

September 30, 2011

## Release of Student Numbers to Receiving Sites

### Summary:

In provinces where the HSPnet consent form includes a provision for release of student number to receiving agencies, each site can enable this feature to include the school's student number in the Access/Security Listing wizard.

### Background

The standardized HSPnet consent form, based on the National HSPnet Policies, permits the release of student name only to receiving sites; the school's student number is not released. Receiving sites can generate a list of student names in confirmed placements via the Security/Access Listing wizard, which includes a unique HSPnet ID number for each student. This unique ID can be used to track computer access, building access, and other activities where a unique number for each student is needed.

A province may elect to expand the standardized consent to permit release of the student number used by the school, whether they use a school-specific number or a provincial number (like MELS in Quebec). If the expanded consent form is used, then receiving sites in that province will be given an option to use the HSPnet ID or to also receive the student number used by the school.

Receiving sites can view a student number in the Security/Access Listing wizard if the following conditions are met:

- The province has adopted an expanded consent form that includes release of student number
- Your site is setup to view student number (see step 3 below)
- The Placing Agency has assigned the student to a placement, and placement status is Confirmed

### Requirements for Placing Agencies

1. The student number to be released will be the mandatory number that is entered in the **Setup/Lookup → Students** screen for each student record. The alternate number (e.g. for a partner school in a collaborative program) is not released.

Edit entry	
Names: Last: Anderson *	First: Sally *
Prev. Last Name:	Salutation: [dropdown]
Student Number: 26456658 *	HSPnet ID: HSP935 <a href="#">Help</a>
Email: tctrans@shaw.ca	
Alt. Student Number: 952A	→ Placing Agency: UBC [dropdown]



2. Student name and number are released to receiving sites when the placement is confirmed, so you need to ensure that students are assigned and placements are confirmed before the deadline for receiving sites who require this information.

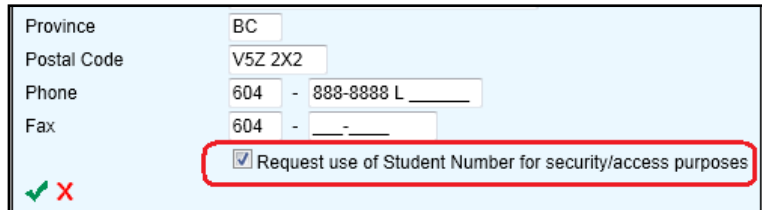


**IMPORTANT:** Student number is not released for students entered into HSPnet with initials only, since initials only indicates the student hasn't consented to release their personal information to receiving sites.

## Requirements for Receiving Agencies


3. Each site that requires student numbers must enable this feature in **Setup/Lookup → Site Maintenance**. Receiving Coordinators can perform this step for each site under their responsibility:

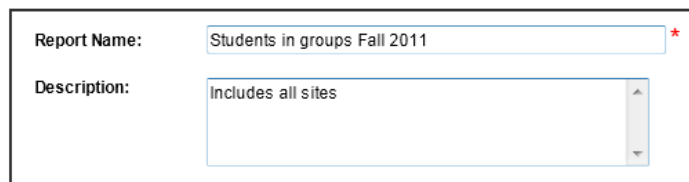
- Click Edit  to edit the entry for a site.
- Click the checkbox to “Request use of Student Number for security/access purposes” and click Save .



Province: BC  
 Postal Code: V5Z 2X2  
 Phone: 604 - 888-8888 L \_\_\_\_\_  
 Fax: 604 - \_\_\_\_\_  
 Request use of Student Number for security/access purposes

4. Student numbers are included in the **Security/Access Listing** wizard in your reports menu.

- Click  to build a new report, and on the second screen you will be prompted to enter a report name and description, then click

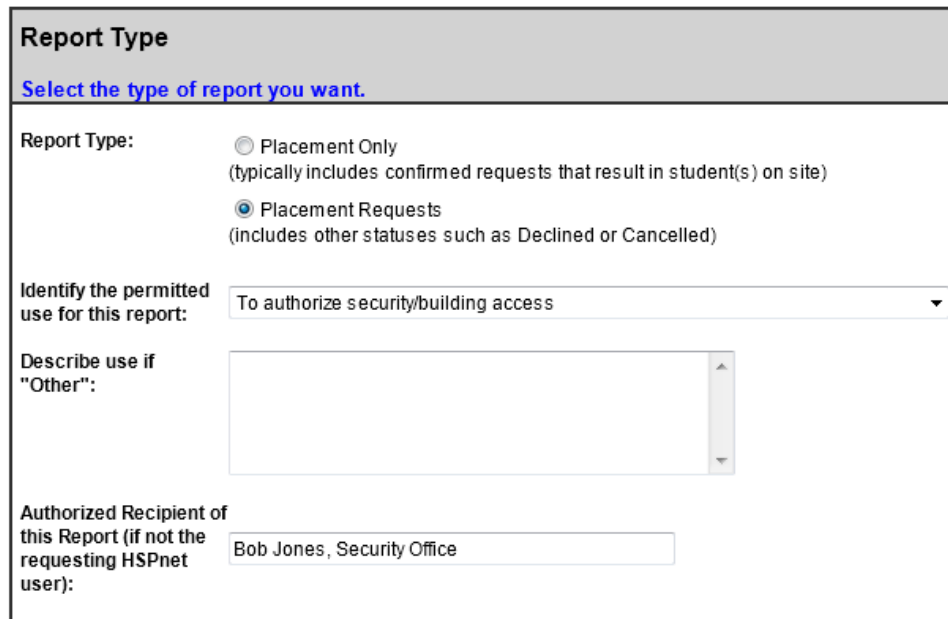


Report Name: Students in groups Fall 2011 \*  
 Description: Includes all sites

**Save and Run the Wizard**

- Select a date range for upcoming placements (e.g. Term of Fall 2011) or enter custom dates, and and click **Next >**.

- In the **Report Type** screen, select one of the permitted uses of student information, such as building access or issuing computer accounts.



**Report Type**  
 Select the type of report you want.

Report Type:  
 Placement Only (typically includes confirmed requests that result in student(s) on site)  
 Placement Requests (includes other statuses such as Declined or Cancelled)

Identify the permitted use for this report: To authorize security/building access

Describe use if "Other":

Authorized Recipient of this Report (if not the requesting HSPnet user): Bob Jones, Security Office

- If the report will be delivered to another individual, such as the security office, enter the recipient's name and/or position.

- Complete the remaining steps of the wizard to generate the list of confirmed students. For your sites that are setup to receive student number, the report will include placement details plus both student numbers:

Plc Agency	PA Program	PA Course	Status	PR Type	Student Last	Student First	Student No.	HSPnet ID
UBC/Nursing	BScN	Nurs460	Conf	Precept	Addison	Trudy	123123	HSP916
UBC/Nursing	BScN	Nurs410P2B	Conf	Precept	Milton	Frank	897676546	HSP966
UBC/Nursing	BScN	Nurs460	Conf	Precept	Anderson	Sally	26456658	HSP935

## Things to Remember

- Placing Coordinators must assign students and confirm each placement in order to release student name and number.
- Receiving Coordinators must enable each site that requires the use of student number.
- The Security/Access Listing wizard tracks the permitted uses of student information to ensure it is consistent with national HSPnet policies. For more information about student consent or the policies, visit <http://www.hspscanada.net/privacy/resources.asp>.

**HSPnet Team**  
**Health Sciences Placement Network**  
[support@hspscanada.net](mailto:support@hspscanada.net)  
[www.hspscanada.net](http://www.hspscanada.net)