



**DEHS Notifiable Disease External Cause of Injury
(NDECI)
Data Mart and Reporting System
Version 2**

User Guide

**Version 2.0.29
July 2018**

National Patient Information Reporting System (NPIRS)
Albuquerque, New Mexico

DOCUMENT REVISION HISTORY

#	Section	Date Changed	Description of Change
1.0	All	07/20/2018	Made textual updates for consistency

PREFACE

This manual provides instructions for using the Notifiable Disease and External Cause of Injury (NDECI) Data Mart and Reporting System from the Office of Environmental Health, Division of Environmental Health Services in partnership with the NPIRS team.

This web application and supporting documentation was designed and developed by the National Patient Information Reporting System (NPIRS) in accordance with IHS standards and guidelines.

SECURITY

This application has two levels of user access. Access is based on whether the user needs administrative or informational (read-only) access.

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1.0 Overview

The Albuquerque Area Indian Health Service (IHS), Office of Environmental Health, Division of Environmental Health Services requested a "Version 2" (V2) of the Notifiable Disease and External Cause of Injury (NDECI) Data Mart and Reporting System project. The V2 project targets specific injury or disease categories for tracking and reporting using "passively" exported Resource Patient Management System (RPMS) data to National Programs. The application tracks and reports the targeted injury or disease categories via a web-based application that can provide reports by national, area, service unit, facility and community level. The application also provides a granular security system that allows designated national, area, service unit, or facility level administrators to provide access to appropriate staff in their respective organizations.

The system tracks data for these five specific categories:

- **External Cause of Injuries:** ICD9-CM codes E800-E999 with the exception of Suicide related injuries;
- **Asthma:** Any ICD9-CM code with the first 3 digits of "493";
- **Notifiable Diseases:** Any ICD9-CM codes in the following code ranges: 001-139, 460-519, 680-709, V01-V02 and V07-V09;
- **Intestinal Disease:** ICD9-CM codes 001-009;
- **Vectorborne Disease:** ICD9-CM codes 020-027, 060-066 and 080-088;

1.1 Project Scope

The version 2 NDECI project now uses the newly implemented state-of-the-art National Data Warehouse (NDW) project for all data captured for the NDECI project. In addition to the Patient Care Component (PCC) data exported from RPMS sites to National Programs, the NDW also contains Contract Health Services (CHS) data provided by the IHS Fiscal Intermediary. The V2 NDECI project now includes the CHS data as well as all available PCC data. Additionally, V2 was initially upgraded to include the Oklahoma and Nashville area (both direct and tribal data) and now has been expanded to include data and reporting capability for all Indian Health Service locations. A V3 is on the horizon that will include additional disease categories and reporting functions.

1.2 Home Page

Figure 1-1 shows the NDECI Data Mart and Reporting System home page. The website address (URL) is: <http://www.ihs.gov/nonmedicalprograms/ihpes/dehs/ndeci>

Note: You may want to bookmark this page.

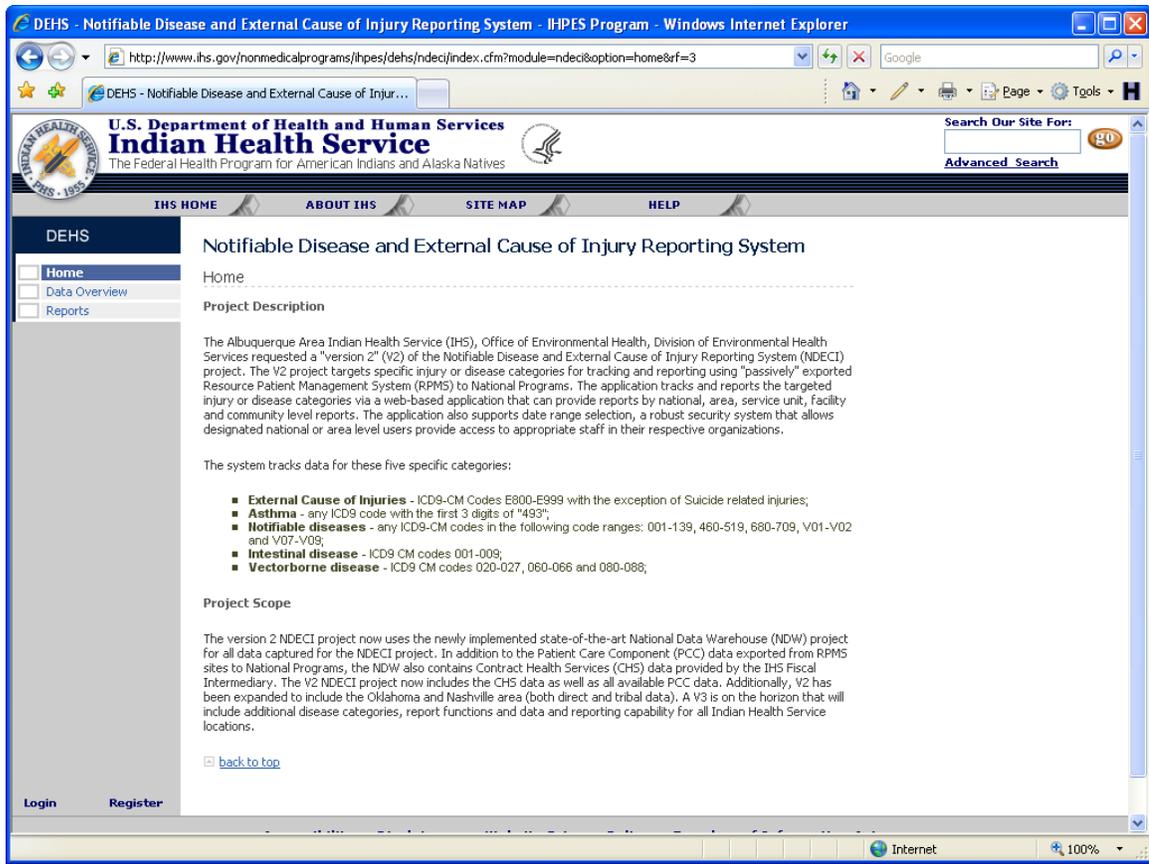


Figure 1-1. NDECI Home Page

The section that follows provides registration, log in, and log out instructions.

2.0 Logging In & Registering Your IHS Web User Account

This section provides answers to common questions regarding user registration, as well as instructions for logging on and off the Notifiable Disease and External Cause of Injury (NDECI) Data Mart and Reporting System website.

Question: Why do I need to register?

Answer: This is an access controlled IHS web-based application and all users must register for an IHS web user account (if they do not already have one) and be assigned a user-security role by authorized IHS DEHS NDECI program managers/administrators.

Question: How do I gain access to the NDECI system once I have an IHS web user account?

Answer: If you do not have access, send an email to the site administrators for the NDECI system (NDECI-Admins@ihs.gov) to request access. The site administrators then assign you an access role which gives access to your IHS web user account. Please be aware that you will not have access to the NDECI system until you email the DEHS NDECI administrators and they have assigned you appropriate access.

Question: How do I login to the NDECI system once I have a web user account and my user account has been granted access?

Answer: See section [Logging In to the NDECI System](#) below.

Question: How do I register for a new IHS web user account if I do not already have one?

Answer: See [Registering for a New IHS Web User Account](#) below.

2.1 Logging In to the NDECI System

To log in to the NDECI system:

1. Click on the following link to open your web browser to the NDECI home page:
<http://www.ihs.gov/nonmedicalprograms/ihpes/dehs/ndeci>

2. Click the **Login** link on the left hand menu to access the Login screen.

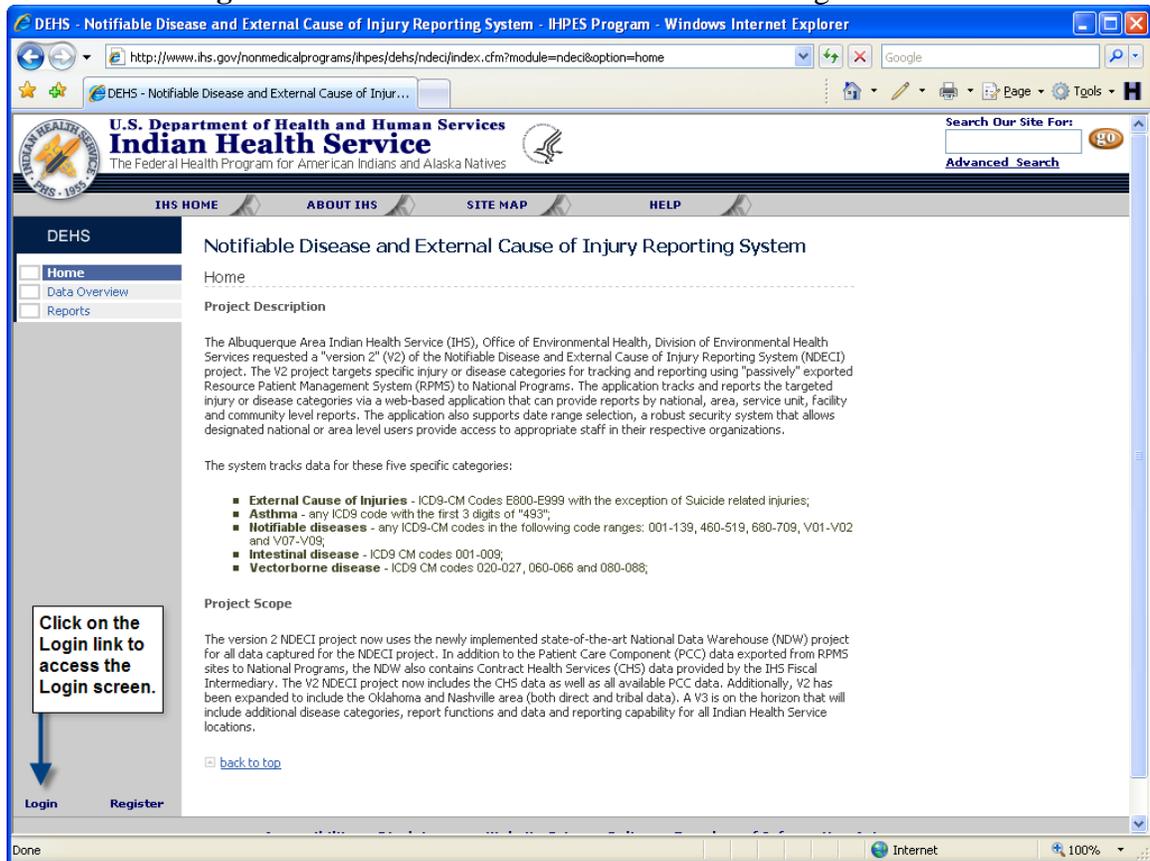


Figure 2-1. Login Link Location on NDECI Left Hand Menu

3. Enter Username and Password and click Login.



Figure 2-2. IHS Web Account Login Screen

Note: If you do not remember your password, click the **Forgot** button to request that your password be reset. An email will be sent to you with a link to the **Reset Password** screen.

