BRITISH COLUMBIA | Ministry of Health

Conformance & Integration Services
APPLICATION RELEASE ASSESSMENT
HLTH 4635-8110 2021/04/15

Software organizations must not release application changes into production until the Ministry provides approval to do so except in the case of an emergency release which is covered in Volume 2 (Information Privacy & Security) of the Ministry's Conformance Standards.

Software organizations must complete this form and submit it to the Ministry of Health (HLTH.CISSupport@gov.bc.ca) for assessment prior to application releases, service upgrades or training changes. The Ministry will review the change details and inform you within 7 business days of any conformance testing required. Please allow a minimum of 6 weeks in your release planning for this assessment and potential conformance testing to be completed.

Date Form Submitted (YYYY/MM/DD)*

1. ABOUT THE ORGANIZATION

Organization Name*

Contact Email Address*

Contact Name*

Contact Phone Number*

2. APPLICATION INFORMATION

Application or Product Name*

Mobile Application* ◯ Yes ◯ No

Device Type*

Conformant Version Number*

Application Type*

☐ Hospital ☐ Medical Practice ☐ Pharmacy ☐ Viewer ☐ Other (specify):

Point of Service Type*

☐ Health Authority ☐ EMR (Electronic Medical Record) ☐ MDS (Medical Device Supplier) ☐ Pharmacy

Release Type* (select one of the following)

◯ Major Release ◯ Minor Release ◯ Fix Release ◯ Emergency Release *(complete Section 4 only)*

Release Version Number*

3. UPDATED INTERFACE IMPLEMENTATION ASSESSMENT

The "interface implementation" is defined as *that portion of the application and services involved in the access to a provincial system.*

Does the change impact any of the following interface access services? If YES, briefly describe how.*		
1. Remote technical support provided to your clients.	◯ Yes	◯ No
2. Application security or data hosting environments (e.g., area security, access, environmental controls).	◯ Yes	◯ No
3. Network security or architecture.	◯ Yes	◯ No
Does the change to the interface application result in any of the following? If YES, briefly describe how.*		
4. A modification to your display of provincially-sourced data.	◯ Yes	◯ No
5. A change in the way provincially-sourced data is read or interpreted.	◯ Yes	◯ No
6. An added feature that interacts with integrated data (where 'integrated' is defined as combining provincially-sourced data with local data).	◯ Yes	◯ No
7. A disabled feature that interacts with any other integrated feature.	◯ Yes	◯ No
8. A correction of one or more errors.	◯ Yes	◯ No
9. Automation of a decision point previously requiring direct user action.	◯ Yes	◯ No
10. Messaging or transport protocol.	◯ Yes	◯ No

* Required

3. UPDATED INTERFACE IMPLEMENTATION ASSESSMENT (continued)

Does the change to the interface application's training program or materials impact any of the following? If YES, briefly describe how.*		
11. Documentation that points to provincially-provided education materials.	◯ Yes	◯ No
12. User application training guides (i.e., user manuals).	◯ Yes	◯ No
13. Trainer application training guides (i.e., manuals for the trainers or train-the-trainer guides).	◯ Yes	◯ No
14. Training plans (i.e., defines how the training meets the change management requirements).	◯ Yes	◯ No
15. Training modality (e.g., face-to-face, video, train-the-trainer).	◯ Yes	◯ No

4. EMERGENCY RELEASE

1. Installation Date
2. Affected POS Locations
3. Reason for Emergency Release
4. Description of Software Changes
5. Impact Assessment

5. OTHER APPLICATION UPDATES

Briefly describe material changes made to the application not directly affecting the interface implementation.*

Email this completed form to HLTH.CISSupport@gov.bc.ca

6. MINISTRY USE ONLY

Comments/Recommendations

Conformance Test Required

◯ Yes   ◯ No

☐ Access Services
☐ Application
☐ Training