

BioSense Platform Quick Start Guide to Using the **Access & Management Center**

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Technical Assistance: support.syndromicsurveillance.org

The National Syndromic Surveillance Program (NSSP) promotes and advances development of the cloud-based BioSense Platform, a secure integrated electronic health information system that hosts standardized analytic tools and facilitates collaborative processes. The BioSense Platform is a product of the Centers for Disease Control and Prevention (CDC).

Quick Start Guide to Using the Access & Management Center

1. Overview

The BioSense Platform's Access & Management Center (AMC) supports the administrative functions required for the NSSP's implementation of the ESSENCE application. The AMC lets you control who has access to ESSENCE and who can see your site's data.

The tool provides the following functionality:

- Obtains user acceptance to the BioSense Platform Code of Conduct
- Allows users to change passwords
- Allows site administrators to create user accounts
- Allows site administrators to control access to data within ESSENCE

This *Quick Start Guide* will help you access and navigate the AMC's main features. The guide will be updated as functionality is added.

The username and password you use for the AMC are the same credentials you will use to log in to ESSENCE.

What happens when I create an account through the AMC?

- You will receive a username and password. The same username will work for the AMC and ESSENCE.
- You must log in to the AMC to accept the Code of Conduct and set a new password before logging in to ESSENCE.
- You will have access only to the National View within ESSENCE (i.e., ESSENCE data sources "Patient Location [HHS Region, Limited Details]" and "Facility Location [HHS Region, Limited Details]").

Site administrators will need to grant access to their site data for themselves (if applicable) and their site users. Site administrators may also share their data with other users of the BioSense Platform.

What is a site?

NSSP groups facilities (e.g., hospitals, emergency departments) under a single *administrative authority* called a *site*. A site may oversee any number of facilities, all of which share the same site administrator and master facility table (facility metadata).

What is a site administrator?

- A site administrator creates user accounts and controls access to data on the BioSense Platform.
- Your site will assign one or more people to serve as site administrator.

If you're a site administrator who needs access to the AMC, please submit a ticket to the NSSP Service Desk at support.syndromicsurveillance.org

2. Access

Obtaining Log-in Credentials

You will receive emails with your log-in information for the BioSense Platform AMC.

To request access to the BioSense Platform AMC, contact the site administrator(s) for your site. Sites are responsible for creating policies to manage user accounts and access to their data within ESSENCE.

Logging In to AMC

1. Go to <https://amc.syndromicsurveillance.org/>
2. Enter the username and temporary password sent to you via separate emails
3. Click Submit

If you forget your password or username, you can use the links on this log-in page to retrieve them. If you have trouble logging in to the AMC, contact the NSSP Service Desk at <http://support.syndromicsurveillance.org>.

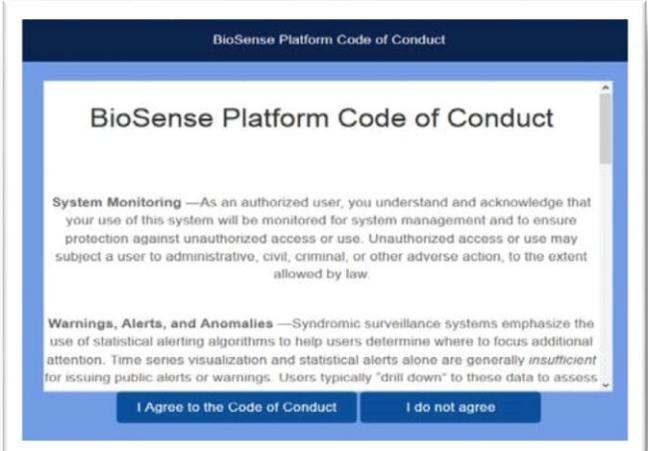


Accepting Code of Conduct

The first time you log in to the system, you are required to review and accept the BioSense Platform Code of Conduct. The Code of Conduct outlines proper practices and responsibilities (data-sharing etiquette) for the BioSense Platform user community.

