



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, interface approval expiry or training changes. The Ministry will review the change details and inform you within 7 business days if conformance testing is 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

Software Support Organization (SSO) Name* SSO Contact Email Address* SSO Contact Name* SSO Contact Phone Number*

2. APPLICATION INFORMATION

Application or Product Name* Current Release Number* Application Type* Point of Service Type* Release Type* (select one of the following) New Release 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 to the interface application result in any of the following? If YES, briefly describe how. * 1. A modification to your display of provincially sourced data. 2. A change in the way provincially sourced data is read or interpreted. 3. An added feature that interacts with integrated data... 4. A disabled feature that interacts with any other integrated feature. 5. A correction of one or more errors. 6. Automation of a decision point previously requiring direct user action.

* 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. *	
7. Messaging or transport protocol.	<input type="radio"/> Yes <input type="radio"/> No
8. Documentation that points to provincially-provided education materials.	<input type="radio"/> Yes <input type="radio"/> No
9. User application training guides (i.e., user manuals).	<input type="radio"/> Yes <input type="radio"/> No
10. Trainer application training guides (i.e., manuals for the trainers).	<input type="radio"/> Yes <input type="radio"/> No
11. Training plans (i.e., define how the training meets the change management requirements).	<input type="radio"/> Yes <input type="radio"/> No
12. Training modality (e.g., face-to-face, video, train-the-trainer).	<input type="radio"/> Yes <input type="radio"/> No

4. PRIVACY / SECURITY ASSESSMENT

General Changes	
1. Changes made to access, disclosure, and storage of health data.	<input type="radio"/> Yes <input type="radio"/> No
Application Development	
2. Any new components developed (e.g., web pages, data flow, API, database)?	<input type="radio"/> Yes <input type="radio"/> No
3. Changes made to the audit functionality (e.g., SIEM implementation, log security, storage).	<input type="radio"/> Yes <input type="radio"/> No
4. Added any new user roles (e.g., end-users, admin roles, additional clinical roles).	<input type="radio"/> Yes <input type="radio"/> No
5. Changes made to the access control mechanisms (e.g., MFA, Single Sign-On, password, remote access, authorization).	<input type="radio"/> Yes <input type="radio"/> No

4. PRIVACY / SECURITY ASSESSMENT (continued)

Application Support

6. Policies and Procedures change (e.g., secure storage, retention, transport and disposal of client data records).

Yes No

7. Remote access for technical support (e.g., vendor change, technology, location).

Yes No

Application Data Hosting

8. Changes made to the current data hosting environment (e.g., network architecture, auditing, access).

Yes No

9. Migration of data hosting sites or change in vendors (e.g., cloud, hybrid model, on-site).

Yes No

10. Changes made to the backup sites.

Yes No

Additional Comments

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5. EMERGENCY RELEASE

1. Installation Date (YYYY/MM/DD) *

2. Affected POS Locations

3. Reason for Emergency Release

4. Description of Changes

5. Impact Assessment

6. 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

7. MINISTRY USE ONLY

Comments/Recommendations

Conformance Test Required

Yes No

- Access Services
- Application (Business Rules)
- Training

Volume 2 P&S Re-Conformance Test Required

Yes No

Scope of Testing:

- Section 1.0: Information Privacy & Security
- Section 2.0: Application Development
- Section 3.0: Application Support
- Section 4.0: Application and Data Hosting Services
- Section 5.0: Cloud Services
- All of Volume 2 (Information Privacy & Security)
- Remote Access Gap Analysis