

Brisbane South PHN Data Sharing Agreement

FACT SHEET

Brisbane South PHN has updated our Data Sharing Agreement to align with new PIP QI requirements and PIP QI Eligible Data Set Governance Framework and continue to meet requirements of the Privacy Act.

These Data Sharing Agreements replace the previous Memorandum of Understanding between the PHN and practices that currently have PEN CS Software (CAT4) installed.

You will find a copy of your new Data Sharing Agreement in your secure ShareFile account.

Please sign, scan and upload the Data Sharing Agreement to ShareFile by the 31 January 2020, to continue to share de-identified data with the PHN, and to retain access to this free software licence provided by Brisbane South PHN.

If you have any questions please contact your Area Account Manager or email ehhealth@bsphn.org.au

Definitions

Data Sharing Agreement: The Data Sharing Agreement outlines the framework, key terms, due diligence and definitions of the contract. All practices are required to sign this document to participate in sharing de-identified data (this includes all practices participating in PIP QI, or with Cat4 installed).

Health Data Appendix: is relevant to all practices providing a CAT4 data extract to the PHN, and includes complimentary subscription to the full PenCS suite and Clinical Audit Tool, monthly practice data quality benchmark reports, and related Quality Improvement programs and support.

PIP QI Appendix: is relevant to all practices participating in PIP QI work in partnership with the Brisbane South PHN to perform continuous quality improvement and receive PIP QI payments.

Guidelines for completing the Data Sharing Agreement

The Data Sharing Agreement consists of a Head Agreement (Data Sharing Agreement) and two schedules (Health Data Project Appendix, and PIP QI Appendix). **Please upload all three documents (Data Sharing Agreement, Health Data Appendix and PIP QI Appendix) to ShareFile by the 31 January 2020.**

All practices with CAT4 installed are currently providing the population health data set (see Health Data Appendix), and PIP QI data set (see PIP QI Appendix) to the PHN.

Practices with the PenCS CAT4 Software Suite

Please read the agreement and complete the relevant pages as per the checklist below:

- Head Agreement (Data Sharing) – first 9 pages of the document
 - Complete practice details on Page 1 – please complete full address including shop or unit number
 - Complete the data extraction and clinical software table page 8
 - Execute the Head Agreement with a witnessed signature and date
- Health Data Appendix – Commences after the Head Agreement (Data Sharing)
 - Execute the Health Data Appendix with a signature on page 4

Practices who are registered for PIP Quality Improvement (PIP QI)

In addition to the above sections, you will also need to read and complete:

- PIP QI Appendix
 - Execute the PIP QI Appendix with a signature on page 5 of this section

Tips for completing sections of the Data Sharing Agreement

Data extraction and clinical software table – (Page 8 of Head Agreement)

Head Schedule

ITEM 1 Extraction	<input checked="" type="checkbox"/> using the Software provided by the PHN <input type="checkbox"/> using the Practice's own software (see below for specifications)
ITEM 2 Software	
ITEM 3 Specifications	

Please tick if your practice has the CAT4 Software

Head Agreement execution – (Page 9 of Head Agreement)

Legal name of practice → Signed by ABC Corp Pty Ltd
ABN 12 345 678 900 on 12 / 12 / 2019 by its duly authorised officer in the presence of:

Practice signatory details → Signature of Authorised Officer J. Smith
Full Name of Authorised Officer Jane Smith
Signatory's position in the practice → Practice Manager
Office Held

Details and signature of witness → Signature of witness J. Bloggs
Name of witness (print) Joe Bloggs

Frequently asked questions

Why should I share data with the PHN?

The Brisbane South PHN (the PHN) has a long history of working with general practices in the region to promote a community where good health is available to everyone.

The vast majority (over 85%) of general practices are currently sharing de-identified data with the PHN. The PHN and general practices work in partnership to use practice and other data to better understand the needs of patients and improve health at the individual, group, practice, regional and national level.

The PHN uses this data to:

- Develop and deliver monthly benchmark reports for general practices
- Support general practices to participate in quality improvement, including the Practice Incentive Payment Quality Improvement (PIP QI) Incentive
- Identify population health needs, and
- Inform service planning and commissioning.

What is the Data Sharing agreement?

If your practice is participating in PIP QI, your practice has already agreed to the PIP QI requirements for data sharing and the PIP QI Eligible Data Set Governance Framework.

The Data Sharing Agreement has been developed to align with new PIP QI requirements and the associated PIP QI Eligible Data Set Governance Framework, and to continue to meet requirements of the Privacy Act.

The Data Sharing Agreement (Head Agreement) sets out the overarching terms and conditions of data sharing between the Practice and the PHN.

Appendices, schedules and annexures outline the purpose of data sharing (including PIP QI), the type of data that will be shared, and the support that will be provided by the PHN to the practice (such as access to Pen CS software, and monthly practice benchmark reports).

How is the Data Sharing Agreement Structured?

