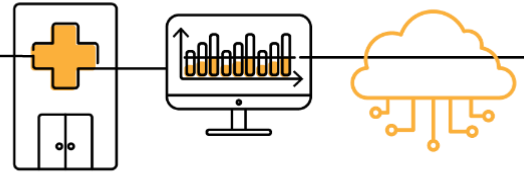


# NSSP Job Aid New Facility Onboarding Series

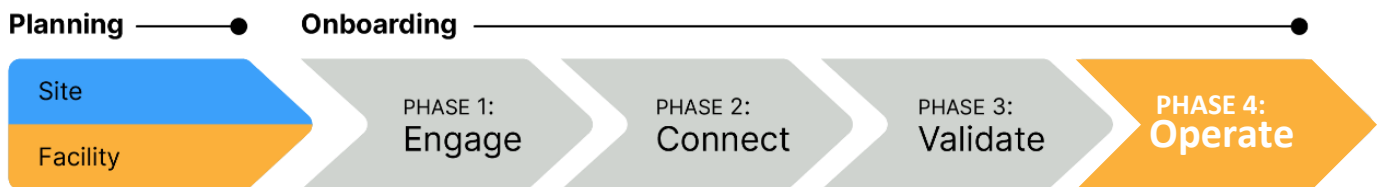


## PHASE 4: STEPS TO OPERATE

Operate is the last onboarding phase for the National Syndromic Surveillance Program (NSSP). Onboarding is a collaborative process in which the NSSP and site teams work with a facility, health department, electronic health records (EHR) vendor, or health information exchange (HIE) to transmit syndromic data from medical record systems to the NSSP BioSense Platform.

The “OPERATE” job aid will take the site administrator through the activities that NSSP participants will do once the facility is connected to the production environment and is ready for routine operation. Sometimes the site administrator will oversee feed administrator tasks.

Job aids are available for planning and each phase of onboarding: Engage, Connect, Validate, and Operate. Use these job aids with each other and the [New Facility Onboarding Guide for the BioSense Platform](#).



### PHASE 4—STEPS TO OPERATE

#### SITE ADMINISTRATOR

- STEP 1: Monitor feed, facility connections, and data quality by using NSSP tools such as:
- Data Quality Dashboard
  - Data Quality on Demand
  - ESSENCE
  - RStudio
  - SAS Studio
- STEP 2: Monitor feed and facility alerts submitted by NSSP.
- STEP 3: Review monthly reports on data timeliness, validity, and completeness. Set annual targets for improving data quality.

#### FEED ADMINISTRATOR

- STEP 1: Monitor feed and facility connections.
- STEP 2: Provide ongoing support for connection issues.
- STEP 3: Respond to data quality investigations and data quality improvement.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

## STEPS TO OPERATE, cont.

### SITE ADMINISTRATOR

- STEP 4: Engage with onboarding team and site administrator, as needed, regarding onboarding and data quality efforts.
- STEP 5: Respond to Nssp investigations and requests to improve data quality.

## RESOURCES

- *BioSense Platform User Manual for the Access & Management Center.* Use the Access and Management Center (AMC) to manage user access, data access, facilities, and connection to BioSense Platform tools. <https://www.cdc.gov/nssp/biosense/docs/BioSense-AMC-User-Manual.pdf>
- *BioSense Platform Quick Start Guide to Using RStudio Pro.* Use RStudio to perform heavy data query analysis and visual data analytics. <https://www.cdc.gov/nssp/biosense/docs/biosense-platform-quick-start-guide-for-rstudio-pro.pdf>
- *BioSense Platform User Manual for SAS Studio.* Use SAS to perform heavy data query analysis and data analytics. <https://www.cdc.gov/nssp/biosense/docs/BioSense-User-Manual-SAS-Studio.pdf>
- *BioSense Platform Quick Start Guide to Using ESSENCE.* <https://www.cdc.gov/nssp/biosense/docs/BioSense-Platform-Quick-Start-Guide-for-ESSENCE.pdf>

## QUESTIONS?

- Email the Nssp Service Desk at <http://support.syndromicsurveillance.org> (account and log-in required).
- Include your question or brief description of assistance needed.

## FOR MORE INFORMATION

Visit the Nssp Technical Resource Center, Onboarding, at <https://www.cdc.gov/nssp/resources.html>.