Users must accept the Code of Conduct under the following conditions:

- First time logging in
- Annual acceptance (each year after June 1)
- Changes made to user's authorized access (e.g., if a user account becomes a site administrator account)



Changing Password and Activating Account

You must change your password the first time you log in to the BioSense Platform AMC. You will not be able to access the AMC or ESSENCE until you have changed your password and accepted the Code of Conduct.

Make sure to click the “Save” button to ensure that your password is successfully changed.

Password requirements:

- Passwords must meet three of these criteria:
 - Contain both upper and lowercase letters
 - Contain special characters
 - Contain numbers
 - Contain at least eight characters
- Passwords must not match your previous 15 passwords.

You may change your password at any time.



What if I forget my password?

Navigate to the AMC log-in page, and click the “Forgot Password” link.

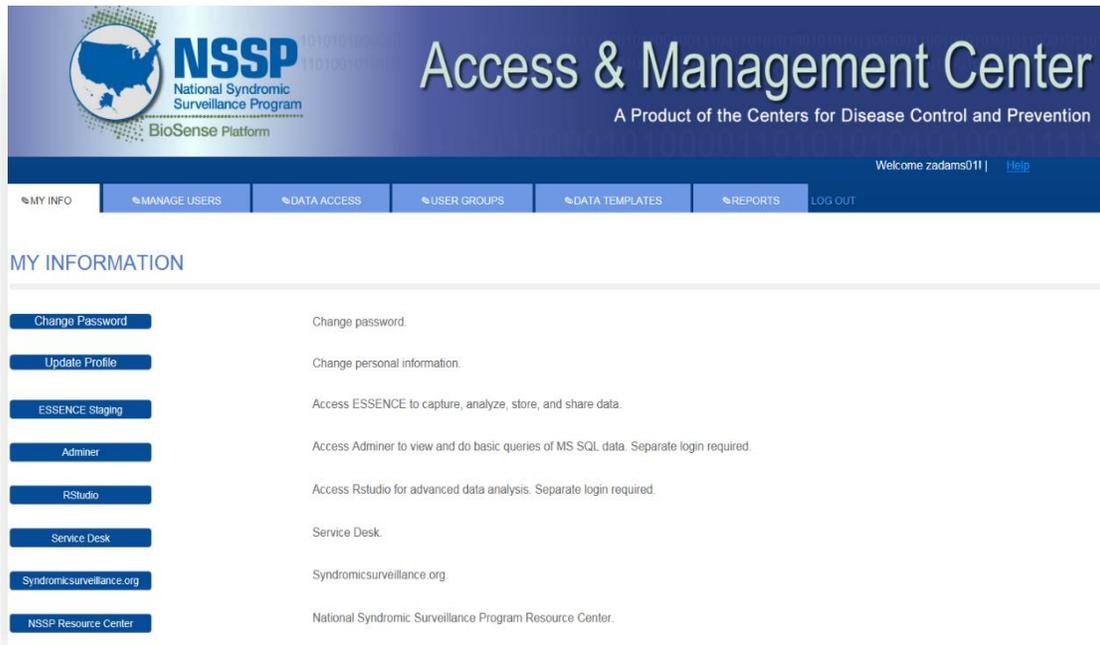
Provide the requested information to receive an email with your new password.

The same username and password combination works for the AMC and for ESSENCE. You cannot log in to ESSENCE until you have accepted the Code of Conduct and set your password in the AMC.

3. Home Page

User Home Page

For AMC users, the home page will have a tab labeled “My Information.” From here, you can follow links to change your password, update your profile, and navigate to other BioSense Platform tools.



Site Administrator Home Page

Site administrators can perform additional functions in the BioSense Platform Access & Management Center.

