Decision Support System (DSS) Security Policy

This document details the security policy for granting, managing and auditing user access to the Queensland Health (QH) Decision Support System (DSS).

1. Statement
Access to DSS is to be:
1. Granted to users needing QH business intelligence information, as part of their position and responsibilities within QH;
2. Only granted to users to facilitate improved decision making in regard to the best use of QH resources without disadvantage to other QH entities; and
3. Managed and annually audited by DSS Coordinators within Hospital and Health Services (HHSs) and the Divisions and Agencies of the Department of Health (DoH).

DSS access is requested online as detailed in this policy via the user’s DSS Coordinator. “Privileged” DSS access (e.g. state-wide or “All HHS” access) is available as set out within this policy and is requested by manually submitting a form to the DSS Team.

2. Purpose
Intention of this policy is to:
- Set guidelines and a uniform approach for granting, managing and auditing user access to the QH business intelligence information within DSS; and
- Reduce the risk of misuse of confidential information accessible within DSS.

The Financial Management Practice Manual Chapter 11 “Financial Information Management” (such as section 11.2.1.1 “Design of internal controls over information technology systems”) sets out the key requirements for this policy.

3. Scope
This policy applies to all QH employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including partners, contractors, consultants and volunteers).

4. Principles
Users are only to be able to access information within DSS that is needed in the performance of their position duties and responsibilities. Access to information within DSS is granted based on a risk adverse approach (i.e. users only have access to essential data).

“Privileged role” access is defined as where the user either has viewing rights that extend to:
- state-wide access;
- “all HHS” access; or
- controlling rights for determining access for other users (i.e. DSS Coordinator role).

“Privileged role” access is only granted where explicit written approval and authorisation has been completed in line with this policy. Such written approval to access DSS is to be requested on the forms and systems accessible from the DSS Intranet site (http://dss.health.qld.gov.au/) as follows:
- The DSS Coordinator Access Request Form to be a DSS Coordinator available under the “Coordinators” icon on the DSS home page;
- The DSS “state-wide / Privileged” Access Approval Request Forms to request “state-wide” or “All HHS access” available under the “System Access” icon on the DSS home page; and
- The DSS Online User Access Request System to gain DSS access under the “System Access” icon on the DSS home page.

As an example DSS “privileged role” access to the Finance and HR Payroll modules is restricted to a limited number of DoH corporate Divisional staff as detailed in this policy due to these modules containing sensitive (e.g. QH budget position) and personal (e.g. ability to drill through to transaction details such as staff earning and vendor payments) information.

5. **Examples of appropriate user access**

Examples of DSS user access to be granted are as follows:

a. Departmental (DoH) Leadership Team (DLT) members and their DoH senior support staff are permitted to have “privileged role” access to the DSS Scorecard module to view QH performance (e.g. budget position);

b. DoH Divisional staff preparing finance related reporting for DoH executive committees (such as the DLT, System (QH) Leadership Team, Minster's Budget Review Committee (MBRC), the HHS Performance Review Meetings, the Audit and Risk Committee (ARC), the Expenditure Review Committee (ERC) and the Investment Review Committee (IRC)) are permitted to have “privileged role” access to the DSS Finance, Activity Based Funding (ABF), HR Payroll and Scorecard modules to extract information for presentation to these DoH committees and their members;

c. Chief Human Resources Officer, HR Services Branch, Corporate Services Division, DoH and their senior support staff where these staff assist with strategic QH related duties are permitted to have “privileged role” access to the DSS HR Payroll, Lifecycle and Workbrain modules;

d. Chief Procurement Officer, Procurement and Logistics Branch, Health Services Queensland (HSQ), DoH and their senior support staff where these staff assist with strategic QH related duties are permitted to have “privileged role” access to the DSS Materials Management and Central Pharmacy modules;

e. Chief Risk Officer, Audit, Risk and Governance Branch, Corporate Services Division, DoH and their senior support staff where these staff assist with strategic QH related duties are permitted to have “privileged role” access to the DSS QH Risk module;

f. Chief Finance Officer, Finance Branch, Corporate Services Division, DoH and their senior support staff where these staff assist with strategic QH related duties are permitted to have “privileged role” access to the DSS ABF, Finance, HR Payroll and Scorecard related modules;

