

EMIS Web: Data Sharing Manager: Activating EPACCS for CCR.

Use this handout to help you to use Data Sharing Manager to activate and sharing agreements.

Using sharing agreements

You need to use sharing agreements in order to enable your organisation to:

- Share your data with other organisations.
- View data belonging to other organisations.

Each organisation using a sharing agreement needs to activate it, in order to share and view data.

Note: To use sharing agreements, you must have the appropriate Role Based Access Control (RBAC) activities in your role profile:

- B0264 Access CSA (Perform Patient Trace), to perform cross-organisation searches using Patient Find and match patients across organisations in Registration.
- B8028 View Shared Record, to view shared records and documents.
- B0109 Local Restricted System Administration, to activate and deactivate sharing agreements.
- B0020 Control Consent Status, to change the value of the national flags indicating a patient's preferences for restricting viewing of their Summary Care Record and detailed records.

Note: This activity must only be granted to users who can explain to the patient the consequences of these choices. This activity controls access to sensitive personal data which includes clinical and administrative information, i.e. it does not apply to demographic data.

Note: An alert is displayed when you view shared data that was streamed more than 24 hours ago.



Example shared patient streaming alert

Access Data Sharing Manager

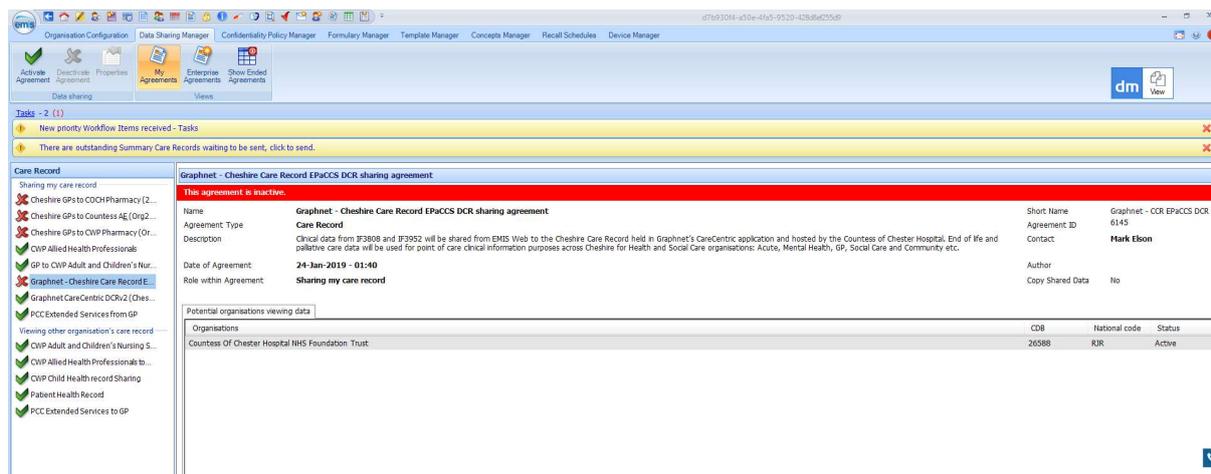
To access Data Sharing Manager, do one of the following:

- Click  , point to **Configuration**, and then click **Data Sharing Manager**.
- If you have customised the quick access toolbar, click .
- If you are already in the Configuration Manager module, click the **Data Sharing Manager** tab at the top of the screen.
- On the EMIS Web homepage, click the link, if configured.

Note: The Data Sharing Manager option is *not* available if you do not have any agreements in place.

Activate a sharing agreement

1. Access Data Sharing Manager.
2. If required, on the Data Sharing Manager ribbon, click **My Agreements**.



Organisations	CDB	National code	Status
Countess Of Chester Hospital NHS Foundation Trust	26588	KJR	Active

3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Care Record** or **Reporting**).

Existing agreements of the selected type are listed in the navigation pane, with a green tick beside active agreements and a red cross beside agreements that have been created, but not yet activated:

Agreements list in navigation pane for care record sharing agreements

4. In the appropriate section in the navigation pane, click the agreement you want to activate:
 - For care record agreements, the section is called Sharing my Care Record. In this case – **Graphnet – Cheshire Care Records EPaCCS DCR sharing agreement**.
 - For reporting agreements, the section is called External Organisations Reporting on my Data.

Details of the agreement are displayed in the right-hand pane.

5. On the Data Sharing Manager ribbon, click **Activate Agreement**.



The agreement is activated for your organisation (i.e. other organisations can view your data). However, you *cannot* view information from other organisations until they also activate the agreement.

Note: You *cannot* edit an agreement when an organisation has activated it. If you need to edit an agreement, all organisations must first deactivate it.

Graphnet - Cheshire Care Record EPaCCS DCR sharing agreement

This agreement is currently active.

Name	Graphnet - Cheshire Care Record EPaCCS DCR sharing agreement	Short Name	Graphnet - CCR EPaCCS DCR
Agreement Type	Care Record	Agreement ID	6145
Description	Clinical data from #3808 and #3952 will be shared from EMIS Web to the Cheshire Care Record held in Graphnet's CareCentric application and hosted by the Countess of Chester Hospital. End of life and palliative care data will be used for point of care clinical information purposes across Cheshire for Health and Social care organisations: Acute, Mental Health, GP, Social Care and Community etc.	Contact	Mark Elbon
Date of Agreement	24-Jan-2019 - 01:40	Author	
Role within Agreement	Sharing my care record	Copy Shared Data	No

Potential organisations viewing data

Organisations	CDR	National code	Status
Countess Of Chester Hospital NHS Foundation Trust	26588	RJR	Active