Brisbane South PHN's Data Sharing Agreement is made up of 3 documents:

Data Sharing Agreement: The Data Sharing Agreement outlines the framework, key terms, due diligence and definitions of the contract. All practices are required to sign this document to participate in sharing de-identified data with the PHN (this includes all practices participating in PIP QI, or with Cat4 installed).

Health Data Appendix: is relevant to all practices providing a CAT4 data extract to the PHN, and includes complimentary subscription to the full PenCS suite and Clinical Audit Tool, monthly practice data quality benchmark reports, and access to other Quality Improvement programs and support.

PIP QI Appendix: is relevant to all practices participating in PIP QI work in partnership with the Brisbane South PHN to perform continuous quality improvement and receive practice incentive payments. The PIP QI Appendix sets out the terms and conditions for the Practice and the PHN; required to meet the PIP QI guidelines, share the PIP Eligible Data Set with the PHN, and outlines support services related to the PIP QI Incentive.

If I am not participating in PIP QI do I need to sign the new agreement and the PIP QI Appendix?

No, if your practice is not participating in the PIP QI, or is not planning to participate in the PIP QI, you do not need to sign the PIP QI Appendix.

What process of development, review and approvals has this Data Sharing Agreement been through?

This agreement has been developed to meet the needs of the PHN and general practices. The process of development included clinical governance, and drew on both general practice and legal expertise.

The agreement is based on the Department of Health's *model agreement for PIP QI Data sharing*, which underwent a process of review and development with the Department of Health legal team, and the National PIP QI Advisory Group.

The Data Sharing Agreement was further developed in partnership with other PHNs to enhance consistency for practices operating across some PHN boundaries, and included an additional process of review by the National PIP QI Advisory Group, General Practice Clinical Advisors, and external legal advisors.

The Brisbane South PHN Data Sharing Agreement was reviewed by Brisbane South's Senior Clinical Lead, and General Practitioners on the Board of the PHN.

These agreements have been developed to:

- Clearly describe obligations between practices and the PHN in relation to the free provision of Pen CS software to practices (funded by the PHN)
- Describe mutual obligations in relation to operating within the Privacy Act
- Meet the new requirements set out under the PIP QI Eligible Data Set Governance Framework, for both Practices and the PHN.

How is the Data Sharing Agreement different to the existing Memorandum of Understanding (MOU)?

The previous MOU was developed before PIP QI, and whilst there are many similarities with the new Data Sharing Agreement, it did not specifically reference the PIP QI requirements, and was not legally binding.

The new Data Sharing Agreement is designed to meet the new PIP QI requirements, PIP QI Data Governance Framework and continue to meet requirements of the Privacy Act. The new Data Sharing Agreement is legally binding and more clearly articulates the responsibilities for the PHN and the practice.

Do I need to sign the new Data Sharing Agreement?

If you wish to continue to share data with the PHN for any of the following purposes you will need to sign the new Data Sharing Agreement documents:

- ✓ To participate in PIP QI
- ✓ To retain access to free software licences (Pen CS and CAT4) provided by Brisbane South PHN
- ✓ To continue to receive monthly benchmark reports
- ✓ To participate in other quality improvement programs (such as Optimal Care).

How do I access and return the Data Sharing Agreement to Brisbane South PHN?

Every practice participating in data sharing with Brisbane South PHN already has a secure ShareFile account used for providing monthly benchmark reports. Data Sharing Agreements will be distributed and collected through ShareFile. This approach will ensure secure transmission of the agreement between the PHN and your practice, and provide an easy mechanism for you to return and retain a copy of the agreement with the PHN.

In order to assist your practice with this we have developed a set of [instructions](#) on how to access, download and upload through ShareFile.

Should the practice wish to return a hard copy of the signed agreement to Brisbane South PHN this can be arranged by contacting your Area Account Manager or the Digital Health Team (ph: 07 3864 7555 or email ehealth@bsphn.org.au).

Upon receipt, Brisbane South PHN will review and sign the Data Sharing Agreement and this fully executed agreement will be uploaded into your practice ShareFile folder.

What happens if I do not sign and return the Data Sharing Agreement?

All Data Sharing Agreements are required to be signed and returned to Brisbane South PHN by 31 January 2020.

If you have any concerns or questions about meeting the 31st of January timeline, please contact the Digital Health team on (phone) or (email).

Should a practice not return their completed Data Sharing Agreement to Brisbane South PHN by the 31st of January 2020, we will contact your practice to commence the process of terminating the current MOU, arrange termination of the software licence, and arrange for Pen CS tools to be uninstalled.

How long is the Data Sharing Agreement valid for?

The Data Sharing Agreement remains current and valid unless the practice is notified otherwise, or the practice notifies the PHN they wish to terminate the Data Sharing Agreement.

Who at the practice should sign the Data Sharing Agreement?

The executed Data Sharing Agreement is between the practice and Brisbane South PHN, and is signed by a person at the practice that can commit to the agreement on behalf of the practice.

If the executor of the agreement leaves the practice, the Data Sharing Agreement will remain in place unless Brisbane South PHN is notified otherwise. This will also ensure the practice does not experience any disruptions to their PenCS licence.