2.2 Registering for a New IHS Web User Account

To create a new IHS web user account, if you do not already have one:

1. Click on the following link to go to the NDECI home page:
<http://www.ihs.gov/nonmedicalprograms/ihpes/dehs/ndeci>
2. Click on the **Register** link to go to the Registration screen.

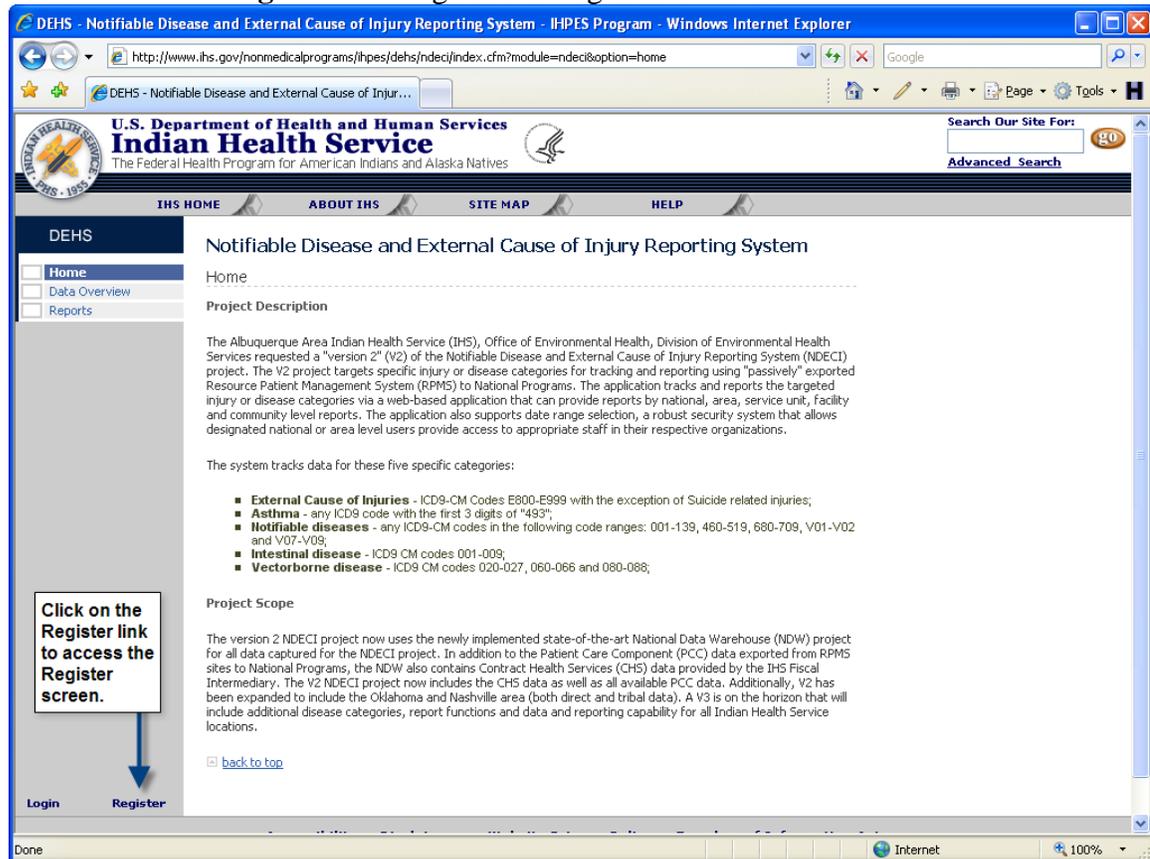


Figure 2-3. IHS Web User Account Register Link

3. Once you are on the Registration screen, as shown in [Figure 2-4](#), fill out all the required information (denoted by the red asterisks next to each required field). Once you have finished filling out the form, click on the Submit Registration button.

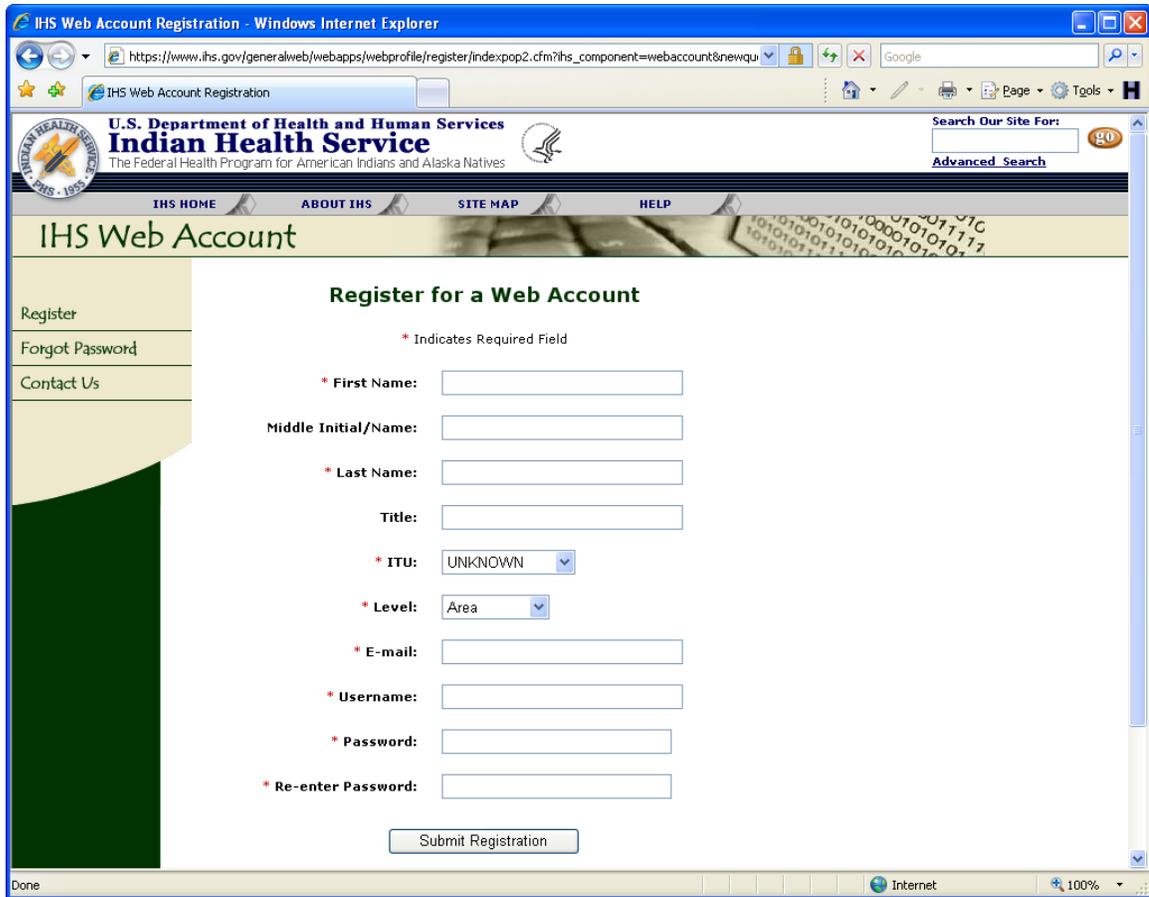


Figure 2-4. IHS Web User Account Registration Screen

4. Once you have successfully created your IHS web user account, click on the **Return** button to return to the NDECI home page.

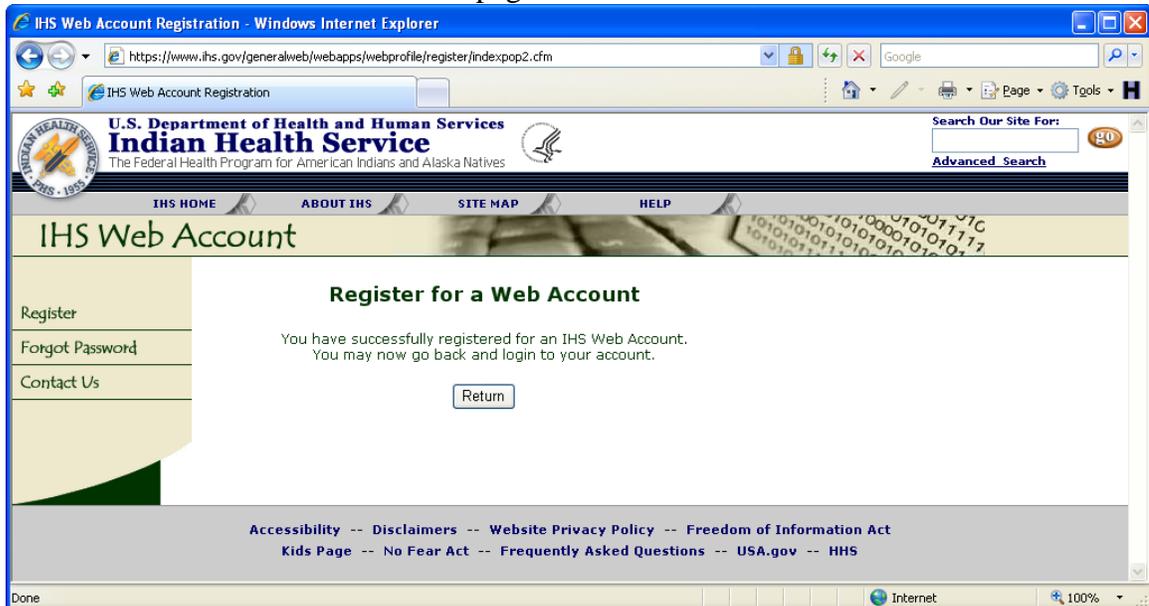


Figure 2-5. Successful IHS Web User Account Creation Confirmation Screen

5. You must now request NDECI access be granted to your newly created IHS web user account. Send an email to NDECI-Admins@ihs.gov requesting specific access to the system.

