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# INTEGRATED DATA WAREHOUSE

## GUIDELINES FOR ACCESS AND MANAGEMENT

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NATIONAL DATA WAREHOUSE ACCESS MANAGEMENT GUIDELINES

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## Overview of the National data warehouse

The national Data warehouse is an on-line repository for individual level data from EMR sites and other individual level repositories in the Country. The Database is hosted at the national AIDS & STI Control Program. The initial source systems for the National data warehouse are electronic medical records systems in use at health facilities across the country.

The national data warehouse hosts de-identified longitudinal records of active and inactive clients who received services at health facilities providing HIV care and treatment using EMRs across the country, A majority of the EMR sites are hosted in MOH owned facilities and PEPFAR supported health facilities. A number of facilities that do not receive funding from PEPFAR also host their data in the National data warehouse

## Objectives of the Integrated warehouse resource

1. To promote the use of EMR data by off-site program managers
2. To support Monitoring of EMR implementation status at sites supported by HIS partners
3. To disseminate the program status and performance to local and international stakeholders

## Concept for user access management

The National data warehouse hosts individual level data stripped of core Identifiers, though made difficult, it is still possible to re-identify clients using the clinical and demographic information that is retained within the individual records. To mitigate this, measures have been put in place to restrict access to the line-listed information while allowing the partners and other users to access the processed information.

The user access management guidelines define procedures and the different levels of access to the National data warehouse to users and the warehouse management teams. A core team of users at national level will manage the warehouse resource and be tasked with approving stewards at organizational level. Each steward will be responsible for nominating individuals with advanced level access to the National data warehouse live section; that hosts the line-listed clinical information

The User access guidelines have been designed to limit access to the line listed data to nominated individuals who have near-direct role in supporting individual sites. The User access categories have been listed below.

## User access categories and membership

Super-users	Advanced users	Regular users
<b>STRUCTURE</b> Core Warehouse management team	<b>STRUCTURE</b> Organizational stewards	<b>STRUCTURE</b> Regular users (Unaffiliated)
<b>FEATURES</b> <b>Leadership</b> MOH (NASCO) <b>Membership</b> CDC/USAID, SDIPartners, HIS partner HIS(Palladium) Developers	<b>FEATURES</b> <b>Membership</b> MOH stewards (county/Facility) Partner stewards (SDIP) HIS Stewards Palladium Advisors	<b>FEATURES</b> <b>Membership</b> Regular Users (Affiliated to organizations)

### Super users

Enjoy unrestricted access the national data warehouse but also have a responsibility of approving stewards, and steering content and development work for the warehouse resource. Responsible for guiding development of the National data warehouse and determining the policies governing the warehouse resource. They will define capacity building needs and oversee capacity building and responsible use of the resource. They will have

- Unrestricted access to line-listed data for all sites
- Determine the categories of user access rights
- Add or remove advanced users
- Can buy Tableau and use it to generate and publish new dashboards and edit existing dashboards
- Will receive proposed dashboards, review and publish any proposed dashboards to the main site

#### Users with this level of access

##### *National Core Warehouse management team*

- The MOH team at NASCOP (Nominees from SI Unit and Treatment)
- HIS Development and Warehouse content management team at the HIS partner organization

### Advanced users

Enjoy the same level of access to the super-users but may not perform warehouse management functions, they will be responsible appointing individuals and implementing the organizational policies for approving access to the integrated data warehouse in line with warehouse guidelines. The advanced users will participate in defining capacity building goals for other users and promote the use of the National data warehouse resource.