The home page for site administrators includes tabs for

- My Info – change password, update profile, and navigate to other BioSense Platform tools
- Manage Users – Add, modify, or remove user accounts for your site
- Data Access – Add, modify, or remove data access permissions for ESSENCE accounts
- User Groups – *Coming Soon*
- Data Templates – *Coming Soon*
- Reports – View users who can access your data

4. Navigation

The AMC home page is organized by tabs across the top. A list and description of each tab follows.

Use My Information Tab

The My Info tab allows users and site administrators to

- Change password
- Update user profile
- Navigate to other BioSense Platform tools
- View data you have access to in ESSENCE

Data you can view in ESSENCE

Rule	Rule Site	User Name	User Site	Site List	State List	County List	Facility List	Dataset
Sunday Night	NSSP	gpalmer01, "Ryan Palmer"	NSSP	:864;	*	*	*	Facility Location (Full Details) and by Visit, Aggregate and Data Details
test rule 3	NSSP	gpalmer01, "Ryan Palmer"	NSSP	:101;	*	*	*	Facility Location (Full Details) and by Visit, Aggregate and Data Details
test rule 3	NSSP	gpalmer01, "Ryan Palmer"	NSSP	:101;	*	*	*	Patient Location (Full Details) and by Visit, Aggregate Data Only
Test User Groups & C Bio Fac ID	NSSP	gpalmer01, "Ryan Palmer"	NSSP	:857;	*	*	:1355;	Facility Location (Full Details) and by Visit, Aggregate Data Only
Test User Groups & C Bio Fac ID	NSSP	gpalmer01, "Ryan Palmer"	NSSP	:893;	*	*	:3333;3340;3341;3342;	Patient Location (Full Details) and by Visit, Aggregate and Data Details
								All DHHS Default Data

Update Profile

The Update Profile page allows users and site administrators to edit first and last name, email address, phone number, and organization. Only site administrators may update the Epidemiologist check box.

To change the site affiliation or privilege level of a user account, contact the NSSP Service Desk.

Site administrators and users may also review the status of their AMC and ESSENCE accounts and “unlock” any accounts with a status of “locked.” To unlock an account, click the “Unlock all accounts” button.

Manage Users

The Manage Users tab is only available for site administrators. This tab allows site administrators to create new accounts, view and modify user accounts, and download a report list of users within their site. Site administrators are responsible for creating and managing the user accounts for their site.

The screenshot shows the 'USER PROFILE' page with the following sections:

- USER PROFILE:** Fields for User Name (z2_jeslqjimmy01), First Name (z_jeslqj), Last Name (jimmy), Email Address (TEST123@CDC.GOV), Office Phone (555-555-5665), Organization (Org Test), Epidemiologist (checked), Site (Operational_Accnts), Privilege Level (User), and checkboxes for 'my required?' and 'PVV Exemption Expires'.
- ACCOUNT INFORMATION:** User Status (Active), AMC Account Status (Inactive), ESSENCE Account Status (Inactive), and an 'Unlock ALL Accounts' button. Account Access options include 'National View Aggregate Only', 'National View Data Entries', and 'Chief Complaint Query Visibility Tool'.
- ACCOUNT DETAILS:** Fields for Created by (cmetas01), Create Date (2016-10-24 20:10:34 9096Q1), Last Modified By (cmetas01), and Last Modified Date (2016-10-24 20:21:26 021). Buttons for 'Cancel' and 'Save' are at the bottom right.

The screenshot shows the 'MANAGE USERS' page with a table of user accounts. The table has columns for Select, Site, Last Name, First Name, Epidemiologist, Privilege Level, and Status. Below the table are buttons for 'Enable', 'Disable', and 'Edit'.

Select	Site	Last Name	First Name	Epidemiologist	Privilege Level	Status
<input type="checkbox"/>	CDC	test2	test2	NO	Admin	New
<input type="checkbox"/>	CDC	test5	test5	NO	Superadmin	Active

Create Users—To create a new user account, click “New User.” Provide the requested information and click “Save.” Once you successfully save a new user, an email containing log-in credentials will be sent to the user.