3.0 Data Overview

3.1 Data Source

The "Version 2" Division of Environmental Health Services (DEHS) now uses the IHS National Data Warehouse (NDW) as its data source. The NDW project stores all Resource Patient Management System (RPMS) Patient Care Component (PCC) data exported to National Programs via the NDW electronic export process. The NDW database also stores Contract Health Services (CHS) data received from the IHS Fiscal Intermediary (FI). CHS data relates to health related services purchased from providers or hospitals outside of the IHS health delivery network. The application uses all available data contained in the NDW database to generate system reports. Notifiable Diseases are those health issues that must be reported to the state health departments.

3.2 Disease Groupings

The ICD9-CM codes used to define the disease "groupings" remained the same for Version 2 and include:

- **External Cause of Injuries:** ICD9-CM codes E800-E999 with the exception of Suicide related injuries;
- **Asthma:** Any ICD9-CM code with the first 3 digits of "493";
- **Notifiable Diseases:** Any ICD9-CM codes in the following code ranges: 001-139, 460-519, 680-709, V01-V02 and V07-V09;
- **Intestinal Disease:** ICD9-CM codes 001-009;
- **Vectorborne Disease:** ICD9-CM codes 020-027, 060-066 and 080-088;

3.3 How the Data Is Counted

The Version 2 application now gives the user the ability to select reports by "primary diagnosis" or "all" diagnosis. If the "primary diagnosis" option is selected, the reports will contain counts for those patient level encounters that documented the selected ICD9-CM code as the primary (main) reason for seeking medical care. If the "all" diagnosis option is selected, the reports will contain counts for *any* occurrence of that specific ICD9-CM code whether it's considered primary or not. Therefore, electing the "all" diagnosis may result in duplicated counts of individual encounters. Note that an assumption is made that the diagnosis code with sequence number one tied to the encounter record is the primary diagnosis code.

The report years are based upon the standard Federal Government "fiscal" year of October 1st through September 30th.

Currently the system contains approximately 25 million records nationally for the five Disease Groups as they are currently defined. Approximately 14.5 million of those records are flagged as the Primary Diagnoses.

4.0 Reports Overview

Version 2 of the NDECI system currently contains eight core reports.

1. Disease Group by Fiscal Year
2. Disease Group by Service Unit
3. Disease Group by Service Unit by Fiscal Year
4. Disease Group by Age Group by Gender
5. Disease Group by County
6. Top Ten Diagnoses Codes
7. Unduplicated Patient Count: Disease Group by FY by Gender
8. Disease Group by Delineator Code

This section will review each report and detail the function of each report. It will also note data limitations to keep in mind while analyzing the report results.

4.1 Report Options

Each report uses a common set of report option filters that will allow you to choose a specific subset of data for each report. [Figure 4-1](#) below shows the default state of the Report Options.

Report Options	
Report Type:	1: Disease Group by Fiscal Year
Diagnoses Type:	<input type="radio"/> Primary Diagnoses Only <input checked="" type="radio"/> All Diagnoses
Source Data:	<input checked="" type="radio"/> Outpatient Encounters <input type="radio"/> Inpatient Discharges
Location Type:	<input checked="" type="radio"/> Area / Service Unit / Facility <input type="radio"/> Area / Service Unit / Community of Residence
Location:	ALL IHS AREAS - IHS NATIONAL ABERDEEN AREA (10,15,17,19) BISMARCK Service Unit (1534) United Tribes Technical College (153450) CHEYENNE RIVER Service Unit (1010) Eagle Butte (101001) CHEYENNE RIVER Service Unit (1510) Cherry Creek Health Station (151031) Cheyenne River Sioux Tribal Field Health Clinic (151038) Swiftbird Health Station (151034)
Fiscal Year:	FY 2009 FY 2008 FY 2007 FY 2006 FY 2005
Disease Group:	<input checked="" type="checkbox"/> Asthma <input checked="" type="checkbox"/> Injury <input checked="" type="checkbox"/> Intestinal Disease <input checked="" type="checkbox"/> Notifiable Disease <input checked="" type="checkbox"/> Vectorborne Disease
Generate Report	

Figure 4-1. NDECI Report Options

Report Type

The Report Type select menu allows you to choose the particular core report you wish to generate. Currently the system contains eight core reports.

Diagnoses Type

The Diagnoses Type option allows you to specify whether you want to count **All Diagnoses**, each ICD9-CM code associated with a patient encounter, or if you want to count only the primary diagnoses code associated with a patient encounter.

If the **Primary Diagnosis** option is selected, the reports will contain counts for those patient level encounters that documented the selected ICD9-CM code as the primary (main) reason for seeking medical care. Note that an assumption is made that the diagnosis code with sequence number one tied to the encounter record is the primary diagnosis code.

Source Data

The Source Data option allows you to choose between reporting on (counting) either **Outpatient** encounters or **Inpatient** encounters.

Location Type

The Location Type option allows you to toggle the **Location** select list between either an Area/Service Unit/Facility hierarchy or an Area/Service Unit/Community of Residence hierarchy. By choosing one or the other, the **Location** select list will automatically toggle accordingly to allow you to then filter your report based on the available **Location** selections.

Location

The Location select list allows you to choose one or many locations to which to subset your reports. Using the Area/Service Unit/Facility Location filter will subset the data based on location of encounter (LOE). When you use the Area/Service Unit/Community of Residence filter, the report will not be filtered on location of encounter, but rather, Community of Residence tied to that Area, Service Unit, or Community(ies) selected.

Note that you can select one or more **Location** at a time. In order to select more than one **Location** hold the CTRL key down and at the same time use the mouse and click on each **Location** you wish to include in the final report results.

Also note that you will only see and be able to generate reports for **Locations** to which you have been granted access.

Date Filters

There are two means of filtering the data by date by Fiscal Year and by Date Range. The **Fiscal Year** filter allows you to subset the data based on one or more Fiscal Years (October 1st through September 30th). The Fiscal Year filter uses the date of encounter data element to calculate Fiscal Year.

Note that you can select one or more **Fiscal Year** at a time. In order to select more than one **Fiscal Year** hold the CTRL key down and at the same time use the mouse and click on each **Fiscal Year** you wish to include in the final report results. The default selection is all Fiscal Years (2001-2010).

The **Date Range** filter is activated by selecting the “Date Range” radio button. This closes the Fiscal Years list and provides two text boxes for entering start and stop dates for your report. The format for entering dates is mm/dd/yyyy (i.e. 11/12/2007). By clicking on the calendar icon () , you can open a calendar and select the dates of your choice, rather than typing them.

Disease Group

The Disease Group filter allows you to choose which of the five Disease Groups you wish to include in your report: Asthma; Injury; Intestinal Disease; Notifiable Disease; and Vectorborne Disease. You can choose any combination of these Disease Groups to include in your results. Simply check the Disease Groups you wish to include in your report results and uncheck any Disease Groups you do not wish to include in your report results.

Each disease group is defined by specific ICD9-CM codes designated for each group:

- **External Cause of Injuries:** ICD9-CM codes E800-E999 with the exception of Suicide related injuries;
- **Asthma:** Any ICD9-CM code with the first 3 digits of "493";
- **Notifiable Diseases:** Any ICD9-CM codes in the following code ranges: 001-139, 460-519, 680-709, V01-V02 and V07-V09;
- **Intestinal Disease:** ICD9-CM codes 001-009;
- **Vectorborne Disease:** ICD9-CM codes 020-027, 060-066 and 080-088;

Generate Report

Once you have selected all the appropriate options for your report, click on the **Generate Report** button to have the system generate your specific report on-the-fly. You may change any report options as necessary and then click to Generate Report button again to generate a new report.

4.2 Anatomy of a Report

Each report has a very common layout with three standard sections. Once you run a report by clicking on the **Generate Report** button you will see (1) the **Header** of the report followed by (2) the **Report Graph** (if the report contains a graph) followed by (3) the report **Summary Data** grid that displays the actual data counts for each subset grouping as seen in [Figure 4-2](#) below.

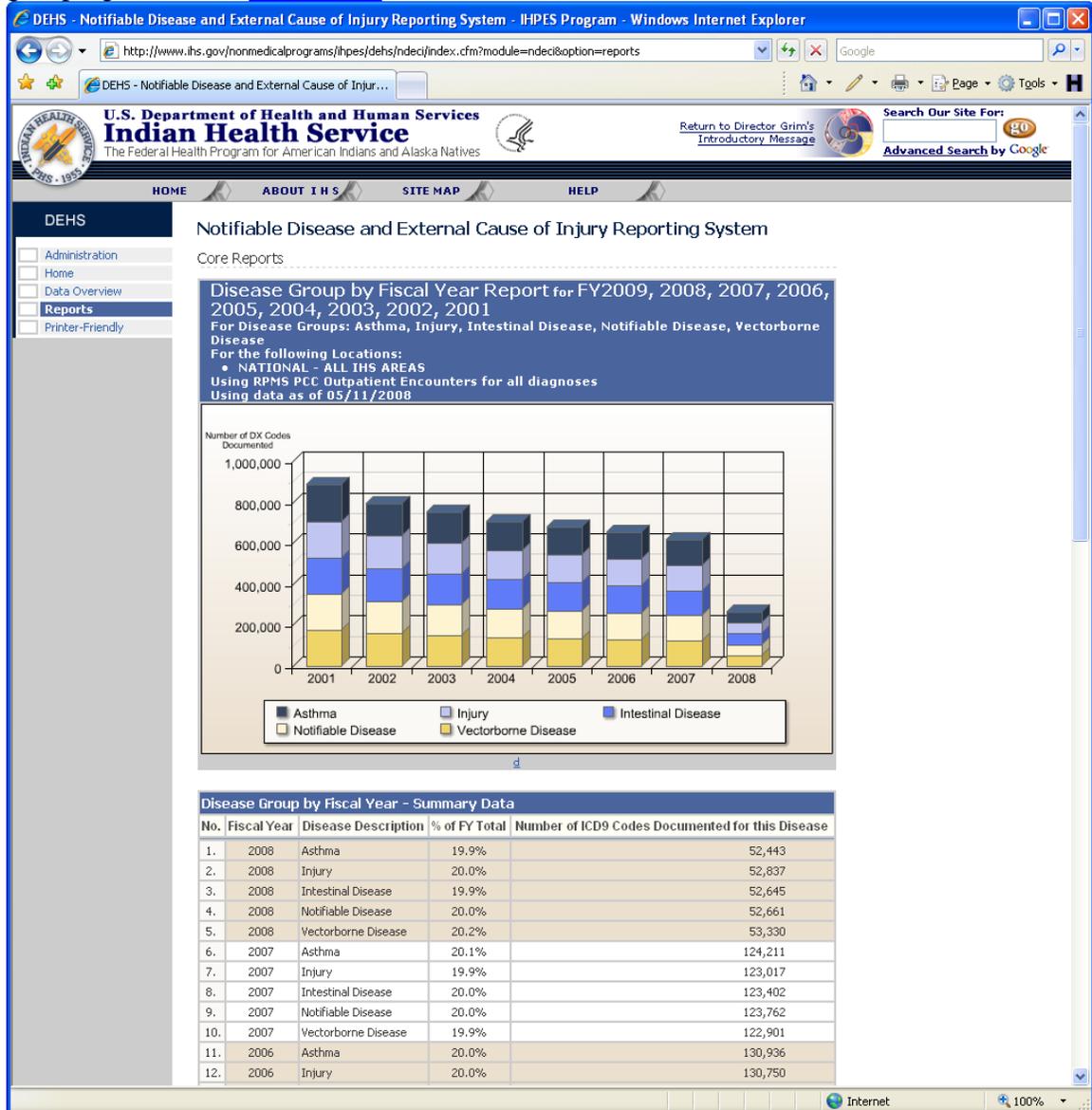


Figure 4-2. Example of a Common Report Layout

Header

The report Header will always contain a number of key informational elements specific to each report generated. The first line of the Header will contain the **Report Name** of the actual report run. For example, the **Report Name** may be “Disease Group by Fiscal

Year” or “Top Ten Diagnoses Codes”.