g. Executive Director, Contracting and Performance Management Branch and the Senior Director, Purchasing and Funding Branch within the Healthcare Purchasing and System Performance Division, DoH and their senior support staff where these staff assist with strategic QH related duties are permitted to have “privileged role” access to the DSS ABF, HHS Activity Funding and Scorecard related modules;

h. All staff from DoH areas who provide data to DSS (e.g. Statistics and Data Governance Branch, Patient Safety and Quality Improvement Service, Health Care Improvement Unit, HHS Funding and Costing Unit, Pathology Queensland and DoH finance, procurement and payroll transactional services staff) are permitted to have “privileged role” access for the applicable DSS modules in order to view and verify the accuracy of their DSS data, where approved by their Senior Executive Service (SES) officer;
i. DoH and HHS executive level staff are permitted to be granted access to their Division’s / Agency’s / HHS’s data within the DSS Finance, ABF, HR Payroll and Scorecard modules to view and verify the performance of their Division / Agency / HHS;

j. Finance and Corporate Services Managers of each facility (e.g. hospital) are permitted to be granted access to their facility's data within the DSS Finance, HR Payroll, ABF and Scorecard modules to verify and view the performance of their facility;

k. Business managers and cost centre managers are permitted to be granted access to their cost centre data within the DSS Finance, HR Payroll, ABF and Scorecard modules to view and verify their costs, FTE, patient activity and other key performance indicator (KPI) information; and

l. Senior HHS staff, as defined further in this document, are permitted to be granted access to data of other HHSs’ data within the

- DSS ABF, HHS Activity Funding, PPG, Scorecard and Patient Flow modules where it is deemed relevant to their role by their Chief Executive Officer (CEO) or their HHS Chief Finance Officer (CFO); and
- Nursing Sensitive Indicators (NSI Reporting Tool) module where it is deemed relevant to their role by their HHS Executive Director / Director of Nursing Services and Midwifery to benchmark against the performance of their HHS and to identify best practice in order to improve the performance of their HHS without disadvantage to other HHSs.

6. Definition of a Senior Officer

“Privileged role” rights must only be granted to senior officers. For the purpose of security within DSS, a senior officer is as determined by each HHS and DoH corporate Division/Agency and is suggested for:

- Large facilities and within DoH corporate Divisions / Agencies, a senior officer is an officer at AO5, or equivalent or above level; and
- Small facilities, a senior officer is an officer at AO4, or equivalent or above level.

DSS “privileged role” access to HHS users is restricted to only senior officers to minimise risk of information misuse.

7. “Privileged Role” access to all DSS modules

The following staff may be permitted state-wide access to all DSS modules:

- Director General, Deputy Director Generals, other DoH Leadership Team (DLT) members and their senior support staff where these staff assist with strategic QH related duties and work directly with their DLT members;
- Audit, Risk and Governance Branch, Corporate Services Division, DoH and
- Members of the Finance Solutions Team, Finance Branch, Corporate Services Division, DoH, who develop, test, deploy and support DSS.

To gain such access, these staff are to request approval from:

- the DoH CFO, the Senior Director Finance Solutions, Finance Branch, DoH or the Director, System Support, Finance Solutions, Finance Branch, DoH and
- their supervising Senior Executive Service (SES) officer

for such access by completing the DSS Privileged Access Request Form available from the DSS Intranet site.
8. **“Privileged Role” access for Data Custodians to specific modules**

Where approved by

- the user’s Senior Executive Service (SES) officer and
- the relevant DSS Coordinators, DoH CFO, the Senior Director Finance Solutions Finance Branch, DoH or the Director, System Support, Finance Solutions, Finance Branch, DoH;

the staff of the following DoH areas may be permitted “privileged role” (i.e. state-wide) access in specific modules:

- Office of the Chief Nursing and Midwifery Officer, Healthcare Improvement Unit; Statistics and Data Governance Branch; and the Patient Safety and Quality Improvement Branch for the DSS ABF, HHS Activity Funding, Patient Flow, Nurse Sensitive Indicator (NSI) and Scorecard modules;
- Healthcare Purchasing and System Performance Division, DoH for the DSS Scorecard module;
- Queensland Pathology, Health Support Queensland (HSQ), DoH for the DSS Pathology module;
- Finance Transactional Services, Finance Branch, Corporate Services Division, DoH for the DSS General Ledger and Finance modules; and
- Procurement and Logistics Branch, HSQ, DoH for the DSS Material Management (MM) module;
- Payroll Transactional Services, Payroll Portfolio, HSQ, DoH and HR Branch, Corporate Services Division, DoH for the DSS HR Payroll module.