Things to remember when creating a new user:

- First Name, Last Name, and Email Address are required.
- You can only add users to your site.
- Users within your site must have unique email addresses.

Modify User Accounts—To review or modify a user account, select a row in the user table and click “Edit.” You’ll be able to see and update the user profile.

If you need to remove a user account, select the account, click “Edit,” and change the Account Status in the drop-down menu to “Inactive.” If you deactivate a user in the AMC, that user will no longer be able to use the AMC or ESSENCE applications.

Control Access to the National View and Chief Complaint Query Validation Data Sources—Site administrators are able to control which accounts can view the National View and Chief Complaint Query Validation data sources within ESSENCE. **By default, accounts do not have access to these data sources.**

- **National View—Aggregate Only**
Selecting this option will allow the user to view the ESSENCE data sources “Patient Location (Limited Details by HSS Region)” and “Facility Location (Limited Details by HSS Region)” at an aggregate level (i.e., the user may view charts, graphs, and maps with no access to line-level data).
- **National View—Data Details**
Selecting this option will allow the user to view the full details for the ESSENCE data sources “Patient Location (Limited Details by HSS Region)” and “Facility Location (Limited Details by HSS Region)” (i.e., the user may view charts, graphs, and maps as well as the line-level data).
- **Chief Complaint Query Validation Tool**
Selecting this option will allow the user to view the ESSENCE data source “Chief Complaint Query Validation.”

The National View data sources contain a few fields aggregated to the HHS Region level. The intent is to provide a high-level national picture of syndromic surveillance data provided to the BioSense Platform. Every site participating in the BioSense Platform contributes data to the National View data sources.

The Chief Complaint Query Validation data source contains Chief Complaint and Discharge Diagnosis text information to allow users to refine queries. No identifying information, such as age, region, facility, or sex, is available in this data source. Sites may choose NOT to include their data in the Chief Complaint Query Validation data source.

Download User Report—Site administrators can use the Download User Report functionality on the Manage Users page to view all site users. (The filter is site specific and not editable.) First, click “Generate Report” to see the “Download /Open Report” button. Then select the button to view a CSV or Excel version of the user report.

The format of the date fields in the CSV file are not readable and require formatting to be usable. To adjust the formatting, highlight the date fields of interest. On the home page, in the numbers section, select “Short Date” from the drop-down list to format correctly.

Access and Share Data

The Data Access tab is only available to site administrators. This tab allows site administrators to create, review, and edit system rules that control access to their site's data. These system rules, called Data Access Rules, are applied to user accounts in the ESSENCE application. Users cannot view syndromic surveillance data within the Access & Management Center.

The screenshot shows the 'DATA ACCESS' section of the application. At the top, there is a navigation bar with tabs for 'MY INFO', 'MANAGE USERS', 'DATA ACCESS', 'USER GROUPS', 'DATA TEMPLATES', 'REPORTS', and 'LOG OUT'. Below the navigation bar, the 'DATA ACCESS' title is displayed. A button labeled 'Build New Data Access Rule' is visible. Underneath, the text 'View and modify existing Data Access Rules' is followed by two dropdown menus for 'Site' and 'Status', both with 'Select or Type' as the placeholder text. There are also 'Filter' and 'Reset' buttons. The main content is a table with the following data:

Select	Site	Rule Name	Rule Description	Rule Status
<input type="checkbox"/>	GA	teststage	teststage	Draft
<input type="checkbox"/>	GA	StageTest	stageTest	Active
<input type="checkbox"/>	GA	AssignTestUser	assignTest user to rule.	Active
<input type="checkbox"/>	GA	Example Rule Name		Draft

Below the table, there is a note: 'Select a user/group and click "Edit"'. To the right of this note is an 'Edit' button.