Next the report Header will display the **Fiscal Year** range that was used to populate the report. For example, you will see “FY2009, 2008, 2007” if those specific years were selected in the **Fiscal Year** select menu.

On the next line the **Disease Groups** included in the report will be listed followed by the specific **Locations** that were selected to be included to generate the report. Note that the Locations listing will detail each specific location included in each report.

The next line denotes whether the report contains **Inpatient** or **Outpatient** data and whether **All Diagnoses** codes were counted in the report or only the **Primary Diagnoses** (assumed Primary Purpose of Visit (PPOV)).

The last line of the header will show the **Using Data as of** date which is the date of the most recent record contained within the data mart. Note that this date is not the date the last data run was made to pull the data from the NDW, but the date of the most recent/current record contained in the last data pulled into the system. That means, for example, that the data may have been pulled this week, but if the records in the NDW have not been updated, for whatever reason for a week or two, the system will only pull what is available and the **Using Data as of** date may be several weeks behind the most recent data pull.

Report Graph

If the report contains a graph, it will show up right under the report **Header**. The graph generated is a dynamic graph and will show the details of each graph as you move your mouse button over the graph elements. Note: you may have to click once on the graph to activate the interactive nature of the graph.

Summary Data Grid

Below the **Report Graph**, you will find the **Summary Data Grid** that contains the actual counts used to generate the graph.

Report Options

At the base of each report you will find the common set of **Report Options** that will allow you to modify any set of report options and regenerate your report based on any newly selected filters.

Printer Friendly

You may wish to print your report out for various uses. The main left hand menu contains a Printer Friendly link which when clicked on will regenerate your report in a format that will print clearly and cleanly. Clicking on the Printer Friendly link will also “hide” the left hand navigation menu to maximize the printable report space.

Note that enhancements for Version 3 of the system are already in discussions, and one enhancement being discussed is the ability to generate reports directly to Microsoft Word

or Microsoft Excel. If you feel this or other enhancements would be useful, please send your feedback to NDECI-Admins@ihs.gov.

5.0 Reports

This section will review all current reports in the system. It will document the main purpose of the report along with any known limitations of each report or limitations in the data elements used in generating the report.

It is also important to note that the example reports used have been generated using test data only and no actual or real data was used to generate the sample reports shown in this document.

5.1 Disease Group by Month

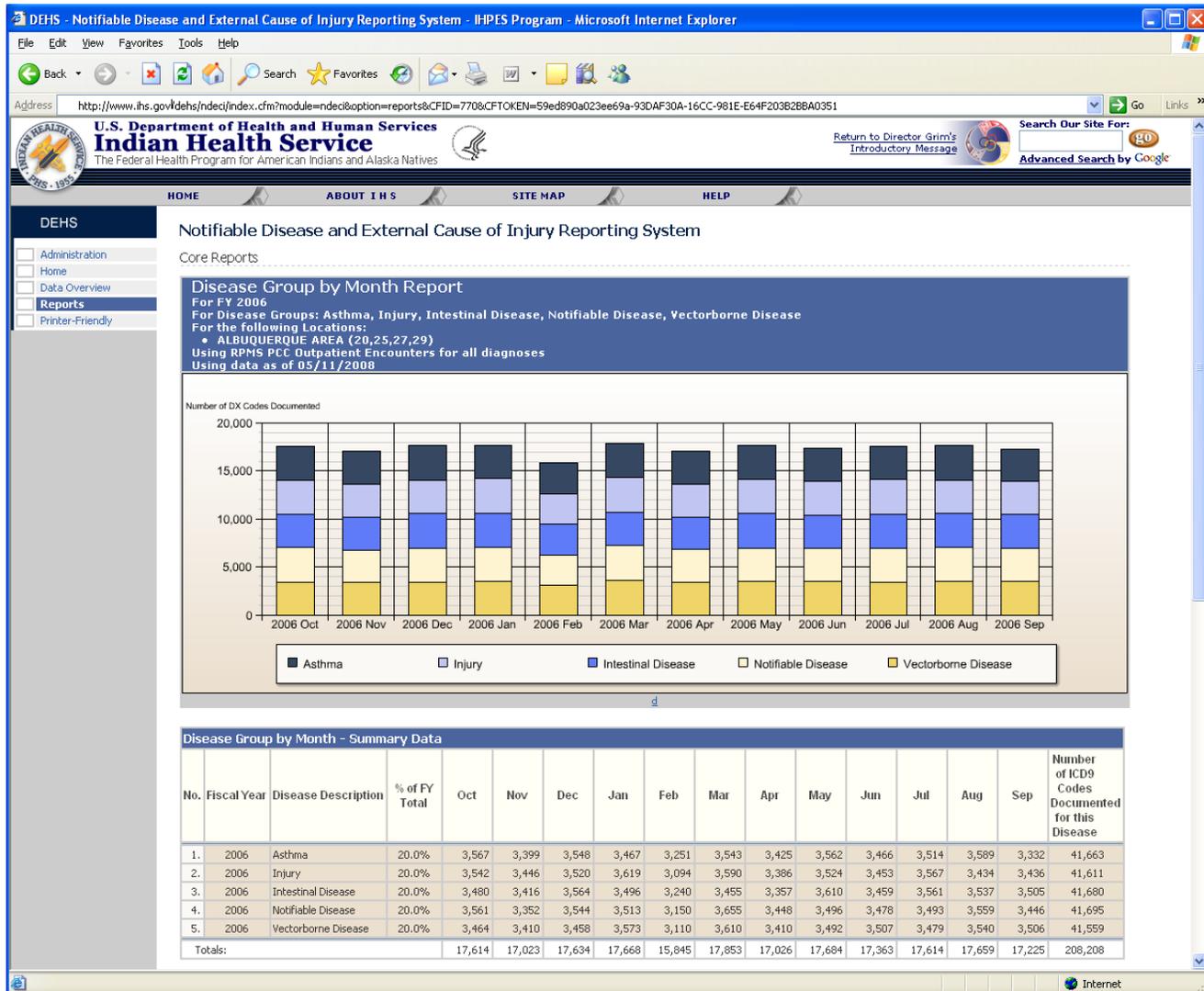


Figure 5-1. Sample Disease Group by Month Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) for the selected **Disease Groups** by **Month**. All data for the chosen filters are included in the aggregated **Monthly** totals. This report allows the user to view monthly occurrence trends of the selected **Disease Groups** over the course of one or more years. The user can see whether the occurrences of a given **Disease Group** or set of **Disease Groups** are increasing or decreasing month by month for all selected **Locations** and other criteria as specified in the **Report Options**.

This report uses stacked bar charts where each specific **Disease Group** count is stacked upon all other chosen **Disease Group** counts for each **Fiscal Year** to show the total aggregated **Disease Group(s)** count for each **Month**.

