BRITISH COLUMBIA | Ministry of Health

HEALTH DATA PLATFORM BRITISH COLUMBIA
ORGANIZATIONAL DATA ACCESS REQUEST AMENDMENT

Document Information
Complete this document when requesting an amendment to an approved HDPBC Organizational Data Access Request

Project Information

Title of Project / Program		Project / Program Number

Principal Applicant's Name (PA) [1]	PA Phone	PA Primary Email

Project Sponsor Organization Name

Amendment Request

Please indicate type of amendment being requested (select all that apply):

☐ Cohort update / change to cohort

☐ Addition of year(s) of data

☐ Addition of data set(s), and/or additional columns requiring review and approval

☐ Addition of external data linkage(s)

☐ Extension to project data access term

☐ Change to project team member(s)

☐ Other (Such as a change to project objectives, changes to principal applicant or project lead, addition of funding, addition of sponsoring organization, etc.)

Detailed description of how the amendment expands or differs from the originally approved request. If you are requesting additional data columns that require additional approval, please include an attached list of the columns you wish to request, and your justification for why they are being requested.

Rationale and relationship of amendment to approved project purpose

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[1] Principal Applicant Definition: An individual who will: a) be responsible for the direction of the proposed activities; b) assume the administrative and financial responsibility for the proposed activities; and c) receive all related correspondence from and d) responsible for ethical conduct and compliance with HDP policy and applicable legislation.

By listing your current HDPBC data set access as well as what you wish to add, you provide approvers a clear look at what data is included for the project.

Available with Data Set	Additional Rows or Columns Required	Additional Years Required	HDPBC Data Set You Wish to Access	Existing	To Be Added
			Client Roster Snapshot (CR) (This data set is included by default)	○	○
			Healthideas Common and Reference Dimensions (This data set is included by default)	○	○
			Population Extrapolation for Organizational Planning with Less Error (PEOPLE) (This data set is included by default)	○	○
☐	☐		BC Cancer Registry (BCCR)	○	○
☐	☐		BC Cardiac Services Registry (BCCSR)	○	○
☐	☐		BC Perinatal Data Registry (BCPDR)	○	○
☐	☐		BC Renal (BC Renal)	○	○
☐	☐		Canadian Index of Multiple Deprivation (CIMD)	○	○
☐	☐		Chronic Disease Registry (CDR)	○	○
☐	☐		CIHI Population Grouping Methodology and CPOP Diagnosis Codes (CPOP)	○	○
	☐		COVID-19 Hospitalization and Critical Care Reports (This data set does not have pre-approved variables available for request)	○	○
☐	☐		COVID-19 Lab Test Data (PLIS_COVID)	○	○
☐	☐	☐	Discharge Abstract Database (DAD)	○	○
☐	☐		HealthLink 811 - COVID	○	○
☐	☐		Health System Matrix (HSM)	○	○
☐	☐		Home and Community Care Minimum Reporting Requirements (HCCMRR)	○	○
☐	☐		Medical Imaging Wait Times (MIWT)	○	○
☐	☐	☐	Medical Services Plan (MSP)	○	○
☐	☐	☐	National Ambulatory Care Reporting System (NACRS)	○	○
☐	☐		Patient-Centered Measurement (PCM)	○	○
☐	☐	☐	PharmaNet (PNET)	○	○
☐	☐		Post COVID Recovery Clinics (PCRC)	○	○
☐	☐		Provincial Immunization Registry (PIR)	○	○
☐	☐		Resident Assessment Instrument Home Care Reporting and Continuing Care Reporting Systems (RAI)	○	○
☐	☐		Surgical Wait Times (SWT)	○	○
☐	☐		Vital Events - Birth/Death/Stillbirth (VE)	○	○
☐	☐		VPP Clinical OMOP Data (VCH/PHC/PHSA)	○	○

Data Set Amendment – Additional Years of Data:		Years	Existing or To Be Added	
			Existing	To Be Added
☐ Discharge Abstract Database (DAD)		1991-04-01 - 2011-03-31	○	○
☐ National Ambulatory Care Reporting System (NACRS)		2011-04-01 - 2014-03-31	○	○
☐ PharmaNet (PNET)		1991-01-01 - 2015-12-31	○	○
☐ Medical Services Plan (MSP)		1991-01-01 - 2008-12-31	○	○

Current Project Team

Please Note
- In Table A below, **identify all project team members, including any new team members to be added and any existing team members who should be removed** from the project.
- In cases where a project team member has multiple emails, their primary organizational e-mail must be provided.
- All members of the Project Team who will have access to data must have a formal organizational affiliation with a BC Health Authority or the BC Ministry of Health.
- The Principal Applicant and sponsoring organization assume responsibility for the actions of all members of the Project Team
- All members of the Project Team are accountable to HDPBC Terms of Use and all applicable policy and legislation.
- All members of the Project Team are required to complete HDP Training which includes privacy training.

			Table A: Project Teams Members			
Name	**Position**	**Emails (list the organizationally affiliated email address)**	**Organizational Affiliations (list the sponsoring organization first, then other organizational affiliations in parentheses)**	**Key Project Roles**	**Access to Data Y/N**	**Add or Remove Team Member**
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing
						○ Add ○ Remove ○ Existing

Principal Applicant Acknowledgement

- The Principal Applicant and sponsoring organization assume responsibility for the actions of all members of the Project Team.

- All members of the Project Team are Accountable to the HDPBC Terms of Use and all applicable policies and legislation.

- The Principal Applicant and all members of the Project Team with access to data are required to complete privacy training from either their sponsoring organization, the HDPBC privacy course, or Population Data BC.

- If the nature of the funding arrangement changes over the course of the project lifespan, it is the responsibility of the applicant to notify HDPBC and provide the recent funding documentation.

☐ As the primary applicant, by checking this box, I confirm this project contributes to fulfilling Health Authority and/or Ministry of Health-mandated work and is of priority interest to the organization.

Note: if signing with Acrobat Reader, fill in ALL fields before signing as the form will lock after e-signing

Signature of Principal Applicant	Printed Name	Date Signed

Organizational Amendment Approval

- I attest that the project team members listed in this document as requiring access to data meet the definition of HA or MOH Employees under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

  Employee definition under FOIPPA includes volunteers and service providers.

  Service provider definition under FOIPPA is a person retained under a contract to perform services for a public body.

- I attest that this project is approved and can confirm that this organization project meets the mandate of the sponsor organizations.

- I agree that the project team members listed in this document as part of this project will be made aware of their responsibility to adhere to the conditions laid out in the approved HDP Organizational Data Access Agreement and HDP Terms of Use.

- I attest that should this project be granted access to CIHI Population Grouping Methodology (CPOP) or Health System Matrix (HSM) data will be made aware of their responsibility to adhere to our organizations licensing agreement with the Canadian Institute of Health Information, if applicable.

- I attest that any project specific cohorts and data that would be brought into the HDPBC environment for this project (see DAR Section C.2) are either publicly available, internally available, or have received all appropriate external approvals and agreements.

Note: if signing with Acrobat Reader, fill in ALL fields before signing as the form will lock after e-signing

Signature of Organizational Designate	Printed Name	Date Signed

HDP Contact

Name	Email Address
HDP Operations Team	MoHAnalytics@gov.bc.ca

Mailing Address
1515 Blanshard Street, Victoria BC V8T 1A8