Create a New Data Access Rule

Step 1: Describe Rule

First, name your rule and enter a description. This will help you find your rule later.

The screenshot shows the 'RULE CHARACTERISTICS' form. At the top, there is a navigation bar with tabs for 'MY INFO', 'MANAGE USERS', 'DATA ACCESS', 'USER GROUPS', 'DATA TEMPLATES', 'REPORTS', and 'LOG OUT'. Below the navigation bar, the 'RULE CHARACTERISTICS' title is displayed. A progress indicator shows four steps: 'Describe Rule' (highlighted), 'Select Users', 'Select Data', and 'Review & Save'. The 'Describe Rule' step contains a 'Name' field with the value 'Example Rule' and a larger 'Description' field. At the bottom of the form, there are three buttons: 'Save Draft', 'Cancel', and 'Next'.

Step 2: Select Users

Who should be included in the Data Access Rule? Remember that any user selected here will receive access to the data you specify in the next step.

- Individual user(s)
- Groups of users
- All users within one or more sites

RULE CHARACTERISTICS

Describe Rule → **Select Users** → Select Data → Review & Save

Search for and Select Users or Groups to include in this Data Access Rule

+ Select a User Group
+ Select Individual Users

Last Name: [Enter Last Name] First Name: [Enter First Name] Site: [Select or Type] Epidemiologist: [Select or Type] Priv. Level: [Select or Type] Status: [Select or Type] [Filter] [Reset]

Select	Site	Last Name	First Name	Epidemiologist	Privilege Level	Status
<input type="checkbox"/>	NSSP	Worlund	Max	NO	Superadmin	Active
<input type="checkbox"/>	NSSP	Palmer	Ryan	NO	Superadmin	Active
<input type="checkbox"/>	NSSP	Garnett	Guy	NO	Superadmin	New
<input type="checkbox"/>	NSSP	Pal	Sanjeev	NO	Superadmin	Active
<input type="checkbox"/>	GA	Melias	Ernst	YES	Superadmin	Active
<input type="checkbox"/>	NSSP	Brown	Lindsay	NO	Superadmin	Active
<input type="checkbox"/>	NSSP	Mayo	Travis	NO	Superadmin	New
<input type="checkbox"/>	NSSP	Naz	Farah	NO	Superadmin	New
<input type="checkbox"/>	NSSP	English	Roseanne	NO	User	New
<input type="checkbox"/>	NSSP	Coletta	Mike	NO	Admin	New
<input type="checkbox"/>	GA	Snow	John	NO	Admin	Inactive
<input type="checkbox"/>	CA_Stanslaus	Stark	Arya	YES	Admin	New
<input type="checkbox"/>	GA	Stark	Hodor	NO	User	Inactive
<input type="checkbox"/>	CA_Riverside	Pal	Sanjeev	YES	Superadmin	Active
<input type="checkbox"/>	CA_Santa_Cruz	Pal	Sanjeev	YES	Superadmin	New

Select User Groups or All Users—To select user groups or all site users and epidemiologists, expand the top section of the Select Users page and select the group of your choice.

RULE CHARACTERISTICS

Describe Rule → **Select Users** → Select Data → Review & Save

Search for and Select Users or Groups to include in this Data Access Rule

+ Select a User Group

Site: [Select or Type] [Filter] [Reset]

Select	Site	User Group Name
<input type="checkbox"/>	Alaska	All AK Epis
<input type="checkbox"/>	Alaska	All AK Users
<input type="checkbox"/>	Alabama	All AL Epis
<input type="checkbox"/>	Alabama	All AL Users
<input type="checkbox"/>	Arkansas	All AR Epis
<input type="checkbox"/>	Arkansas	All AR Users
<input type="checkbox"/>	Arizona	All AZ Epis

Also, remember to select at least one user to include in your Data Access rule. You may change the user(s) at any time.

What should I keep in mind when sharing data with the NSSP Team?

