

Fetal Alcohol Spectrum Disorder - Online Reporting System (FASD-ORS) Overview and Training Materials

FASD-ORS Overview

The FASD Online Reporting System (FASD-ORS) is an external reporting system that generates reports to describe clients being served by the Alberta FASD Service Network Program. The data elements currently include demographics and outcome statements to measure the difference being made in the lives of individuals accessing services in the categories of prevention, assessment/diagnosis, and support for those affected by FASD across the lifespan. The data captured currently comes from the 12 FASD Service Networks across the province and only includes information about clients funded directly through the FASD Service Network Program. The FASD Service Network Program is an initiative of the Alberta FASD Cross-Ministry Committee (FASD-CMC). Community and Social Services is administrative lead for the FASD-CMC and manages the Network Program.

Client Privacy

The data entered into the system is only available in an aggregated form to the Government of Alberta. This means that GoA staff cannot view individual client level information (i.e. name and date of birth) and the information is rolled up at high level. This information informs future policy, helps to identify service gaps and other strategic initiatives.

Reporting Requirements

Reporting is completed quarterly throughout the fiscal year and network level data and quarterly reports are available to the Network Coordinators for network level use. At the end of the fiscal year, a more detailed network annual report is available and a provincial level annual report is presented to the Minister of Community and Social Services.

Access to FASD-ORS

Staff access to FASD-ORS is requested through the Network Coordinator through the completion of a simple excel form with some basic staff information. After the request is received by our department, the request is processed through the GoA ID Security team. The time that this set up process takes is generally around 10 working days. After the secure ID has been created and connected to FASD-ORS, staff will receive an email with access instructions. The user must activate their ID prior to being able to access the system.

Additional System Security

There are several security measures put into place for users and data stored in the FASD-ORS system. Community and Social Services is the lead for this IT system and is responsible to maintain the system, test the system functionality and complete appropriate disaster recovery planning for the system. Also, the system governance and security is overseen by GoA. The external GOA users of the FASD-ORS system are required to follow the Government of Alberta's Information Security Management Directives. A brief overview of these directives are listed below:

- Users of information and IT systems must take responsibility for and accept the duty to actively protect GoA information and technology assets. Mandatory annual Information Security and Information Management training is available to identify and define these responsibilities. *New users will be required to complete the training upon commencement and current users will be given some time to complete the training (target date for completion will be October 31, 2020). This training has a staff sign off sheet and these will be retained by the Networks.*
- Formal user registration and de-registration processes must be in place for granting access to all IT systems as defined by business requirements. *There is formal process in place to add/edit and remove user access to the FASD-ORS system. This form is completed by the Network Coordinator and submitted to Community and Social Services.*
- All users must be issued a unique identifier for their use only, and an approved authentication technique must be used to substantiate the identity of each user. A user credentials management system must be in place. *Every user of FASD-ORS requires a unique user name and password to access the system.*
- Users must protect authentication credentials issued to them from unauthorized use. *Your username and password is issued for your individual use only and is not to be shared with others.*
- Access to GoA IT systems require a secure logon process. *Your user name and password are securely linked to the FASD-ORS application.*
- Users of information and IT systems are responsible for reporting IT security events and incidents.
- Operating procedures and responsibilities must be documented, authorized, and maintained. *These can be found in the FASD-ORS user manuals.*
- The access rights of personnel to IT systems must be removed upon termination of employment and reviewed upon change of employment. *It is the Network Coordinator's responsibility to inform Community and Social Services when users no longer require access or if any other modifications to user access need to be made so that appropriate changes can be completed in the system. The users must also be unassigned from programs (agency manager) and agencies in the system.*

FASD-ORS Material and Resources

The following resources are available to assist users in securely accessing the system and completing their quarterly reports:

1. GOA Security Training with sign off "Your Guide to Information Security"- mandatory for all existing and new users. Please pay close attention to the notes in the yellow call out boxes. Please sign off the last page and send this to the Network Coordinator. This is required upon staff commencement and yearly. Some of this information is not directly applicable to FASD-ORS users and is more suited towards direct GOA contractors, but the general principles do apply to your access to FASD-ORS.

2. FASD-ORS New user ID activation tip sheet
3. FASD-ORS Self Serve Password Reset tip sheet
4. FASD-ORS User Manuals
 - a. Network Coordinator
 - b. Agency Manager
 - c. Case worker
5. Tip sheet for Network Coordinator to set up new agencies and programs
6. Tip sheet for Agency manager to add new caseworkers to programs
7. Real time data entry videos