

STATISTICAL ANALYSIS SYSTEM (SAS)

DATA ACCESS & ACCOUNT REQUEST FORM

- ▶ Call the Service Desk 1-888-316-7446 if you are unclear about any fields below.
- ▶ The Service Desk will complete the request within five days from receiving the request.

Return to: Fax Number: 306-781-8480
 Email: servicedesk@ehealthsask.ca

This form is only for Ministry of Health, eHealth, and Saskatchewan Health Authority staff. There is a separate form for access to Canadian Community Health Survey (Statistics Canada) data.

SAS accounts for Health Research Data Platform-Saskatchewan, Health Quality Council, and Saskatchewan Medical Association users should use their specific forms.

User Information

Type of request (check one):	New user	Change in SAS access	Remove user
User's Full Name printed:		Work Phone #:	
Working Title:		Email Address:	
Branch / Unit:		Organization:	

If a user no longer requires SAS, it is **critical** to notify the Service Desk as soon as possible to ensure licensing records are updated appropriately and licenses are released for redeployment.

Do you have SAS Enterprise Guide on your workstation? (check one) Yes No – I require it to be installed

eHealth Saskatchewan Domain Account

Do you already have a network account? (check one) Yes No

If **Yes**, please indicate your account name (domain\username): _____

If **No**, please submit an eHealth Saskatchewan Network Account Authorization Form

Complete the following sections with your organization/branch SAS super user.

If you do not know who this is, please contact MOHITmgmt@health.gov.sk.ca

- Check off read only (R) or read/write (W) access
- Check if you require branch/unit folder access
- Check all SAS libraries you require access to
- DW: data warehouse, MoH: Ministry of Health

*Please note that some libraries are not available to everyone and may require additional approval from the trustee of that library.
Data warehouse databases are all read only.*

Mental Health & Addictions Branch (MHAB) Approval

Signature: Adam Mills

Date (YYYY/MM/DD):

Folders:		
MHAB Branch folder access	R	W
Libraries:		
Alcohol Drug & Gambling System (dw_adg)	R	W

Continuing Care Branch (CCB) Approval

Signature:

Date (YYYY/MM/DD):

Folders:		
CCB branch folder access (CCB):	R	W
Libraries:		
Acquired Brain Injury (dw_abi)	R	
Institutional Supportive Care Home (dw_ISCH)	R	
Long-term care & home care for pop grouper (dw_LTCHC)	R	

Drug Plan & Extended Benefits Branch (DPEBB) Approval

Signature: Chantelle Patrick, Erin Jennings, Caitlyn Wakeling

Date (YYYY/MM/DD):

Folders:		
DPEBB Branch folder access (drugplan)	R	W
Libraries:		
Non-Benefit Claims (dp_ndp)	R	W
Drug Plan Data (dp_data)	R	W
Database Upload for eHS (dp_dbu)	R	W
Medical Supplies and Services Claims (dp_mssc)	R	W
Drug Plan support files (dp_supp)	R	W
Drug Plan version of PHRS data (dp_phrs)	R	W
Special Care Home System (DPEBB version) (dp_schs)	R	W

Healthcare Human Resources Branch (HHRB) Approval

Signature: Kezia Bales

Date (YYYY/MM/DD):

Folders:		
HHRB Branch folder access (pwp)	R	W

eHealth Saskatchewan (eHealth) Approval		
Signature:	Shawn McCann, Jennifer Petriew, Scott Michaels	
Date (YYYY/MM/DD):		
Folders:		
eHealth (MSB\ehs) folder access (msb_upload)	R	W
eHealth (citb) folder access	R	W
eHealth (hisc) folder access	R	W
Training materials (training)	R	W
shared_data folders:		
extracts_users	R	W
ipg	R	W
LVH	R	W
LVM	R	W
Libraries:		
Data warehouse dimension tables (dw_dim)	R	
Data warehouse common libraries (dwComObj)	R	
Raw identifiable covered population files (dw_cp)	R	
Person Health Registration System (dw_phrs)	R	
PHRS snapshot for MSB (lib_phrs)	R	
Provider Registry System (dw_prs)	R	
Vital Statistics (dw_vs)	R	
ehs_vsp_lib	R	
Support tables for MSB financial reports (ehs_pac_soc)	R	
Supplemental Health copy (supp_heal_copy_source)	R	W

