

Integrated Assessment Record (IAR) Business Sustainment Roles Request

PURPOSE OF THIS FORM

Add, change, and remove information about the IAR Roles:

- **Privacy Officer (PO)** – The PO is the privacy contact as identified on the Data Sharing Agreement.
- **Technical Lead** – The Technical Lead, or webservice contact, receives upload error logs and manages webservice account details.
- **EMPI Lead** – The Enterprise Master Patient Index (EMPI) Lead works with the EMPI Data Steward to resolve issues related to the assessment demographic information.

Fields labeled with an asterisk (*) are required.

HEALTH SERVICE PROVIDER (HSP) INFORMATION

HSP Name*			
LHIN*		Facility ID*	
HSP Address			
For CCIM Use Only: Create new HSP account for EMPI set up? Yes <input type="radio"/> No <input type="radio"/>			

ADD CONTACT PERSON WITH ROLES

Name*			Required roles* <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
Email*		Phone*	
Name*			Required roles* <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
Email*		Phone*	
Name*			Required roles* <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
Email*		Phone*	
Name*			Required roles* <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
Email*		Phone*	

To authorize additional contacts, please see supplemental page 3.

**Integrated Assessment Record (IAR)
Business Sustainment Roles Request**

CHANGE CONTACT INFORMATION AND ROLES

Name*	<input style="width:95%;" type="text"/>	Check <u>all</u> required roles
New Name	<input style="width:95%;" type="text"/>	<input type="checkbox"/> PO
New Email	<input style="width:45%;" type="text"/>	<input type="checkbox"/> Technical
Phone	<input style="width:20%;" type="text"/>	<input type="checkbox"/> EMPI

Name*	<input style="width:95%;" type="text"/>	Check <u>all</u> required roles
New Name	<input style="width:95%;" type="text"/>	<input type="checkbox"/> PO
New Email	<input style="width:45%;" type="text"/>	<input type="checkbox"/> Technical
Phone	<input style="width:20%;" type="text"/>	<input type="checkbox"/> EMPI

Name*	<input style="width:95%;" type="text"/>	Check <u>all</u> required roles
New Name	<input style="width:95%;" type="text"/>	<input type="checkbox"/> PO
New Email	<input style="width:45%;" type="text"/>	<input type="checkbox"/> Technical
Phone	<input style="width:20%;" type="text"/>	<input type="checkbox"/> EMPI

To change additional contacts, please see supplemental page 4.

REMOVE CONTACT PERSON AND ROLES

Name*	<input style="width:95%;" type="text"/>	Email*	<input style="width:95%;" type="text"/>
-------	---	--------	---

Name*	<input style="width:95%;" type="text"/>	Email*	<input style="width:95%;" type="text"/>
-------	---	--------	---

Name*	<input style="width:95%;" type="text"/>	Email*	<input style="width:95%;" type="text"/>
-------	---	--------	---

To remove additional contacts, please see supplemental page 5.

DECLARATION	
By signing this form, I approve the addition, change or removal of Business Sustainment roles for the persons listed above. I understand that I am accountable for validating the business need of the role(s) for the assigned persons. I have verified the accuracy of the information provided herein.	
User Authority Name*	<input style="width:95%;" type="text"/>
E-mail*	<input style="width:95%;" type="text"/>
Phone*	<input style="width:50%;" type="text"/>
Ext	<input style="width:20%;" type="text"/>
User Authority Signature*	Date*

Please submit this form to the CCIM Service Desk by email: servicedesk@ccim.on.ca.

**Integrated Assessment Record (IAR)
Business Sustainment Roles Request**

SUPPLEMENTAL PAGE - ADD CONTACT PERSON WITH ROLES

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

Name*	<input type="text"/>	Required roles*
Email*	<input type="text"/>	<input type="checkbox"/> PO
Phone*	<input type="text"/>	<input type="checkbox"/> Technical
		<input type="checkbox"/> EMPI

**Integrated Assessment Record (IAR)
Business Sustainment Roles Request**

SUPPLEMENTAL PAGE - CHANGE CONTACT INFORMATION AND ROLES

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

Name*	<input type="text"/>	Check <u>all</u> required roles <input type="checkbox"/> PO <input type="checkbox"/> Technical <input type="checkbox"/> EMPI
New Name	<input type="text"/>	
New Email*	<input type="text"/> Phone* <input type="text"/>	

**Integrated Assessment Record (IAR)
Business Sustainment Roles Request**

SUPPLEMENTAL PAGE - REMOVE CONTACT PERSONS AND ROLES

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------

Name*	<input type="text"/>	Email*	<input type="text"/>
-------	----------------------	--------	----------------------