

September 1, 2009

## Policy Access Level (PAL)

### Summary:

PAL provides a level of HSPnet access that addresses the needs of government, policy and coordinating organizations such as the BCAHC or Council of Ontario Universities. PAL access protects privacy by excluding all personal identifiers of any kind, and in general provides only aggregate data to support activities such as program planning, policy development, and research.

### Setup of New PAL Users

Access to aggregate data, via PAL access, is explained in Policy 3.6 of the National HSPnet Policies available at [http://www.hspcanada.net/docs/Policies\\_Consent/HSPnet\\_Policies.pdf](http://www.hspcanada.net/docs/Policies_Consent/HSPnet_Policies.pdf):

Government and Policy organizations may be granted access to aggregate (de-identified) data as available within the Policy Access Level (PAL) module of HSPnet.


PAL user ID's to be approved by the jurisdiction's Data Stewardship Committee (DSC)

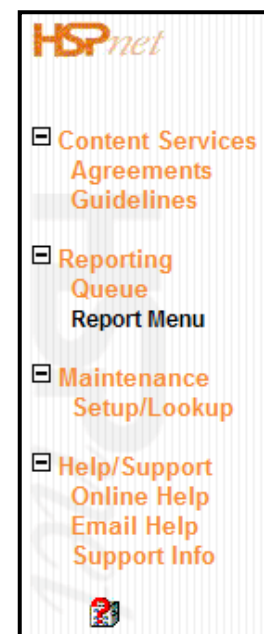
Notification of DSC approval should be sent to the National Director at [hspnet@hspcanada.net](mailto:hspnet@hspcanada.net). Please provide user name and title, contact information (phone, fax, email) and the Placing and/or Receiving Agencies to which the individual may be granted access. This can be in the form of a list of agencies and/or programs/sites, or can be a general description such as "all universities" or "all nursing activity".

New users will be sent a user ID and temporary password at the time of creating their user account. Help Desk will also provide them with a copy of this Quick Reference Guide to get started.



### PAL Features

PAL users will receive access to the following areas in their left navigation:

- **Content Services** – access to online practice education policy and contract templates as published for their province; plus tools to adopt/adapt templates as local Guidelines or Agreements
- **Reporting**
  - *Menu* of pre-defined reports (such as Staff List) and Wizards for building custom reports
  - *Queue* of newly submitted reports, awaiting generation or printing
- **Maintenance** – lookup tools to check HSPnet directories of agencies, educational programs, and placement agencies/sites
- **Help/Support** – links to online help text, or for contacting HSPnet support by email or phone
- **Find Destination**  – a search tool for lookup of receiving locations entered in HSPnet.



## PAL Reports

Reports generated from the Report Menu are submitted to the Queue, where a dedicated Report Server generates submitted reports every 60 seconds. Once generated, the report status will change from “Submitted” to “Ready”, and a Preview icon  will appear. Clicking this icon opens the PDF report in Adobe reader, from which it can be saved on a local drive or printed on a local printer. An email option  allows delivery of the PDF to one or more recipients along with uploaded attachments as needed.

PAL reports are “de-identified” with all Agency, Program, and site names displayed without identifiers (Site A, Site B, etc.) as per the sample below. If identifiable data is required, a custom report request must be submitted for approval by the National Director or DSC as required per the Data Access Guidelines of Policy 3.6.


Rcv Agency	RA Site	RA Service	Placing Agency	Discipline	Sub-Discipline	Prog Year	PR Type	# Students	Student Hrs
Agency15	Site192	CCare/Res	Agency106	Nursing	PracNursing	1	Prec	2	360.00
Agency15	Site911	CCare/Res	Agency106	Nursing	PracNursing	1	Prec	1	180.00
Agency37	Site87	Medicine	Agency106	Nursing	PracNursing	1	Prec	1	180.00
Agency37	Site87	Medicine	Agency106	Nursing	PracNursing	1	Prec	1	180.00
Agency37	Site341	Medicine	Agency106	Nursing	PracNursing	1	Prec	1	180.00
Agency37	Site341	Medicine	Agency106	Nursing	PracNursing	1	Prec	3	540.00
Agency37	Site536	SurgeryIP	Agency106	Nursing	PracNursing	1	Prec	3	540.00
Agency37	Site623	Med/Surg	Agency106	Nursing	PracNursing	1	Prec	1	180.00
Agency37	Site912	Medicine	Agency106	Nursing	PracNursing	1	Prec	2	360.00

## Accessing the Wizard for Custom Reports

The Activity Reports Wizard is available from the left navigation under **Reporting** → **Report Menu**. Click the link to view the **PAL Activity Report Wizard**.

## Building a New Report

The Report Wizard Menu has two main areas: a table containing a list of all Saved Reports (where you can save customized reports generated from the Wizard) and the Wizard table for building new custom reports.

In the Wizard table, click the  icon to build a new report. This will launch the wizard, starting first with an instruction screen that describes the wizard’s capabilities and steps to complete it. When ready to proceed, click **Next** to start the wizard by providing a Name and Description.

## Naming Reports

Each report has a Name and Description. Concise names are recommended, such as “2004 Groups - All Statuses” or “Declined Preceptorships - Spring 2003”.

**Report Wizard Menu**

**Refresh View**

**My Saved Reports**











Updated	Report Name
Mar 4/09	NHASC Groups 08/09 Rotations
Sep 29/09	NHASC NONGrou 08/09
Mar 4/09	NHASC Groups 08/09

**PAL Activity Report Wizard**






**Updated Report Name**

**Press the 'Build New Report' button**

The report Description should contain enough information to help you distinguish one of your reports from another. Useful information in the Description could include selected format or sorting options, or the report purpose such as “Accreditation” or “Preceptor Recognition”.

Activity Report Wizard				
Updated	Report Name	Report Description	Last Run	Actions
Nov 8/05	2004 NSG Groups - Confirmed	For Accreditation - Confirmed nursing groups, sorted by Destination	Nov 8/05	    
Nov 8/05	2003 Groups - Declined		Nov 8/05	    

After a report is built, the following icons are displayed:

-  **Run the report** as built, without changing any settings.
-  **Edit the report** to change settings such as output format or statuses to be included (Note: if the report name and description no longer reflect the revised settings, the report name should also be changed).
-  **Copy an existing report** - for example, copy a report entitled “2004 Groups”, change the dates, and rename to “2003 Groups” for an equivalent report covering another period. The Copy feature also allows you to copy a report to another user in your Department.
-  **Save the Report** to the area “My Saved Reports.”
-  **Delete the Report** if no longer needed or if created in error.

**NOTE:**

*Reports in the main Wizard area are purged every 50 days, and therefore should be saved if needed for the extended future.*

### Things to Remember

- Reports generated via the Activity Reports Wizard will include only activities from within your allowed view of HSPnet data. For example, your Placing Agency dropdowns may be limited only to universities or colleges, or to all schools in a specific geographic area.
- If you require report that is outside of your access rights, such as cross-agency data to support research or committee activities, or a report that includes options not offered in the Wizard questions, you will need to submit a request for a Custom Report by completing the HSPnet Data Request Form. The form is available at [www.hspcanada.net/resources/forms.asp](http://www.hspcanada.net/resources/forms.asp).
- *Activity reports contain complex queries that consume database and network resources, and high reporting volumes could cause performance impacts for other HSPnet users. If you experience problems with a report, please contact Help Desk at [support@hspcanada.net](mailto:support@hspcanada.net) rather than running it multiple times unsuccessfully.*

**HSPnet Team**  
Health Sciences Placement Network  
[www.hspcanada.net](http://www.hspcanada.net)