Occasionally you might want to share your site's data with one or more members of the NSSP Team to provide analytic support.

- To share data with the entire NSSP Team, select the "All NSSP Site Users" group through the User Group option as part of a data sharing rule.
- To share with one or more individuals, select the "Individual User" option. We suggest you filter by site = "NSSP," and then select the user name(s) with whom you want to share data.

Why would I select users not in my site?

You might want to share your site's data with users in other sites, particularly adjoining sites that could experience fallout from the same hazardous event or get ill from the same contaminated food. If you select a user account from another site, the data you share with that user will add to any other data that user's account can access. To ensure queries run as anticipated, **users must understand what data they have access to within ESSENCE.**

Step 3: Select Data

Next, select the data you want included in the Data Access Rule.

Be mindful that as a site administrator, you can only control access to *your site's* data. You have the option to restrict data a user can access from your site by

- Facility
- State and county

Select data to include in the Data Access Rule [Need Help Understanding Data Sharing?](#)

Select Data Source: Patient Location (Full Details) and by Visit

Select Data Layer:

Aggregate Data

Aggregate Data and Data Details

Select Site: NSSP

2.(Optional) Restrict data by Facility and/or Location

Select Facility?: All Facilities

Select State: All States

Select County?: All Counties
AK_Aleutians East
AK_Aleutians West
AK_Anchorage
AK_Bethel

Add

Selected Data

Select	ESSENCE Data Source	Data Source Description	ESSENCE Data Layer	Site	State	County	Facility
<input type="checkbox"/>	Patient Location (Full Details) and by Visit	Provides access to syndrome and visit data by patient location	,va_er;va_erbv;;va_er_hosp;va_erbv_hosp;;dd_va_er;dd_va_erbv;;dd_va_er_hosp;dd_va_erbv_hosp;	;101;	*	*	*
<input type="checkbox"/>	Facility Location (Full Details) and by Visit	Provides access to syndrome and visit data by facility location	,va_hosp_er;va_hospbv_er;;va_hosp;va_hospbv;;dd_va_hosp_er;dd_va_hospbv_er;;dd_va_hosp;d_va_hospbv;	;101;	*	*	*

Delete

Save Draft
Back
Cancel
Next

You must select one or more ESSENCE data sources to include. These data sets map directly to the data source names within the ESSENCE application.

As part of your Data Access Rule, you **must select data**. Users assigned to the rule can view the selected data when they use the ESSENCE application.

How do the data sets on the Select Data screen correspond to access in ESSENCE?

Data sources in the drop-down menu mirror the data sources available in the ESSENCE Query Portal data source drop-down list. For example, selecting aggregate or data details for the “Patient Location (Full Details) and Visit” data source will allow an ESSENCE user to run a query against the “Patient Location (Full Details)” and “Patient Location & Visit (Full Details)” data sources in ESSENCE.

If you apply any of the optional filters, the available data source will be a subset of your site’s data based on those parameters. For example, by selecting state = “GA” for the By Patient Location data source will restrict those data available for queries against the “Patient Location (Full Details)” data source to data from your site where the patient lives in GA.

What is the difference between “Aggregate Only” and “Data Details”?

In ESSENCE, the aggregate only selection will allow users to see aggregate data—*not* line-level listing. For example, when running a query against a data source with aggregate-only permissions, a user can view the time series graph. However, that user cannot click on that graph to view data details or patient information.

Note to site administrators—If you grant a user access to the data details, you must also grant the user access to the aggregate data set.

Step 4: Review and Save the Rule

Dos and Don’ts of Data Sharing Rules in the AMC

1. You *can* share data with other users in your site and restrict by a patient’s location using the “By Patient Location” data sources.
2. When sharing data with users outside of your site, we recommend you *do not* share by patient location because ESSENCE will consolidate that rule with other patient location access controls, and you may unintentionally share more than intended (for details, see section titled “Translate AMC Data Access Rules to ESSENCE”).