- Unrestricted access to line-listed data for sites under their jurisdiction
- Able to generate custom dashboards to be escalated for consideration by the National team
- Able to assign user access rights to regular and advanced users for their organization or jurisdictions
- Can use tableau to manipulate data for their internal organizational use

#### Users with this level of access

##### *Organizational Stewards in MOH and Partner organizations*

- The organizational stewards at SDIP organizations,
- Organization stewards at MOH National program
- Organizational stewards at County level (sCHRIO)
- Organizational stewards at CDC and USAID
- Health facility staff and SCHMT like SCHRIO and SCASCO

#### Regular users

- Access is restricted to published dashboards on implementation dashboards and GIS products
- Require user access rights to access detailed implementation dashboards and epidemiological data
- Do not have access to line listed data or pivot tables

#### Users with this level of access

##### *All others*

- The users will include all other users allowed to access the published dashboards

## Warehouse Governance Structures

### Warehouse steering and technical Committee

Warehouse will be managed by a core team consisting of the National AIDS & STI Control Team, SI & Clinical teams, Donor agencies, HIS support partner and selected Implementing partners & representatives of the USG. The steering team will be supported by a technical team that consists of Program and HIS experts to identify areas of development and products that is hosted in the National data warehouse. The technical committee will consist of

- Three representatives from the HIS partner (Development, M&E and clinical)
- Two Representatives from NASCOP (SI and Treatment)
- Four representatives from PEPFAR (SI&E and Treatment) equally distributed between CDC and USAID
- A representative from 4 service delivery implementing partners as nominated by PEPFAR (Nominated by CDC/USAID)

The roles of the technical Committee will be to:

- Provide oversight over the development decisions and approve policies governing the warehouse management and use
- Promote the use of the National data warehouse on the use of the DWH resource
- Define additional, custom dashboards and reports to be published in the warehouse
- To approve proposed new data marts and approve prototype information products
- To discuss and get consensus on presentation of the products to the different categories for the warehouse
- To escalate useful or unique insights from organizational level analyses to the Management team for adoption to the main National data warehouse
- To define the long term and medium-term vision for the National data warehouse

They have super-user access to the Warehouse

#### Responsibilities

- Determine the strategic direction of the warehouse product
- To appoint and assign roles to stewards at SDIP level and regular users at all levels
- To coordinate development of custom dashboards and approve escalation of outstanding organizational dashboards to the Main site

#### County and partner stakeholders

Consists of Stewards for County & service delivery Implementing Partners and advanced other users in some Large Public Health facilities

#### Responsibilities

- Promote the use of the National data warehouse for program management decisions
- To appoint and assign roles to regular users at County and organizational levels
- To coordinate the development of dashboards for the ad-hoc section for their organizational uses

#### Field Support team

This is a special category of advanced users nominated as stewards from the HIS partner. They consist of the M&E and the ICT support teams and will be represented at the National steering team and the county teams. Their main role is implementation support

#### Responsibilities

- Role is to provide the ICT and Strategic Information support to the EMR implementations and health facility users
- Composed of the regional advisors, data use coordinators and the Health records and information staff at the health facility level
- Access to the implementation section of the National data warehouse

## SOPS for accessing the DWH

This section describes the operational aspects of the DWH at the organizational level. It now specifies how the categories of users are categorized at organizational level and how they will gain access and interact with the DWH. The access control to the DWH will be in the custody of organizational data stewards who will be expected to adhere to the overarching national and warehouse data management policies.

The DWH can be accessed in two ways

1. Through the DWH user access portal
2. Through Tableau, users with interactors' licenses

### **Accessing the DWH through the portal**

The National AIDS & STI Control Program and CDC will have the overall control of the user access to the DWH, they will manage the access controls based on some wider data governance policies developed through the multi-agency team. The two agencies will identify data stewards who will manage the resource.

An organization that is granted access to the National data warehouse will nominate a data steward who will control access to the data the organization is entitled to access. Users within the organization will request access to the data steward based on the organizational procedures and in line with the data governance policies.

All requests to access the DWH content will be done through a verified email. Upon receiving a request, the Steward will either deny access or grant access to the DWH resource. The requesting person will be notified by email when they have been granted access.

### **Accessing the DWH through an Tableau interactor's licenses**

This mode of access to the DWH allows users to develop and publish dashboards using data they have access to. It will allow the data steward in the organization to control who accesses the data and control access to specific content developed within the organization.

To access the DWH through a license, an email request will be sent to NASCOP or CDC. Upon granting access, partners will be oriented on the appropriate IP addresses to connect to the DWH. The details on how to access and manage the resource through an interactor's license is contained in the training guide for the DWH.