5.2 Disease Group by Fiscal Year

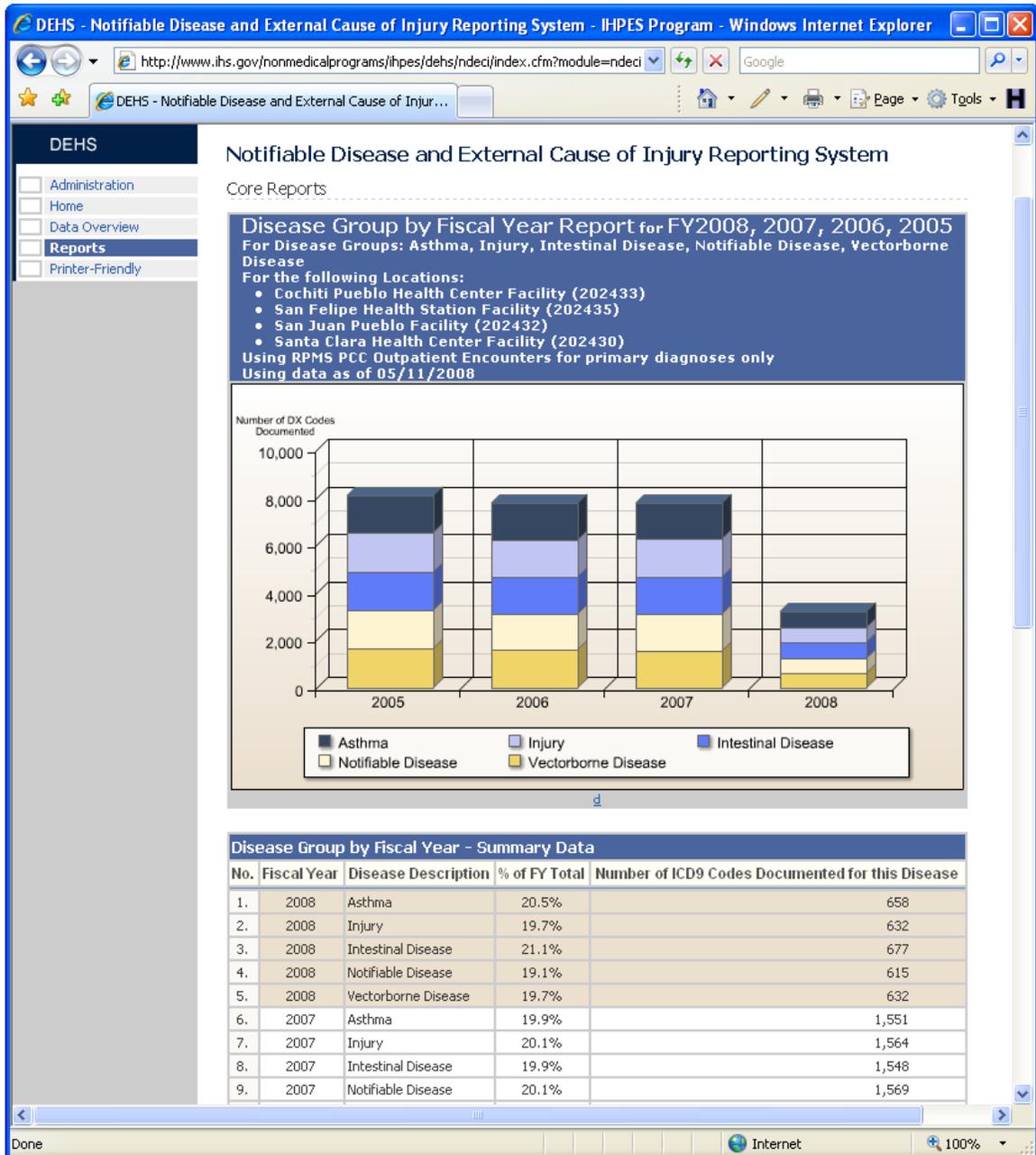


Figure 5-2. Sample Disease Group by Fiscal Year Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) for the selected **Disease Groups by Fiscal Year**. All data for the chosen filters are included in the aggregated **Fiscal Year** totals. This report allows the user to get an annual **Fiscal Year** trend of the occurrence of the selected **Disease Groups**. The user can see whether the occurrences of a given **Disease Group** or set of **Disease Groups** are increasing or

decreasing year by year for all selected **Locations** and other criteria as specified in the **Report Options**.

This report uses stacked bar charts where each specific **Disease Group** count is stacked upon all other chosen **Disease Group** counts for each **Fiscal Year** to show the total aggregated **Disease Group(s)** count for each **Fiscal Year**.

5.3 Disease Group by Service Unit

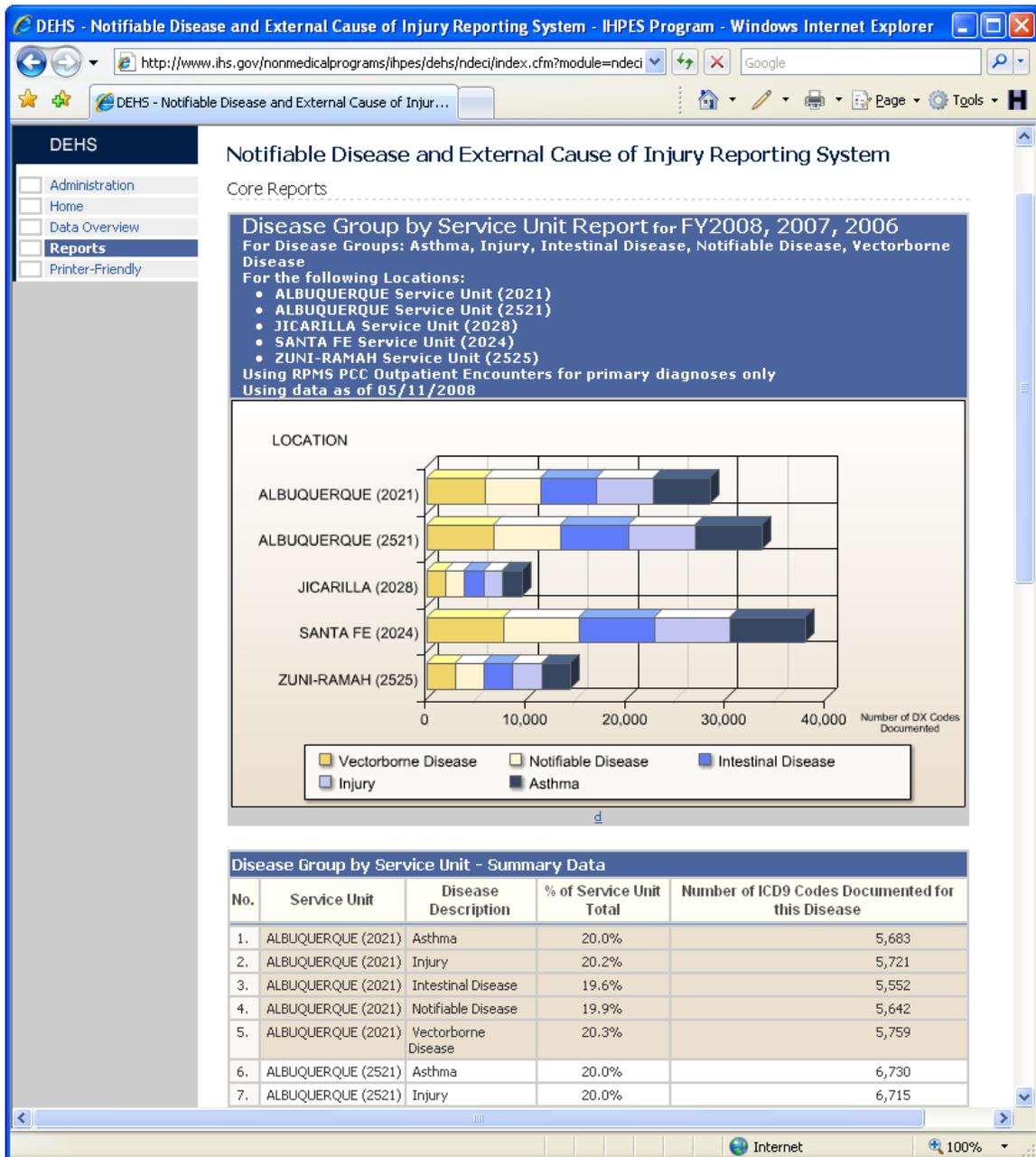


Figure 5-3. Sample Disease Group by Service Unit Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) of the selected **Disease Groups** by **Service Unit**. All data for the chosen filters are included in the aggregated **Service Unit** totals. This report allows the user to get a **Service Unit** look at the documented occurrences of the selected **Disease Groups**. All data for the criteria selected are included in the aggregated counts. It is important to note that each Service Unit is defined by ASU (Area/Service Unit) code and not by name. Therefore, for

example, Service Unit 2021 is considered different than Service Unit 2052 for purposes of this report and will show as a separate aggregated total.

This report uses horizontal stacked bar charts where each chosen **Disease Group** count is stacked upon all other chosen **Disease Group** counts for each **Service Unit** to show the total aggregated **Disease Group(s)** count for each **Service Unit**.

5.4 Disease Group by Service Unit by Fiscal Year

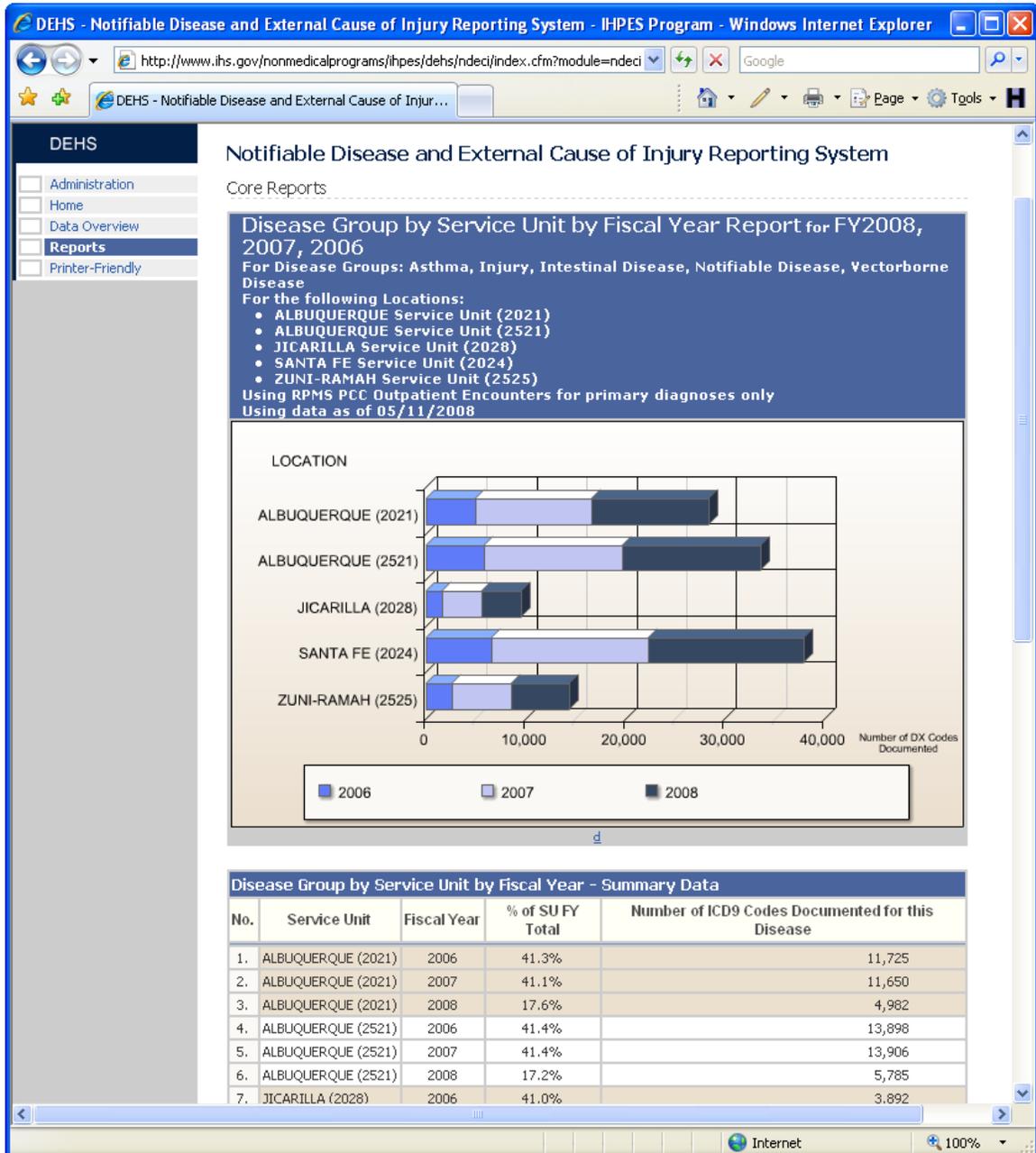


Figure 5-4. Sample Disease Group by Service Unit by Fiscal Year Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) for the selected **Disease Groups** by **Service Unit**. Each **Service Unit** count additionally is broken out by **Fiscal Year** subtotals. All data for the chosen filters are included in the aggregated **Service Unit** totals. This report allows the user to get a **Service Unit** look at the documented occurrence of the selected **Disease Groups** by **Fiscal Year**. Data for all **Disease Groups** chosen are included in the aggregated counts. It is important to note that

each **Service Unit** is defined by ASU (Area/Service Unit) code and not by name. Therefore, Service Unit 2021 is considered different than Service Unit 2052 for purposes of this report.