Once you name your rule and select users and data, you're ready to save and implement your Data Access Rule.

First, confirm that your selections are as expected. Use the edit buttons to modify the information displayed.

Next, **select the appropriate status for your rule** (note that the default status value is "draft"):

- Active = rule will be saved and applied
- Draft = rule will be saved but not applied
- Suspend = rule will be saved but not applied

When you're done, click "Review & Save." You'll be returned to the Data Access tab.

Describe Rule
Select Users
Select Data
Review & Save

Name:

Description:

Status:

Selected Users & Groups

Site	User / User Group	Privilege
NSSP	mworlund01	Superadmin
NSSP	gpalmer01	Superadmin
NSSP	lbrown01	Superadmin
NSSP	tmayo01	Superadmin
NSSP	fnaz01	Superadmin

Selected Data

Data Description	Data Layer	Site	States	Counties	Facilities
Aggregate and Details of Provides access to syndrome and visit data by patient location	;va_erva_erbv;va_er_hospva_erbv_hosp;dd_va_erdd_va_erbv;dd_va_er_hospdd_va_erbv_hosp;	;101;	*	*	*
Aggregate and Details of Provides access to syndrome and visit data by facility location	;va_hosp_erva_hospbv_er;va_hospva_hospbv;dd_va_hosp_erd_va_hospbv_er;dd_va_hospdd_va_hospbv;	;101;	*	*	*

Edit a Rule

Step 1: Select a Rule

On the Data Access tab under Select, click the box beside the rule you want to edit. Then click “Edit.”



Step 2: Modify Rule Characteristics and Save

After you click Edit, you’ll be directed to the Review and Save page. Use the “Edit” buttons to change rule information, users, or data. You can also use the status drop-down menu to change a rule’s status. When you’re done modifying your Data Access Rule, click “Submit.”

How do I deactivate a rule?

To remove or deactivate a rule:

1. Select the rule from the Data Access tab, and click “Edit”
2. In the Status drop-down menu, change the value to “Inactive”
3. Click “Submit”

Permissions for the rule will be removed from user accounts in ESSENCE. However, the AMC will preserve the Data Access Rule with a status of inactive. You may reactivate this rule again later.



Name

Description

Status

Selected Users & Groups

Site	User / User Group	Privilege
NSSP	mworlund01	Superadmin
NSSP	gpalmer01	Superadmin
NSSP	lbrown01	Superadmin
NSSP	tmayo01	Superadmin
NSSP	fnaz01	Superadmin

Selected Data

Data Description	Data Layer	Site	States	Counties	Facilities
Aggregate and Details of Provides access to syndrome and visit data by patient location	;va_erva_erbv;va_er_hosp;va_erv_hosp;dd_va_erv_hosp;dd_va_erv_hosp;spdd_va_erv_hosp;	;101;	*	*	*
Aggregate and Details of Provides access to syndrome and visit data by facility location	;va_hosp_erva_hospbv_er;va_hospva_hospbv_er;va_hosp_erdd_va_hospbv_er;dd_va_hospdd_va_hospbv;	;101;	*	*	*

Translate AMC Data Access Rules to ESSENCE

The AMC uses rules to control access to ESSENCE data sources. Most ESSENCE data sources have two access controls: patient location and facility location.

Suppose you want to share the “Patient Location (Full Details)” data source for your site. You can use the AMC to create a Data Access Rule to share all of your site’s data for the “Patient Location (Full Details)” data source.

The AMC will translate these selections into ESSENCE as demonstrated in the table below.

I want to...	Site	State	County	Data Source (ESSENCE Variable Name)	Facility
<i>Share all of the data from my site</i>	;SiteID;	*	*	;va_er_hosp;	*
<i>For patients that live anywhere (but were seen in my site)</i>	*	*	*	;va_er;	*

ESSENCE manages data access for each user account by consolidating all data selected in rules that include that user and assigns the highest level of access for any given data source.

