10 more business days for external review.

STEP 2 – Initial review and escalation

The ADVANCE Project Manager will review your manuscript, presentation, or poster and determine the need for any further review based on the scale and types of data used and alignment with established study aims.

The basic review checklist includes:

1. Description of data review (quality control) process
2. Statement of IRB review and approval
3. Confirmation of any ADVANCE data sources or partners cited
4. Inclusion of approved ADVANCE standard acknowledgement

STEP 3 – Approval or further review

The Project Manager will communicate the outcome of your review via JIRA. Likely review pathways and outcomes include:

Approval or minor changes needed:



- **Approval:** No need for any changes
- **Approval with changes:** Specific, minor changes that can be approved without further review. *This will be the most common outcome.*

Changes needed before approval:



- **Questions or changes requiring clarification:** When more substantial revisions or changes are needed but do not require any external review.

Substantial changes or deviation from agreed study aims:



- **Escalation to external partners needed:** If external review by data partners or the ADVANCE Executive Committee is needed, the Project Director will coordinate inputs between the study team and ADVANCE partners as needed. Review may proceed directly to approval or may require follow up review by the Project Director. *This is the least likely scenario.*

STEP 4 – Final publication or presentation

Please send your final publication or presentation to Erin Hernandez, hernandeze@ochin.org (ADVANCE Project Manager) and William Pinnock, pinnockw@ochin.org (Dissemination Node Coordinator) for archiving and tracking.

Manuscripts: Once accepted and published, send the full citation and link to your article. If your article will not be open access, send the submitted version.

Presentations and posters: Once delivered, send a copy of your slides or poster (PDF or PowerPoint)

8 ADDITIONAL RESOURCES

ADVANCE NETWORK OVERVIEW

DeVoe JE, Gold R, Cottrell E, et al. The ADVANCE network: accelerating data value across a national community health center network. *J Am Med Inform Assoc.* 2014;21(4):591-5. DOI: [10.1136/amiajnl-2014-002744](https://doi.org/10.1136/amiajnl-2014-002744)

ADVANCE NETWORK DESCRIPTION

Please note: ADVANCE contract with the Robert Graham Center / HealthLandscape ended 10/1/20.

Available for use and adaptation from www.advancecollaborative.org and the [Short Guide to the ADVANCE Clinical Research Network](#). Citation: ADVANCE Clinical Research Network. ADVANCE Data. ADVANCE Collaborative website: <http://advancecollaborative.org/advancedata>. [Last update]. Accessed [date].

This study used electronic health record (EHR) data from the Accelerating Data Value Across a National Community Health Center (ADVANCE) clinical research network, a member of PCORnet®. ADVANCE is a multicenter collaborative led by the OCHIN (not an acronym) in partnership with Fenway Health, Health Choice Network, and Oregon Health & Science University.

ADVANCE partners serve Federally Qualified Health Centers, public health departments, and community health center (CHC) lookalikes delivering care to publicly insured, uninsured, and other medically underserved populations. ADVANCE integrates outpatient EHR data and geocoded community-level data into a common data model, which is the nation's most comprehensive set of health care and outcomes data for patients using CHC services.

ADVANCE serves as a collaborative network of community health centers and the populations they serve to engage in people-centered research. As the nation's largest CHC data network, comprising patients, clinicians, health systems, and researchers, ADVANCE uses and develops rigorous scientific methods to improve health outcomes, policy, and primary care research among medically underserved communities and populations.