This report can be used to compare one **Service Unit** to another **Service Unit** regarding overall occurrence of selected **Disease Groups** over selected **Fiscal Years**.

5.5 Disease Group by Age Group by Gender

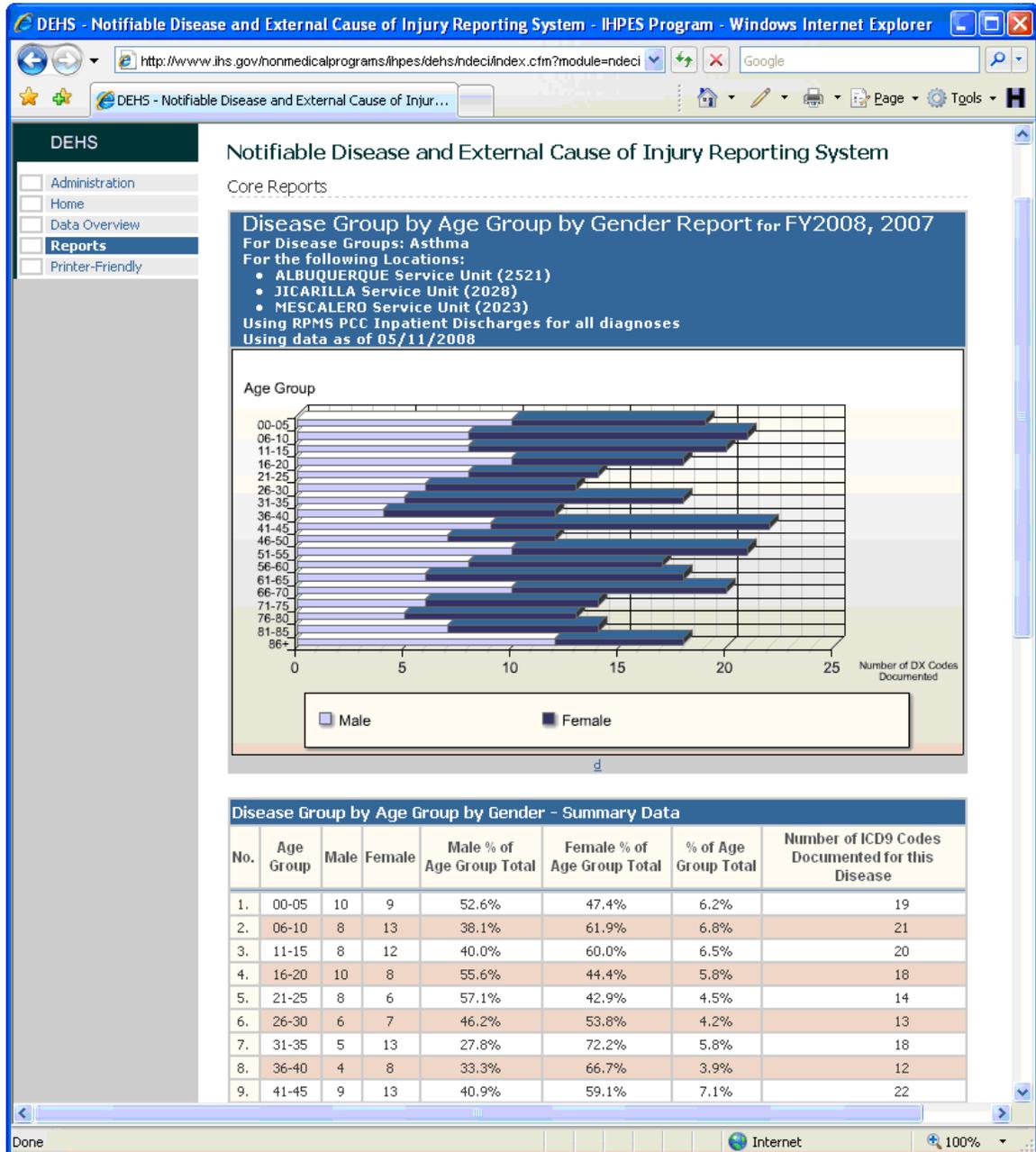


Figure 5-5. Sample Disease Group by Age Group by Gender Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) for the selected **Disease Groups** by **Age Group** and **Gender**. All data for the chosen filters are included in the aggregated **Age Group** totals. Each **Age Group** count is broken out by **Gender** subtotals. This report can be used to see how various **Age Groups** are affected by the **Disease Groups** specified in the **Report Options** criteria.

5.6 Disease Group by County

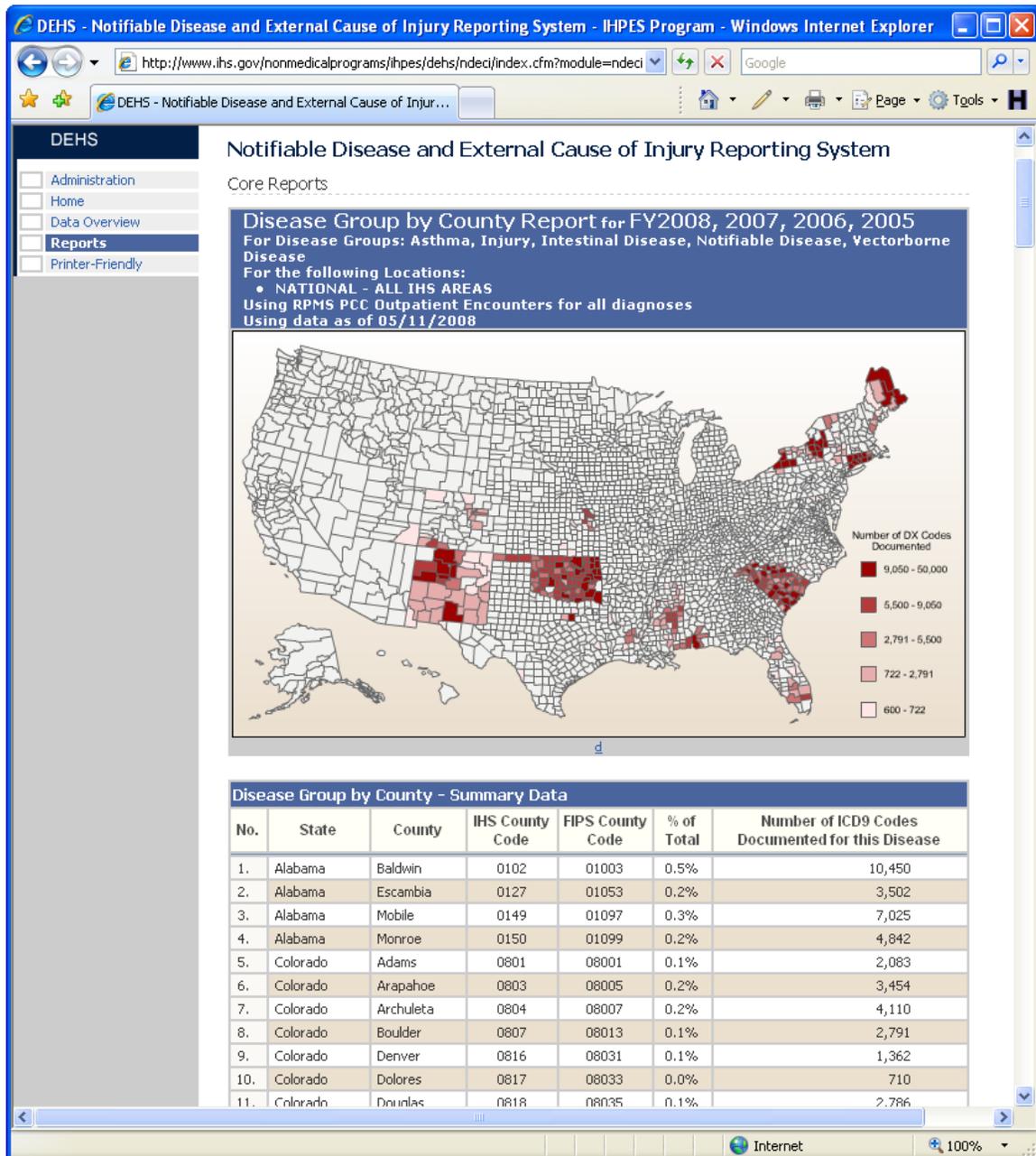


Figure 5-6. Sample Disease Group by County Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) of the selected **Disease Groups** by **County**. All data for the chosen filters are included in the aggregated **County** totals. This report can be used to see how the selected Disease Groups are distributed geographically by **County**. This mapping allows the user to quickly visually see “hot spots” of the occurrences of the selected **Disease Groups**.