Suppose you want to share data from your site, Site X (where the patient lives in Alaska), with another user, John Doe. John already has access to all data by patient location for a different site, Site Y.

His current data access would be as follows:

John Doe can access...	Site	State	County	Data Source (ESSENCE Variable Name)	Facility
<i>All data from site Y</i>	;SiteY ID;	All	All	;va_er_hosp;	All
<i>For patients that live anywhere (but were seen in site Y)</i>	All	All	All	;va_er;	All

Your rule in the AMC to share your site’s data by patient location of Alaska would be as follows:

Your rule grants access to...	Site	State	County	Data Source (ESSENCE Variable Name)	Facility
<i>All data from site X</i>	;SiteX ID;	All	All	;va_er_hosp;	All
<i>For patients that live in Alaska (but were seen in site X)</i>	All	Alaska	All	;va_er;	All

If you include John in your rule, he will be able to access *all your site's data* because ESSENCE combines data access and defaults to the highest permission available for the "Patient Location (Full Details)" data source.

John's combined data access would be:

John's access after the rule...	Site	State	County	Data Source (ESSENCE Variable Name)	Facility
All data from these sites	;SiteX ID; SiteY ID;	All	All	;va_er_hosp;	All
For patients that live in Alaska	All	All Alaska	All	;va_er;	All

Data Templates Coming Soon

User Groups Coming Soon

View Reports

The Reports tab is only available to site administrators. They may use this tab to view a report listing the users who have access to their site's data within ESSENCE.

The screenshot shows the 'REPORTS' section of the ESSENCE interface. At the top, there is a navigation bar with tabs for 'MY INFO', 'MANAGE USERS', 'DATA ACCESS', 'USER GROUPS', 'DATA TEMPLATES', 'REPORTS', and 'LOG OUT'. Below the navigation bar, the 'REPORTS' title is displayed. A sub-header reads 'See who has Access to your data.' Below this, there are filters for 'Site' (set to 'NSSP') and 'Username' (set to 'Select or Type'). There are 'filter' and 'Reset' buttons. The main content is a table with the following columns: Rule, Rule Site, User Name, User Site, Site List, State List, County List, Facility List, and Dataset.

Rule	Rule Site	User Name	User Site	Site List	State List	County List	Facility List	Dataset
test rule 3	NSSP	gpalmer01, "Ryan Palmer"	NSSP	;101;	*	*	*	Facility Location (Full Details) and by Visit, Aggregate and Data Details
test rule 3	NSSP	gpalmer01, "Ryan Palmer"	NSSP	;101;	*	*	*	Patient Location (Full Details) and by Visit, Aggregate Data Only
test rule 3	NSSP	mworlund01, "Max Worlund"	NSSP	;101;	*	*	*	Facility Location (Full Details) and by Visit, Aggregate and Data Details
test rule 3	NSSP	mworlund01, "Max Worlund"	NSSP	;101;	*	*	*	Patient Location (Full Details) and by Visit, Aggregate Data Only
DHHS Default	NSSP	All Users	All Sites	*	*	*	*	All DHHS Default Datasets, Aggregate Data Only

5. Commonly Performed AMC Activities

These are common examples of activities that can be performed to check and view your data. This is not an exhaustive list of activities.

Site Administrators can:

1. Log in with provided credentials.
 - a. Accept the Site Administrator Code of Conduct.
 - b. Change user password.
2. View and edit user profile information.
3. Create a user in their site.
4. View existing users within their site.
5. Edit users within their site.
6. Create data access rules for user(s) in their site. (Confirm with user that data access rule results in the desired permissions in ESSENCE.)
7. Create data access rules for user(s) not in their site (optional). (Confirm with user that data access rule results in the desired permissions in ESSENCE.)

Users can:

1. Log in with provided credentials.
2. Accept the Code of Conduct.
3. Change their password.
4. View and edit their profile information.