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South West
CCAC **CASC**
Community
Care Access
Centre
Centre d'accès
aux soins
communautaires
du Sud-Ouest

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June 28, 2016

Ms. Angie Heinz
Administrator
Dearness Home
710 Southdale Rd E
London, ON N6E 1R8

Subject: Signing of Data Sharing and Network Sharing Agreements

Dear Ms. Heinz:

The Ontario Association of Community Care Access Centres (OACCAC) developed a Provincial Data Sharing Agreement (DSA) and a Network Sharing Agreement (NSA) a number of years ago. These agreements facilitate the use of the Health Partner Gateway (HPG) which allows electronic sharing of information and documents.

As an organization not using the HPG, we are unable to “grandfather” your organization and will need to use paper based referrals going forward.

The CI-DSA and CI-NSA are multi-lateral agreements. The signed organizations are participants and have a shared responsibility to protect PHI (Personal Health Information) in this multi-participant environment. When an organization uses HPG without signing an agreement, it poses a risk to the CCACs (signed participants), OACCAC (Agent and Health Information Network Provider (HINP)) and other signed participants such as Long Term Care Homes (LTCHs), Community Support Service Agencies (CSSAs), Partners, and Service Providers.

Other municipalities across the province have signed the agreements, and there are 78 Long Term Care Facilities across the South West. Dearness Home is the last Long Term Care Facility to sign. We are asking you to please sign the attached *DSA* and *NSA agreements* by **July 31, 2016** so that your organization can begin using HPG versus continuing to use paper based referrals. We are also including a form that requires the name and contact information for the Privacy Officer of your organization.

If you could please sign and fill out the attached and return it to Cathy Burgoyne (cathy.burgoyne@sw.ccac-ont.ca) at your earliest convenience it would be greatly appreciated.

With thanks,



Sandra Coleman
Chief Executive Officer
South West Community Care Access Centre

Enclosure (3)