9. **Other “Privileged Role” access to specific modules**

Where approved by the user’s

- Senior Executive Service (SES) officer and
- the DoH CFO, the Senior Director Finance Solutions, Finance Branch, DoH or the Director, System Support, Finance Solutions, Finance Branch, DoH:

the staff of the following areas may be permitted “privileged role” (i.e. state-wide / multi-HHS) access as outlined below;

- **Finance, Own Source Revenue, General Ledger / Balance Sheet, Investment Management, Commonwealth Reporting, Veteran’s Affairs (DVA) and External Reporting modules**
  - Office of the DG, DoH;
  - Finance Branch, Corporate Services Division, DoH; and
  - Capital Budgets, Accounting and Analysis Team, Commercial Services Unit, Capital Infrastructure Delivery, Business Enhancement and Infra-structure Branch, Corporate Services Division, DoH.

- **Veteran’s Affairs (DVA) modules**
  - Other Veteran’s Affairs Module users as determined by the Veteran’s Affairs Module state-wide DSS Coordinator.

- **Human Resource (HR) Payroll, Lifecycle (doctor contracts) and Roster Management (Workbrain data) modules**
  - Office of the DG, DoH;
  - Finance Branch, Corporate Services Division, DoH;
  - Human Resources Branch, Corporate Services Division, DoH; and
  - Workforce Planning Branch, Strategy, Policy and Planning Division, DoH.

- **Pathology (including Blood products) module**
• Queensland Pathology, HSQ, DoH;
• Blood, Organ and Tissue Team, Chief Medical Officer and HealthCare Regulation Branch, Prevention Division, DoH; and
• Finance Solutions Team, Finance Branch, Corporate Services Division, DoH.

• Private Practice Governance (PPG) and Private Practice modules
  • Office of the DG. DoH;
  • Finance Branch, Corporate Services Division, DoH;
  • Human Resource Services Branch, Corporate Services Division, DoH; and
  • Senior Revenue and Senior Finance Officers of HHSs.

• Activity Based Funding HHS Activity Funding and Patient Flow modules
  • Office of the DG, DoH;
  • Healthcare Improvement Unit, Clinical Excellence Division, DoH
  • Statistics and Data Governance Branch, Strategy, Policy and Planning Division, DoH;
  • Blood, Organ and Tissue Team, Chief Medical Officer and Healthcare Regulation Branch, Preventative Division, DoH;
  • Finance Branch, Corporate Services Division, DoH;
  • Healthcare Purchasing and System Performance Division, DoH; and
  • ABF officers, officers managing patient flow and relevant senior finance officers in HHSs.

• Anti-microbial Stewardship module
  • Communicable Diseases and Infection Management Unit, Communicable Diseases Branch, Prevention Division, DoH
  • Other Anti-microbial Stewardship Module users as determined by the Anti-microbial Stewardship Module state-wide DSS Coordinator.

• Patient Flow module
  • Other Patient Flow Module users as determined by the Patient Flow Module state-wide DSS Coordinator.

• Health Commissioning Queensland (HCQ) module
  • Healthcare Purchasing and System Performance Division, DoH;
  • Finance Branch, Corporate Services Division, DoH;
  • DoH SES level officers involved in monitoring QH’s performance;
  • Users with state-wide DSS Scorecard module access; and
  • Staff directly supporting DoH SES officers in meeting their DoH executive committee (e.g. DLT) responsibilities.

• ABF, HHS Activity Funding, CTC and NHCDC modules
  • HHS Funding and Costing Unit, Healthcare Purchasing and System Performance Division, DoH;
  • Senior ABF officers in HHSs.

• Scorecard module
  • Healthcare Purchasing and System Performance Division, DoH;
  • Finance Branch, Corporate Services Division, DoH;
- DoH SES level officers involved in monitoring QH’s performance;
- Users with state-wide DSS Finance module access; and
- Staff directly supporting DoH SES officers in meeting their DoH executive committee (e.g. DLT) responsibilities.

