



# HLTH 7076 Form - HealthIdeas Data Warehouse Access Request

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## 1.0 Purpose

The purpose of this guide is to assist with the successful completion of the HLTH 7076 HealthIdeas Access Request form.

## 2.0 Applicant Categories

There are two categories of applicants that use this form:

1. **Internal Applicant:** This applicant is an employee, contractor, or service provider that is employed by the Ministry of Health.
2. **Third-Party Applicant:** Third party is an individual, group of individuals, or organization (ex. B.C. Health Authorities) who is not an employee, contractor, or service provider to the Ministry of Health. Third party applicants will typically need to enter into an information-sharing agreement (regardless of the form of the agreement, for example, information-sharing agreement (ISA), information-sharing plan (ISP), research agreement, memorandum of understanding, common or integrated program agreement, etc.) with the Ministry of Health.

For additional information on Third Party access to HealthIdeas, please click link below:

[Third-Party Access to HealthIdeas Data Warehouse - Province of British Columbia](#)

**NOTE:** For academic researchers or someone outside the ministry conducting research on their own, the ministry works with its service provider Population Data B.C. to facilitate the process of requesting academic access to data for research.

For more information, please contact: [healthdatacentral@gov.bc.ca](mailto:healthdatacentral@gov.bc.ca)

## 3.0 Before You Start

Before filling out the form, it would be helpful to have the following information readily available:

- Supervisor Information: Name, Email, and Telephone Number
- Which level of data access you require (Information can be obtained from supervisor and/or Ministry contact)
- For Third-Party applicants:
  - Contract/ISA/ISP Information Number and Expiry Date (Supervisor should be able to provide this information)

## 4.0 Before You Submit

**IMPORTANT:** Prior to submitting the form, applicant(s) MUST read one of the applicable documents below:

## **For Internal Applicants (Employed by Ministry of Health):**

[HealthIdeas Data Warehouse Standards \(For Ministry Users\)](#)

## **For Third-Party Applicants (Not Employed by Ministry of Health):**

[HealthIdeas Data Warehouse Standards \(For Third Party Users\)](#)

**NOTE:** If requesting access on behalf of other users, those users must read the applicable Standards document and provide confirmation that they have read it.

After completing the reading, under the Attestation, check the box at the bottom of the form to confirm that you have read it.

## 5.0 Completing the Form

Please make sure that all relevant information is provided and all authorizations have been received to avoid delays in setting up your request.

You must complete all mandatory fields \* in order for the form to be processed.

### 5.1 Your Email \*

Indicate your (form submitter) email address. Please provide your work email address. No personal email addresses (e.g. Gmail, Hotmail, etc.) will be accepted. Correspondence regarding access will be sent to the inbox of this email address.

### 5.2 Applicant Information

#### Add/Edit Individual

Add applicant contact information. Up to 10 applicants can be added to a form. However, if different groups or access needs are required, then additional forms need to be submitted.

#### *First Name\**

Indicate the applicant's legal given name.

#### *Last Name\**

Indicate the applicant's last name.

#### *Email\**

Indicate the applicant's work email address (Personal email addresses (e.g. Gmail, Hotmail etc.) will not be accepted).

#### *Job Title*

Indicate the applicant's job title (e.g. Analyst).

#### *Telephone Number\**

Indicate the applicant's phone number.

**NOTE:** Your IDIR ID and Oracle ID (OID), form the authentication chain required to access HealthIdeas. B.C. Government employees or contractors will most likely have an IDIR ID.

*IDIR ID (If applicable)*

An IDIR is a B.C. Government-issued unique identifier used to log in and authenticate access to the government network, including the Secure Analysis Environment (SAE).

If you don't have an IDIR ID, once your access to HealthIdeas has been approved you will receive an email with your IDIR ID and instructions on how to activate it. These instructions include how to reset your initial password.

*Oracle ID (OID) (If applicable)*

An Oracle ID (OID) is an additional unique identifier that is required for authentication at the database level to HealthIdeas. B.C. Government employees or contractors who already have access to HealthIdeas, will most likely have an Oracle ID (OID).

If you do not have an Oracle ID (OID), once your access to HealthIdeas has been approved, you will receive an email with your OID and instructions on how to activate it.

*Add an Applicant*

To add an additional applicant, click the button located at the bottom of this section:

[+ Add an Individual \(all data access needs must be the same\)](#)

## Supervisor Information

The information provided in this section is where the form will be sent.

*Name\**

Enter the name of your direct supervisor or point of contact.

*Email\**

Enter the work email address of your direct supervisor or point of contact. The form will be sent to this email address.

*Telephone Number\**

Enter the phone number for your director supervisor or point of contact.

### 5.3 Are you employed by the Ministry of Health (Employee or Contractor)?\*

Applicants employed by the Ministry of Health (Employee, contractor, or service provider) should select, 'Yes', and this will display two additional sections: Organization Information and HealthIdeas Access. Please go to section 5.4 for information on how to complete these sections.

Third-party applicants should select, 'No', and three additional sections will display: Organization Information, Contract/ISA/ISP Information, and HealthIdeas Access. Please go to section 5.5 for information on how to complete these sections.

### 5.4 Internal Applicants (Employed by Ministry of Health)

#### Organization Information

##### 1. Organization/Division/Work Unit\*

Indicate the organization, division and work unit that you currently work in.

##### 2. Employee or Contractor\*

Select the applicable radio button to indicate whether you are an employee or contractor at the Ministry of Health.

- Selecting, **MoH Employee**, will bring up an, 'End Date (if applicable)', field. This only needs to be entered if MoH employee is on a temporary assignment.
- If you selected, **Contractor**, you MUST indicate the contract expiry date. This is a mandatory field.