Medical Services Branch (MSB) Approval		
Signature:	Laura Bennett	
Date (YYYY/MM/DD):		
Folders:		
MSB Branch folder access (MSB)	R	W
shared_data folders:		
mondor	R	
phymob	R	
Stats_Profiles	R	
Stats_Profiles_Imports	R	
Stats_Profiles_Test	R	
Libraries:		
MSB Physician Registry (msb_pr)	R	
MSB CPS Prod and Test data (dw_msb)	R	
MSB Biweekly data (msb_bw)	R	
MSB Quarter & Annual SPDB (msb_spdb)	R	
MSB Quarter & Annual Split Files (msb_sts)	R	
MSB Virtual Care (msb_vc)	R	
Hospital Reciprocal Billing 1999-2026 (dw_rb_h)	R	
Hospital Reciprocal Billing 2026 on (dw_cps_h)	R	
Referral Management System (dw_rms)	R	

Saskatchewan Health Authority (SHA) Approval		
Signature:	Josh Marko	
Date (YYYY/MM/DD):		
Folders:		
SHA folder access (sha)	R	W
SK Disease Control Lab (sdcl)	R	W

Acute & Emergency Services Branch (AESB) Approval		
Signature:	Sheena McRae, Hilda Chan	
Date (YYYY/MM/DD):		
Folders:		
AESB branch folder access (acute)	R	W
shared_data folders:		
DAD and NACRS flat files and formats (AcutCare)	R	W
Libraries:		
Ambulance Registry Management System (dw_arms)	R	
AESB geography tables (aesb_gis)	R	W
Saskatchewan Surgical Care Network (dw_sscn)	R	
Ambulance Patient Care Record 2018-19+ (dw_apcr)	R	
Ambulance System Raw Data < 2018-19 (dw_asm)	R	
Ground Ambulance System pre-2018-19 (ems_dos)	R	W
AESB covered population report (CovPop)	R	W
Discharge Abstract Database (DAD)	R	W
National Ambulatory Care Reporting System (NACRS)	R	W
Hospital Year End Files (dw_hosp)	R	
AESB upload to eHealth (aesb_upl)	R	W
AESB processed person registry tables (phrs_fix)	R	W
Radiology Information System (dw_ris)	R	
OR Manager (dw_orm)	R	

Primary Care Branch (PCB) Approval		
Signature:	Stephen Weiss, Jessica Walker	
Date (YYYY/MM/DD):		
Folders:		
PCB Branch folder access (phsb)	R	W
Libraries:		
Chronic Disease Management - Quality Improvement Program (dw_pcb)		R

Population Health Branch (PHB) Approval		
Signature:	Sazzadul Khan, Bijay Adhikari	
Date (YYYY/MM/DD):		
Folders:		
PHB Branch folder access (research)	R	W
Chronic Disease Surveillance Data (ccsb_phb)	R	W
Panorama:		
Communicable Disease	R	
Immunizations	R	
shared_data folders:		
CD_Epis	R	W
NDSS_Directories	R	W
Libraries:		
Panorama UAT (efq_panorama)	R	W
Panorama production (dw_pan_p)	R	
Panorama views (dw_pan_v)	R	

Not Listed: Please list any other libraries or folders required here. Provide as much information as possible.

Approver Name

Approve Signature

Statistical Analysis System (SAS) User's Agreement

SAS User Roles and Responsibilities

- Users are responsible for completion of all required training prior to accessing SAS and approved libraries/folders/data.
- Users are responsible for ensuring the use of SAS and approved libraries/folders/data is on a need-to-know basis for the purpose of performing their job responsibilities. All access shall be in accordance with the user's health organization's policies and procedures where applicable.
- Unauthorized access, inappropriate use or suspected breaches of SAS and approved libraries/folders/data shall be promptly reported to the Chief Privacy Officer for your organization.
- Any violation of *The Health Information Protection Act* (HIPA) and all other applicable privacy legislation will be investigated and addressed.
- Users must ensure personal information or personal health information is not copied, exported, or shared inappropriately.
- Users must follow all security protocols and data retention rules in accordance with their organization's policies and procedures where applicable.
- Users must understand that access can be revoked at any time based on inappropriate use.

User Access Agreement

As an employee, contracted employee, or other health care provider, I understand that as an authorized user of SAS and approved libraries/folders/data, I will have access to personal information or personal health information.

I understand and acknowledge:

- SAS and approved libraries/folders/data I use in the performance of my duties is confidential.
- Unauthorized use also includes printing or exporting any information from the SAS environment for purposes other than those for which my access has been approved.
- Any exported data must be stored securely and disposed of appropriately in accordance with HIPA or my health organization's policies and procedures where applicable.
- I am not to share or allow proxy use of SAS user credentials including account or password with others; and I am responsible and accountable for all activities conducted on the computer network under my SAS credentials or user account.
- I understand that my access and activities using SAS and approved libraries/folders/data are subject to audit and review.

User's Signature: _____

Date (YYYY/MM/DD) _____

Requesting Manager/Supervisor:

Name: _____
(please print)

Work Phone Number _____

Signature: _____

Date (YYYY/MM/DD) _____

The most recent version of this form can be downloaded at: <http://www.ehealthsask.ca/forms>