**State-wide HCQ and Scorecard module access**

Generally, only staff involved with the supply and preparation of information for the DLT, HHS Performance Review Meetings and similar DoH executive committees will have DSS HCQ and Scorecard module state-wide access to verify and view the QH performance (e.g. Budget position). Access to budget related information for cost centres such as the Office of the Director General and Corporately Managed (centrally held) Budgets (available with state-wide access) is not to be provided to users unless approved by the DoH CFO, the Senior Director Finance Solutions, Finance Branch, DoH, or the Director, Systems Support, Finance Solutions, Finance Branch, DoH as allowed within this policy. User access solely to the DSS HCQ and Scorecard modules provides no drill through to transaction details (e.g. employee, patient unit record and vendor details) and as a result a wider level of access (e.g. to all HHS cost centres) is allowed to the DSS HCQ and Scorecard module than is available for other DSS modules.

**Nursing Sensitive Indicators (NSI) module**

- Office of the Chief Nursing and Midwifery Officer, HSCI, DoH;
- HHS Chief Executive Officer;
- HHS Executive Directors of Nursing Services and Midwifery, or similar titled positions;
- HHS Directors of Nursing Services and Midwifery, or similar titled positions;
- Facility / Hospital Directors of Nursing and Midwifery within HHSs;
- Facility / Hospital Executive Directors in HHSs;
- Staff requiring access to provide NSI reports to the above listed positions; and
- Nominated state-wide positions where the NSI (Reporting Tool) module is deemed relevant to their role by the Nursing and Midwifery Officer in HSCI, DoH.

**Computerised Maintenance Management System (CMMS) module**

- Asset Information Team (CMS), Asset, Property and Building Services Unit, Business Enhancement and Infrastructure Branch, Corporate Services Division, DoH; and
- Other users as determined by the state-wide DSS Coordinator of this CMMS module.

**Materials Management and Central Pharmacy modules**

- Central Pharmacy, HSQ;
- QH Procurement and Logistics Branch, HSQ; and
- Other users as determined by the state-wide DSS Coordinator of this MM and CP modules.

**QH Risk module**

- Users as determined by the state-wide DSS Coordinator of this QH Risk module.

**iLearn module**

- iLearn system administrators and course owners as determined by the state-wide DSS Coordinator of this iLearn Module;
- Office of the DG, DoH;
Human Resources Branch, Corporate Services Division, DoH.

**Casepay Prism and OH SSP modules**

Access to these modules is restricted to:

- The relevant finance and payroll transactional services staff as approved by the DoH CFO, the Senior Director, Finance Solutions, Finance Branch, DoH; or the Director Systems Support, Finance Solutions, Finance Branch, DoH.

**Roster Management (Workbrain data) module**

The following table provides guidance on what access is to be provided to staff in different types of roles:

<table>
<thead>
<tr>
<th>Staff Role</th>
<th>Default access</th>
<th>Example of purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Individual cost centre access</td>
<td>Verify staffing details</td>
</tr>
<tr>
<td>Business Manager, Director of Nursing and equivalent staff levels</td>
<td>HHS access</td>
<td>Access to check concurrency in their HHS</td>
</tr>
<tr>
<td>SSP Payroll Staff</td>
<td>Access to the HHSs they support</td>
<td>Access to check concurrency in their HHSs</td>
</tr>
<tr>
<td>Case-by-case basis</td>
<td>State-wide access</td>
<td>Access to check concurrency in QH</td>
</tr>
</tbody>
</table>

10. **HHS user access**

HHSs have the ability to grant access at any level at or below their respective HHS level for their HHS data. HHS users are only to be granted access to their HHS data, except for as follows:

- Where access is granted in line with this policy (e.g. a Senior HHS officer can have “All HHS” access to the ABF and Scorecard modules to benchmark and improve the performance of their HHS).
- Where access to other HHS data is approved by the respective HHS; or
- Where access to DoH corporate Division/Agency data is approved by the respective DoH corporate Division/Agency and the DoH CFO.