5.7 Top Ten Diagnoses Codes

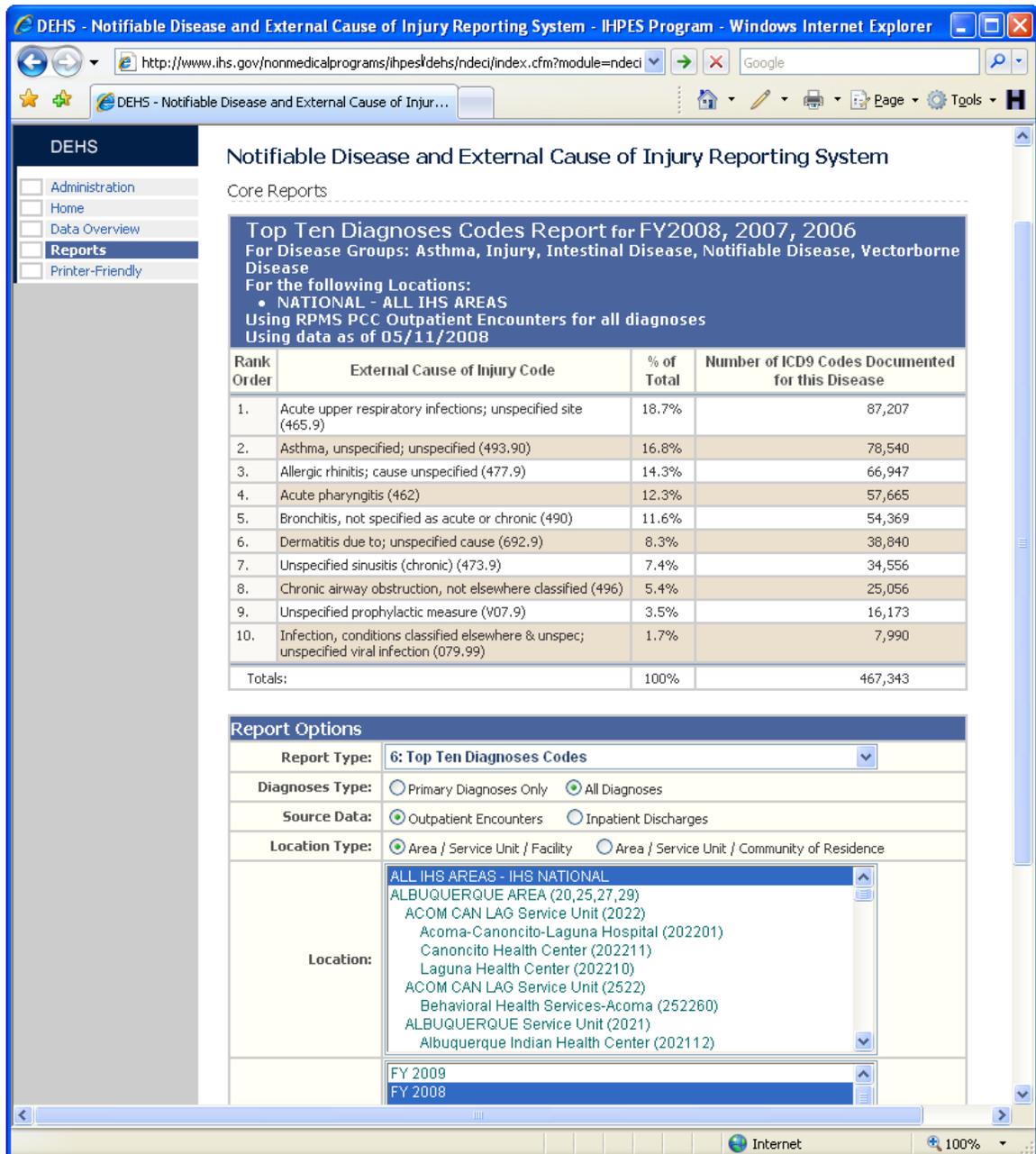


Figure 5-7. Sample Top Ten Diagnoses Codes Report

Overview

This report counts the number of documented occurrences of the Top Ten specified ICD-9-CM codes for the selected report criteria. All data for the chosen filters are included in the row level totals. This report allows the user to get a look at the specific ICD9-CM codes that are being most commonly documented for patient encounters that match selected criteria for a given report.

5.8 Unduplicated Patient Count: Disease Group by FY by Gender

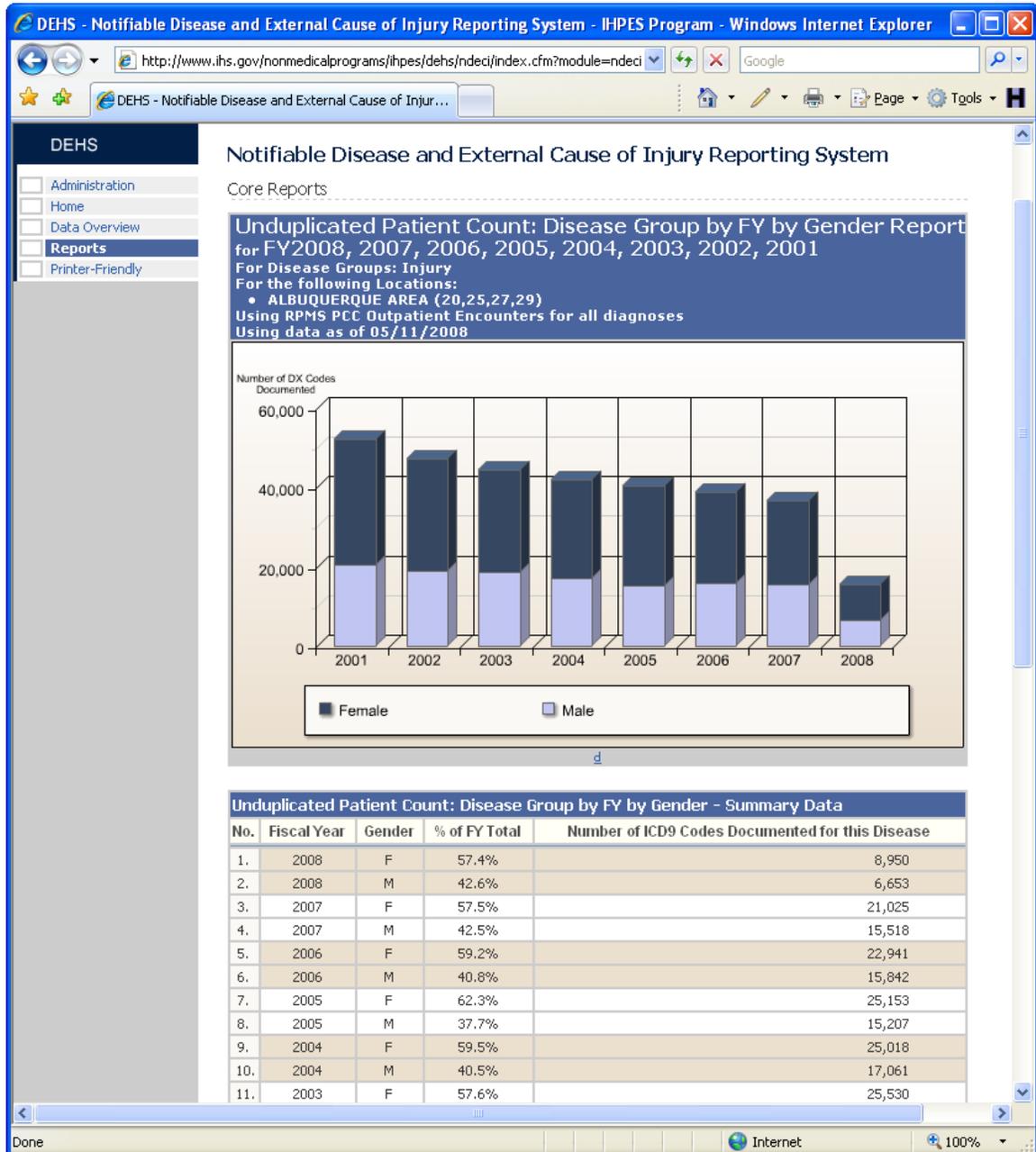


Figure 5-8. Sample Unduplicated Patient Count: Disease Group by FY by Gender Report

Overview

This report counts the number of **Unique Patients** documented for visits related to the selected **Disease Groups**. Counts are grouped by **Fiscal Year** and each **Fiscal Year Unique Patient** count is broken out by **Gender** subtotals. All data for the chosen filters are included in the aggregated **Fiscal Year** totals. This report allows the user to get an annual **Fiscal Year** trend of the number of Unique Patients who were documented as being seen for the **Disease Groups** selected. The user can see whether the number of

Unique Patients being seen are increasing or decreasing over each year for all selected **Locations** and other criteria specified.

Unique Patient counts are determined by distinctly counting the Integrity ID field from the NDW. The Integrity ID field is defined as: A distinct integrity id identifies all registrations that are the same person. This id will then be utilized to identify a group of duplicate registrations so that the most current one may be selected according to the business rules.