#### HealthIdeas Access

##### 1. BI (Business Intelligence) Tools

If the applicant requires BI tools (e.g. SAS), please click on the HLTH 7151 – BI Software Request link in form.

**NOTE:** BI tool availability is dependent on users meeting licensing criteria.

##### 2. Which level of data access do you require? \*

The applicant's database role will be determined by the level of personal and sensitive information they will require to complete their work. Their supervisor and/or ministry contact should be able to provide you with this information.

**If you selected level 3 or level 4, an Access End Date drop-down and Data Access Required section will appear as these levels of data are identifiable.**

##### 3. Access End Date

You can indicate an end date to access data. However, it is not mandatory.

#### 4. *Data Access Required*

##### 1. *Data Source*

Data Source refers to the data sets related to specific topic areas (i.e. Medical Services Plan (MSP), Discharge Abstract Database (DAD), PharmaNet, etc.).

##### 2. *Reason for Access*

Use the dropdown menu to select the appropriate reason for access.


**NOTE:** If you selected, “Other”, from the dropdown list, please specify the reason for the need to this level of access in the, ‘Example of Use’, field.

##### 3. *Job Function*

Indicate what job tasks will require specific access.

##### 4. *Example of Use*

Indicate an example of how the data will be used in the applicant’s work.

You can add another Data Access Required section by clicking  at the bottom of the section.

## 5.5 Third- Party Users (Not employed by the Ministry of Health)

### Organization Information

#### 1. *Organization/Division/Work Unit\**

Indicate the organization, division and work unit that you currently work in.

#### 2. *Physical Address\**

Indicate the physical address of your organization. Post office boxes are not accepted.

#### 3. *City\**

Indicate the city in which your organization is located.

#### 4. *Province\**

Indicate the Province in which your organization is located.

#### 5. *Postal Code\**

Indicate your organization’s postal code.

### Contract/ISA/ISP Information

#### 1. *Contract/ISA/ISP Information\**

To access data in HealthIdeas, the ministry will have entered into an agreement of some kind to establish the level and nature of data access that your group requires, and the terms and conditions of access. This is done via a contract outlining the details, or an Information-Sharing Agreement (ISA), Information-Sharing Plan (ISP), or some other type of agreement. Your supervisor should have a copy of the agreement and be able to provide you with the number.

## 2. *Expiry Date\**

You must provide the expiration date of the contract, Information Sharing Agreement (ISA), or Information Sharing Plan (ISP). Your supervisor should be able to provide you with this information.


**NOTE:** If your expiry year extends beyond the maximum of 2023 in the drop-down list or date picker, proceed with selecting your expiry day and month but select the maximum year. Indicate your actual expiry date (month/day/year) in the Additional Information field.

## HealthIdeas Access

### 1. *Which level of data access do you require? \**

Your database role will be determined by the level of personal and sensitive information you require to complete your work. Your supervisor and/or ministry contact should be able to provide you with this information.

### 2. *Access End Date*

If applicable, indicate the access end date for your access to data. This date will either be equal to or earlier than the contract expiry date. You can enter the date by selecting from the dropdown list or by clicking the date picker  .

When you select a level of data access, a Data Access Required section will appear. Fill in the following fields:

### 3. *Data Source*

Data Source refers to the data sets related to specific topic areas (i.e. Medical Services Plan (MSP), Discharge Abstract Database (DAD), PharmaNet, etc.).

### 4. *Reason for Access*

Use the dropdown menu to select the appropriate reason for your access.

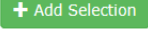
**NOTE:** If you selected, “Other”, from the dropdown list, please specify the reason for the need to this level of access in the, “Example of Use” field.

### 5. *Job Function*

Indicate what job tasks will require specific access.

### 6. *Example of Use*

Indicate an example of how the data will be used in your work.

You can add another Data Access Required section by clicking  button at the bottom of the section.

## 5.6 Additional Information

### Secure LAN Folder

Indicate if you would like to request a Secure Shared LAN folder. A secure shared LAN folder is a folder where you can store files that can only be accessed from within the Secure Analysis Environment (SAE). Permission to access this folder is limited to those people in your group that you have identified.

**NOTE:** If you need to share large amounts of data with your team members, you may wish to request a Shared Oracle Team Schema via the 7076 form.

### Shared Oracle Team Schema

Indicate if you would like to request a shared Oracle team schema. Team schemas are workspaces in HealthIdeas where teams of users can share data. They are database structures which allow the sharing of data within the data warehouse between users. Specialized roles must be created to access them. Access to a team schema, allows that user to access any data placed within the team schema. As a result, access approval to a team schema is strictly controlled.

**NOTE FOR THIRD PARTY:** Your organization's information-sharing agreement (ISA) with the ministry will have identified the requirement for a team schema structure.

### Read Only Access

Indicate whether you would only like to be able to view the data within your Oracle Team schema or LAN Folder.

### Read/Write Access

Indicate if you would like to view and update the data within your Oracle Team schema or LAN Folder.

### Additional Information

Provide any additional information or instructions that are relevant to your request.

Third-party applicants, enter your actual contract/ISA/ISP expiry date here if it extends past the maximum year allowed in the expiry date, year, dropdown.

**NOTE:** Please ensure that all spellings are correct before submitting form.

## 5.7 Attestation\*

Check the two boxes under the Attestation section:

1. By checking the first checkbox, you are confirming that you understand that the initiation of access extension is the responsibility of your business area.



2. By checking the second checkbox, you are confirming that the applicant(s) have read the applicable documents, either HealthIdeas Data Warehouse Standards or HealthIdeas Data Warehouse Standards for Third party. Please refer to section [4.0](#) for standards documents.