HHS staff are able to be granted access to other HHS Activity Based Funding and Scorecard modules where:

- “All HHS” access is only permitted to senior HHS staff as approved by their SES officer and the DSS state-wide coordinator for that module; and
- “All HHS” access is only to be used for benchmarking purposes, in order to improve their HHS’s performance without disadvantage to other HHSs.

11. **DoH corporate Divisional / Agency access**

HHS staff are only permitted access to DoH data with written authorisation by the respective DoH corporate Division/Agency and the DoH CFO.

DSS Coordinators for DoH corporate Divisions / Agencies have the ability to grant to their users any level of access at or below the respective DoH corporate Division/Agency level.

The Business or Finance Manager of each DoH corporate Division/Agency is usually the DSS Coordinator processing DSS user access for their DoH corporate Division/Agency.
Generally, for all DSS modules, DoH corporate Divisional / Agency users (e.g. business or cost centre managers) are only permitted access to their DoH corporate Division’s / Agency’s data unless stated otherwise in this policy.

12. Capital Works Program cost centre access

For Finance and HR Payroll modules, users can be granted access to their HHS and DoH corporate Division/Agency data relating to the Capital Works Program (i.e. cost centres starting with the first two characters of the HHS under the cost centre group 70-CWP e.g. 768999 for Logan/Beaudesert Hospitals Capital Works). However, approval to access CWP cost centres is required from the users HHS CFO and the DoH CFO, the Senior Director Finance Solutions, Finance Branch, DoH or the Director, Systems Support, Finance Solutions, Finance Branch, DoH.

13. Process to request “Privileged Role” or DSS Coordinator access

“Privileged role” (e.g. state-wide and All HHS) access applications are completed via the DSS “Privileged” Access Approval Request form available under the “System Access” icon on the DSS home page.

DSS Coordinator access applications are completed via the DSS Coordinator Access Form available under the “Coordinators” icon on the DSS home page.


Approval is required of the user’s HHS CEO or HHS CFO, and the DoH CFO, the Senior Director Finance Solutions Finance Branch, DoH or the Director, Systems Support, Finance Solutions, Finance Branch, DoH for “privileged role” access.

Once completed, these forms are to be forwarded:

- to the DSS Team e-mail address at Dss-team@health.qld.gov.au for forwarding to the relevant state-wide DSS Coordinator; or

- directly to the relevant state-wide DSS Coordinator.

14. DSS Coordinators Principles - managing user access

The principles for managing user access by DSS Coordinators are as follows:

Processing of state-wide access by DSS Coordinators

The DSS Coordinator for processing state-wide access for all modules is the DoH CFO, the Senior Director, Finance Solutions, Finance Branch, DoH or the Director, Systems Support, Finance Solutions, Finance Branch, DoH.

In addition, the QH Risk, CMMS, MM, NSI, SSP, Patient Flow and Pathology modules have their own central DSS Coordinator for approving and processing state-wide access for their module.

DSS Coordinators

DSS Coordinators are responsible for processing user access applications within their area of responsibility, including access removal upon cessation of employment within their area of responsibility.

DSS Coordinators throughout the state have the ability to vary the level of access for their users. At least one DSS Coordinator is to be located in each major hospital, HHS head office, and DoH corporate Division/Agency.

DSS Coordinators are limited to granting user access to cost centres and cost centre groups within their own level of security (e.g. a DSS Coordinator with access to Royal Brisbane and Women’s Hospital (RBWH) cost centres will only be allowed to apply user security for RBWH cost centres and cost centre groups).
DSS Coordinators are not able to amend security sets at any cost centre node greater than their own access (e.g. a RBWH DSS Coordinator is usually not able to grant users access to the Metro North HHS Office of the Chief Executive Officer cost centres. In this situation, the RBWH DSS Coordinator is required to contact the HHS wide DSS Coordinator to release such access if appropriate).

For HHS's, Chief Executive Officers and Chief Finance Officers are required to approve their staff as DSS Coordinators for their area of responsibility. HHS DSS Coordinators will determine the level of access appropriate for their users in line with direction from their HHS CFO.

For DoH corporate Divisions/ Agencies, the relevant Deputy Director Generals (DDG), Chief Executive Officers (CEO) or Chief Technology Officer (CTO) are required to approve their staff as DSS Coordinators for their area of responsibility. DoH corporate Division/Agency DSS Coordinators determine the level of access appropriate for their users in line with direction from their DDG, CEO or CTO.

