

# Participation Agreement Signatories' Attestations of Their Privacy Contact and LRA(s)

Updated February 2018

# Learning Objectives

This session will review:

- The process whereby Agreement Signatories are required to attest that their Privacy Contact (PC) and Local Registration Authority (LRA) still hold those roles
- Attestations are performed using the Access Governance System (AGS)
- The escalation points if attestations are not completed in a timely manner

# What are Attestations?

“Attestation” refers to the practice of periodically checking and certifying that only the individuals who need certain access privileges to ClinicalConnect and/or AGS have those access privileges. This process is used so the Signatories can confirm their **Privacy Contact and LRA(s)** are appropriately appointed within their organization.



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# Attestation Notification Schedule

- Signatories will receive notifications to perform attestations by email every **May 1** and **November 1**.
- An example of the email to Signatories appears below:

Subject: Action Required: You Must Perform Semi-Annual ClinicalConnect Attestations

Dear Sue Signatory

Please be advised you must log into the ClinicalConnect [Access Governance System](#) (AGS) to perform attestations. You will find your attestation requests under “My Actions”, then “Pending Attestations”.

The attestation process is invoked starting every May 1 and November 1 in accordance with the ClinicalConnect Participation Agreement and you are required to complete these attestations for AGS and/or ClinicalConnect users in your organization to verify they are still authorized to use one or more of the systems.

Please complete these attestations as soon as possible.

Regards,  
ClinicalConnect Administration Team at Hamilton Health Sciences



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# Completing Attestations

- Log into AGS, select “My Actions” from the menu, then select “Pending Attestations”. Approve or Deny the account and “Save Decisions”.

**ACCESS GOVERNANCE SYSTEM**

Start > Pending Attestations :

My Profile

My Activity History

My Actions **33**

- Pending Requests **5**
- Pending Attestations **4****
- User Enablement **24**
- Reactivate disabled Users

Submit request

More options

### Pending Attestations

The following attestation cases require your decision.

Display name	Information	Created	Partner Organization	Email		Decision	Actions
Training, Fred		4/5/2016	Training	fredtra@train.ca	0	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	<a href="#">more</a>
Training, Janic		4/5/2016	Training	jtraining@train.ca	0	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny	<a href="#">more</a>
Training, Beth		4/5/2016	Training	beth.training@tra	0	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	<a href="#">more</a>
Training, Bob		4/5/2016	Training	btraining@train.ca	0	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	<a href="#">more</a>

Attest all at once

Export this view: [PDF](#) | [CSV](#)

Please enter a reason for your decision.

Reason for attestation:

May add an attestation reason **Optional**

**3** [Save Decisions](#) [Back](#)

Refer to the Completing Pending Attestations in AGS eLearning video.

# Attestation History

- The Attestation History shows approvals and denials within the specified date range.
- Log into AGS, select “My Activity History” from the menu, then select “Attestation History”. Select the date range.

ACCESS GOVERNANCE SYSTEM

Start > Attestation History

My Profile

My Activity History

Request History

Approval History

Attestation History

My Actions 31

Submit request

More options

### Attestation History

This page shows the history of your attestation decisions. For a more detailed search please use the button "Advanced Search".

Attestation date between:  and

Advanced search Search

Name Change Request (13)

Information	Created	Original Name	New Name	Email	CPSO
	2/18/2016	Betty1, Betty Dr.	Boop, Betty Dr.	4562@123.ca	78987
	2/18/2016	Betty1, Betty Dr.	Boop, Betty Dr.	4562@123.ca	78987
	2/18/2016	Ant, Adam	Antler, Adam	adam@anthill.com	
	2/29/2016	Boyle, Sunshine Dr.	Boyle, Cloudy Dr.	s.boyle@gmail.com	05645
	2/29/2016	Brown, George	Gray, George	mouse@guelpht.com	

May change the date range, then “Search” to display the attestations.

Optional

1

# Attestation Schedule

- Signatories will receive a **reminder email** if the attestations are **not complete within 2 weeks** of receiving the initial notification.
- If attestations are **not complete within 4 weeks** of receiving the initial notification, an escalation email is sent to the organization's Privacy Contact.
- If attestations are **not complete within 6 weeks**, Signatories will receive final warning to complete attestations within the next two weeks and failure to do so will result in automatic revocation of PC and LRA appointments and corresponding access to AGS

# Attesting Privacy Contact Role

- If the Signatory denies their Privacy Contact attestation, an on-screen message will appear stating that all Participating Organizations must have a Privacy Contact.
  - The Signatory can appoint themselves as the organization's Privacy Contact, or appoint someone new.
  - A new Privacy Contact must be appointed before the denial of the attestation can be completed.



# Attesting the Primary LRA Role

- If a Signatory denies Primary LRA's attestation, an on-screen message will appear stating this person is the Primary LRA, and a new Primary LRA must be appointed before the denial of the attestation can be completed.
  - If a new LRA is appointed who is not yet trained, LRA will receive welcome email with details to begin LRA orientation.

# Questions & Answers



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