**List of DSS Coordinators**
The up-to-date list of DSS Coordinators is available by running the “Coordinator Access Report” under the “User Options” folder from the DSS navigation tree.

**Audit Requirements**
HHSs and DoH corporate Divisions / Agencies are to review users with access to their area of responsibility on an annual basis. This review ensures the appropriateness and currency of individual users viewing DSS information. “How to Audit User Access” support documentation is available under the “Coordinators” icon on the DSS home page / intranet site at [http://qheps.health.qld.gov.au/finance/systems/docs/dss/coord-guide-access-audit.pdf](http://qheps.health.qld.gov.au/finance/systems/docs/dss/coord-guide-access-audit.pdf)

Thus DSS Coordinators shall annually audit the appropriateness of DSS access issued to their users. HHS DSS Coordinator access is to be annually audited by their HHS CFO.

DoH DSS Coordinator access is to be annually audited by their supervising Senior Executive Service (SES) Officer.

The Director Systems Support Services, Finance Solutions, Finance Branch, DoH is to annually audit access of:

- DSS state-wide Coordinators; and
- Privileged DSS Scorecard, Finance and HR Payroll users.

Staff no longer performing DSS coordinator functions are to be removed, by the relevant staff e-mailing at dss-team@health.qld.gov.au

**15. Annual DSS User Audit**
An annual audit is to be undertaken of all DSS users to ensure the appropriateness and currency of individual users viewing DSS information. This audit is to be coordinated by the Director, Systems Support, Finance Solutions, Finance Branch, DoH.

**16. DSS user access request process**
The DSS user access request system, accessible via the intranet, allows users to;

- Register for a DSS system access; and
- Request DSS module and associated cost centre level access.

A new user request is automatically system generated by DSS within 15 minutes of the request being made.

Once the system access is granted, the new DSS user is able to submit application/s for module and cost centre access, via utilising the “Request Module Access” under “User Options” within the DSS navigation
tree. All user requests are directly forwarded by the system to the relevant DSS Coordinator, who has the ability to grant access to the level and modules as per this policy.

17. **DSS User Archiving**
   DSS automatically archives users who have not used / logged in to DSS for more than three months. Where users subsequently need their access reinstated, a new application must be completed using the above process.

18. **DSS User Passwords**
   It is useful for DSS Coordinators to remind users:
   - to never share a computer account;
   - to never share a password with anyone;
   - to change passwords whenever there is suspicion they may have been compromised;
   - to be careful to log off before leaving a computer unattended; and
   - create passwords that contain alpha-numeric characters.

   DSS information is confidential and your access to DSS is not to be shared with anyone else.

19. **Appropriate Use of Official Information**
   Section 4.3 of the Code of Conduct for the Queensland Public Service states that users of information are to:
   - treat official information with care and use it only for the purpose for which it was collected or authorised;
   - store official information securely, and limit access to those persons requiring it for legitimate purposes, and
   - Not use confidential or privileged information to further personal interests.

   Failure to comply with the Code of Conduct may result in disciplinary action.

20. **Legislation or other Authority**
   - Nil

21. **Related policy or documents**
   - Nil

22. **DSS access responsibilities**
   Responsibilities associated with DSS access are as follows
   - Users – not to misuse the confidential information they can access in DSS, including not using DSS information to disadvantage another QH entity;
   - DSS Co-ordinators – to effectively and efficiently grant, manage and audit access for DSS users within their area of responsibility to minimise the misuse of information within DSS and maximise the best practice use of information within DSS;
   - The HHS CEOs or the HHS CFOs – to approve and audit DSS Coordinator access for their HHS;
   - The DDGs, CEOs and CTO of Divisions and Agencies within DoH - to approve DSS Coordinator access for their Division / Agency;
   - The DoH CFO, the Senior Director Finance Solutions, Finance Branch, DoH or the Director, Systems Support, Finance Solutions, Finance Branch, DoH to:
     - consider and as appropriate approve and audit the:
- state-wide and “All HSS” user access requests for the DSS Scorecard, Finance, HR Payroll, HCQ, PPG and ABF modules; and
- state-wide DSS Coordinator access requests;
  - coordinate the annual state-wide audit of all DSS users; and
  - review this policy at least every two years.
- The DSS Team, formally known as the DSS Client Support and Training Team, receive, distribute and process requests for “privileged role” access (e.g. state-wide, All HHS and DSS Coordinator access requests).

23. Supersedes
- This document supersedes the “Security Policy for granting access to DSS”, version 4.2, issued on 13 August 2015.

24. Recent Changes to this Policy
In 2015 changes to this policy take into account:
- the release of additional DSS modules (i.e. DSS HHS Activity Funding, Private Practice and Debtors Modules); and
- the revised DoH organisational structure effective 3 August 2015.
- the release of additional DSS modules (i.e. iLearn Module) 10 March 2016

25. Definitions of terms used in this policy

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABF</td>
<td>Activity Based Funding</td>
</tr>
<tr>
<td>Agency</td>
<td>A QH agency refers to Health Support Queensland (HSQ), and e-Health Queensland (previously called the Health Services Information Agency (HSIA))</td>
</tr>
<tr>
<td>AO</td>
<td>Admin Officer</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
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<tr>
<td>CFO</td>
<td>Chief Finance Officer</td>
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<tr>
<td>CMMS module</td>
<td>FAMMIS Computerised Maintenance Management System (CMMS) module within DSS</td>
</tr>
<tr>
<td>Corporate</td>
<td>Corporate refers to Department of Health (DoH) being staff of corporate Divisions and Agencies and excludes HHS staff.</td>
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<tr>
<td>CWP</td>
<td>Capital Works Program</td>
</tr>
<tr>
<td>DDG</td>
<td>Deputy Director General</td>
</tr>
<tr>
<td>DG</td>
<td>Director General</td>
</tr>
<tr>
<td>Division</td>
<td>A Division refers to the Corporate Services Division, Clinical Excellence Division, Healthcare Purchasing and System Performance Division, Preventative Division, Strategy, Policy and Planning Division and the Office of the Director General (ODG).</td>
</tr>
<tr>
<td>DoH</td>
<td>Department of Health comprising only the corporate Divisions and Agencies and excludes the HHSs</td>
</tr>
<tr>
<td>DSS</td>
<td>QH Decision Support System (DSS) is maintained by the Finance Solutions Unit, Finance Branch, Corporate Services Division, DoH. DSS contains clinical (e.g. treatments performed) and non-clinical (e.g. payroll details) information accessible by over 4,000 users across Queensland Health.</td>
</tr>
<tr>
<td>DLT</td>
<td>DoH Leadership Team</td>
</tr>
<tr>
<td>HHS</td>
<td>Hospital and Health Service</td>
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</tbody>
</table>
26. Policy Review Date

This policy is reviewed at least every two years. The next review is to be completed by July 2017.

27. Policy Contact

Feedback or queries on this policy is to be provided to Stephen Crane, Senior Director, Finance Solutions, Finance Branch, Corporate Services Division, DoH.

28. Policy Approval and Implementation

Policy Custodian

Stephen Crane, Senior Director, Finance Solutions, Finance Branch, Corporate Services Division, DoH

Responsible Executive Team Member:

Malcolm Wilson, Chief Finance Officer, Finance Branch, Corporate Services Division, DoH

Approving Officer:

James Black, A/Senior Director, Finance Solutions, Finance Branch, Corporate Services Division, DoH

Approval date: 10 March 2016
Effective from: 10 March 2016

29. Policy Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Issue Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 4.3</td>
<td>10 March 2016</td>
<td>iLearn module added</td>
</tr>
<tr>
<td>Version 4.2</td>
<td>13 August 2015</td>
<td>Update to new policy template and document changes</td>
</tr>
<tr>
<td>Version 4.1</td>
<td>4 November 2014</td>
<td>HHS CFO (FCF) Forum decision to reduce users access to other HHS’s data.</td>
</tr>
<tr>
<td>Version 2.0</td>
<td>30 January 2012</td>
<td>Audit directive for annual DSS audit as approved by the Queensland Health Resource Executive Meeting on 30 January 2012</td>
</tr>
<tr>
<td>Version 1.1</td>
<td>20 November 2008</td>
<td></td>
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