5.9 Disease Group by Delineator Code

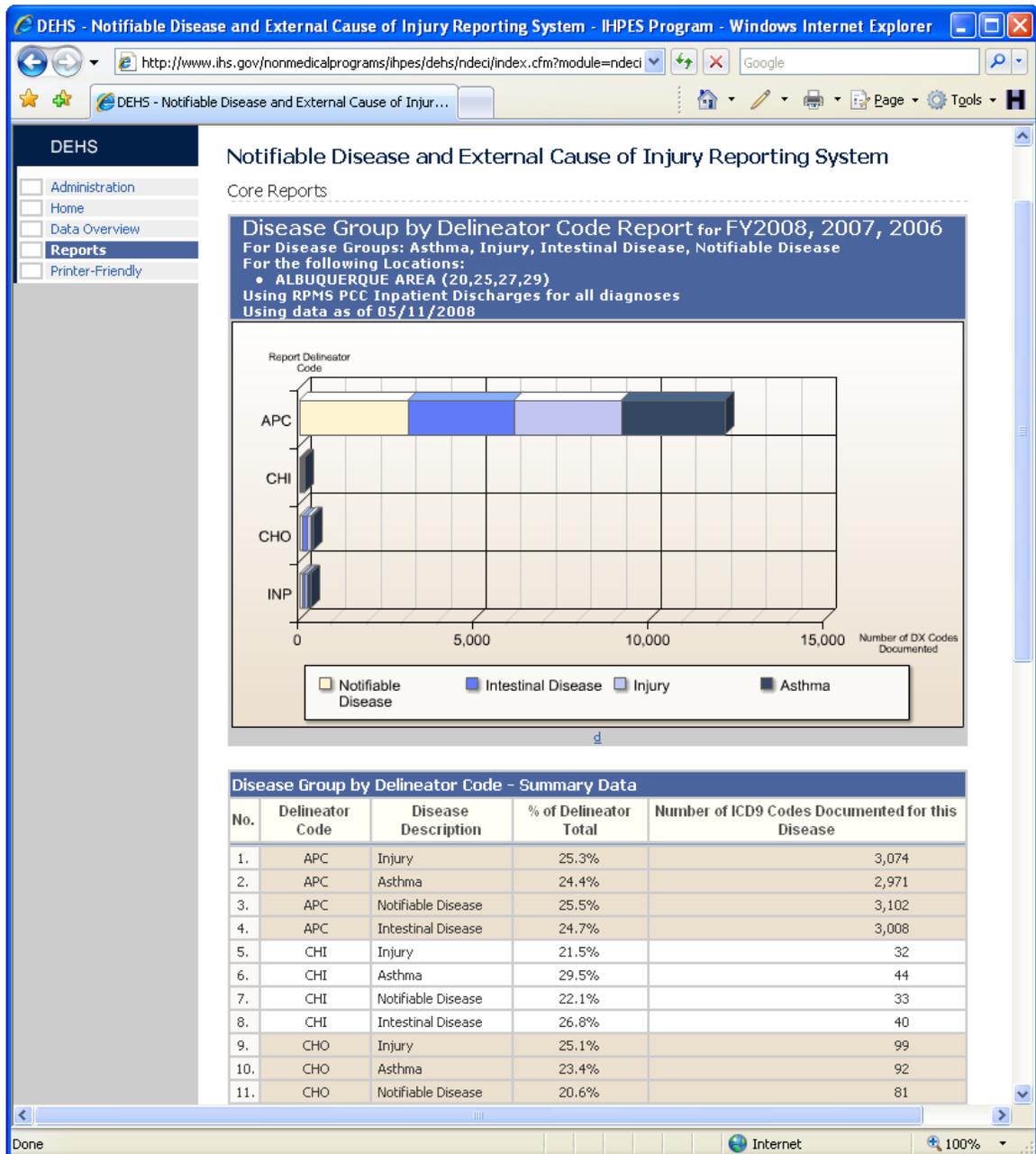


Figure 5-9. Sample Disease Group by Delineator Code Report

Overview

This report counts the number of documented occurrences (ICD-9-CM Codes) for the selected **Disease Groups** by **Report Delineator Code**. All data for the chosen filters are included in the aggregated **Report Delineator Code** totals. This report allows the user to get an overview of where the patient records being reported on are coming from. The NDW receives and import records from many different sources. There are different import types that can be accepted by the NDW. This report shows what source import

types make up the report data. The user can see whether the occurrences of a given **Disease Group** are coming from Direct Outpatient (APC), Direct Inpatient (CHI), Contract Outpatient (CHO), or Contract Inpatient (INP) encounters for all selected **Locations** and other report criteria specified.

The **Report Delineator Code** is a code designator used to delineate encounter types for NPIRS reporting purposes, populated by the Imp Engine. Legacy NPIRS stored direct inpatient, direct outpatient, CHS inpatient, CHS outpatient, Dental, and other visits in separate tables. The data warehouse stores all types in the ENCTRSS table, so this designator is used to differentiate for reporting and queries. Legacy NPIRS logic for loading the separate tables is replicated for the setting of the code.

Valid **Report Delineator Codes** are as follows:

Report Delineator Code Name	Report Delineator Code Value
Direct Outpatient	APC
Direct Inpatient	INP
Contract Outpatient	CHO
Contract Inpatient	CHI
Other PCC	OTH

Table 1-1. Report Delineator Codes

6.0 Security and Administration

This section provides instruction for Regional Administrators to assign user access, view assigned users, modify and delete user access.

6.1 Security

Security is controlled by level of user access and geographic area. There are only two levels of users, Regional Administrators and Data Readers. Both user types are assigned access only to specific facilities or areas. Regional Administrators have the ability to view data, as well as, the ability to assign/edit/delete other users privileges. However, they can only do so for the locations to which they themselves have been assigned access.

The Administration functions are only available to system Administrators. It is important to note that Data Readers will not see the “Administration” link on the left side navigation pane and therefore will not be able to access the administrative functions.

6.2 Administration Functions

All of Administration functions are accessed by clicking on the “**Administration**” link in the left side navigation pane.

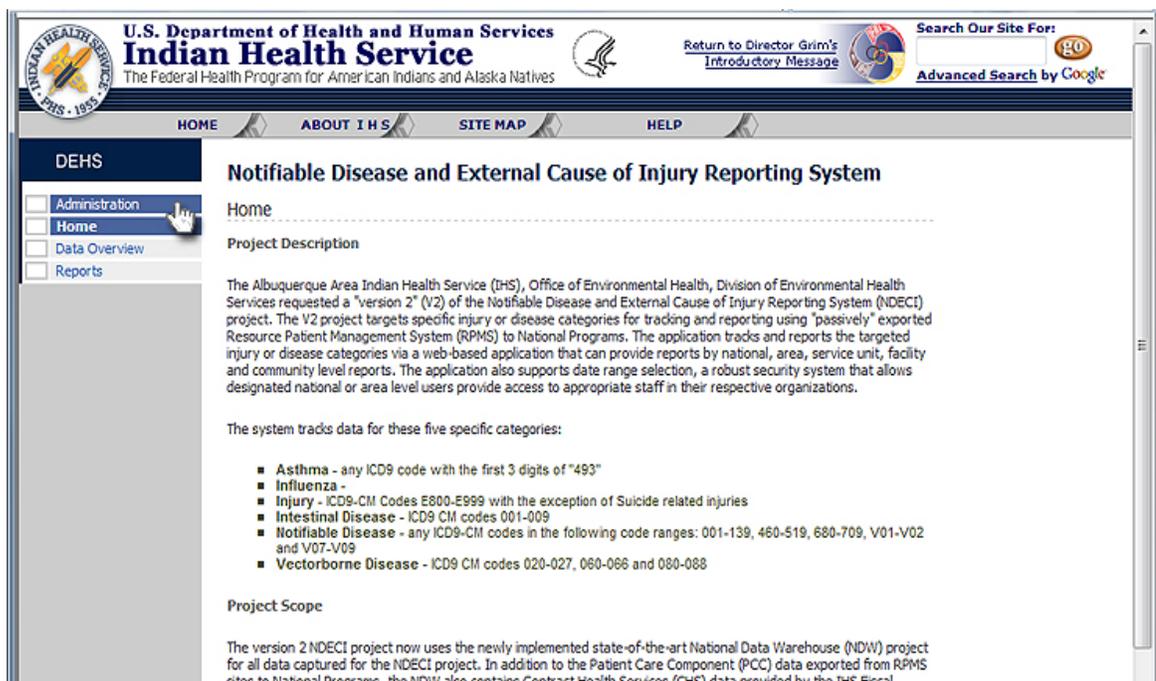


Figure 6-1. Administration Link on the NDECI Home Page

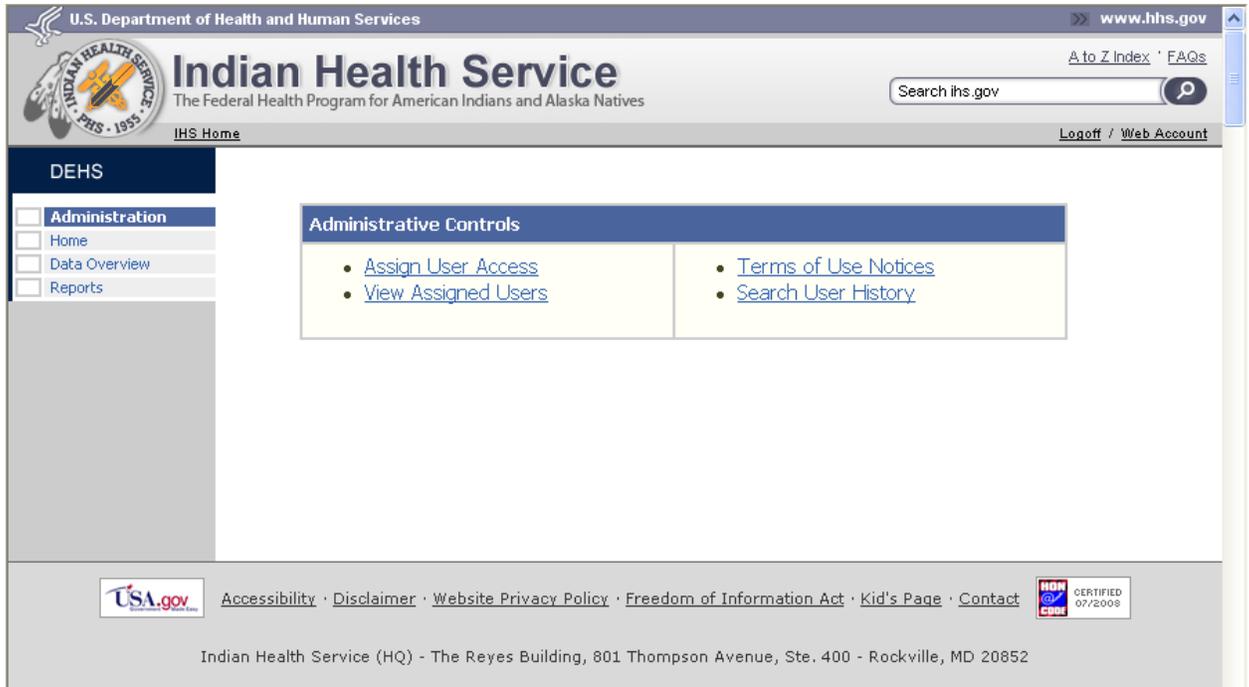
Administrators can access the Administration functions from the “**Administration**” link.

On the **Administration home page**, you have access to all the administrative functions in

the **Administrative Controls table**. There are four links in the table. The first two “**Assign User Access**” and “**View Assigned User Access,**” allow Administrators to assign, modify and delete users for their Administrative areas.

6.3 Assign User Access

To assign a new user, choose the “**Assign User Access**” link in on the **Administrative Controls table**.



The screenshot shows the Indian Health Service website interface. At the top, it displays the U.S. Department of Health and Human Services logo and the Indian Health Service logo. The main header includes the text "Indian Health Service" and "The Federal Health Program for American Indians and Alaska Natives". A search bar is visible with the text "Search ihs.gov". Below the header, there is a navigation menu with "DEHS" and "Administration" (with sub-links for Home, Data Overview, and Reports). The main content area features a table titled "Administrative Controls" with four links: "Assign User Access", "View Assigned Users", "Terms of Use Notices", and "Search User History". The footer contains the USA.gov logo, a list of links (Accessibility, Disclaimer, Website Privacy Policy, Freedom of Information Act, Kid's Page, Contact), and a certification logo (HON CERTIFIED 07/2008). The address "Indian Health Service (HQ) - The Reyes Building, 801 Thompson Avenue, Ste. 400 - Rockville, MD 20852" is also present.

Figure 6-2. The Administrative Controls Table

And then, type in the new user’s last name (or the first few letters of the last name) in the text box and click “Search:”

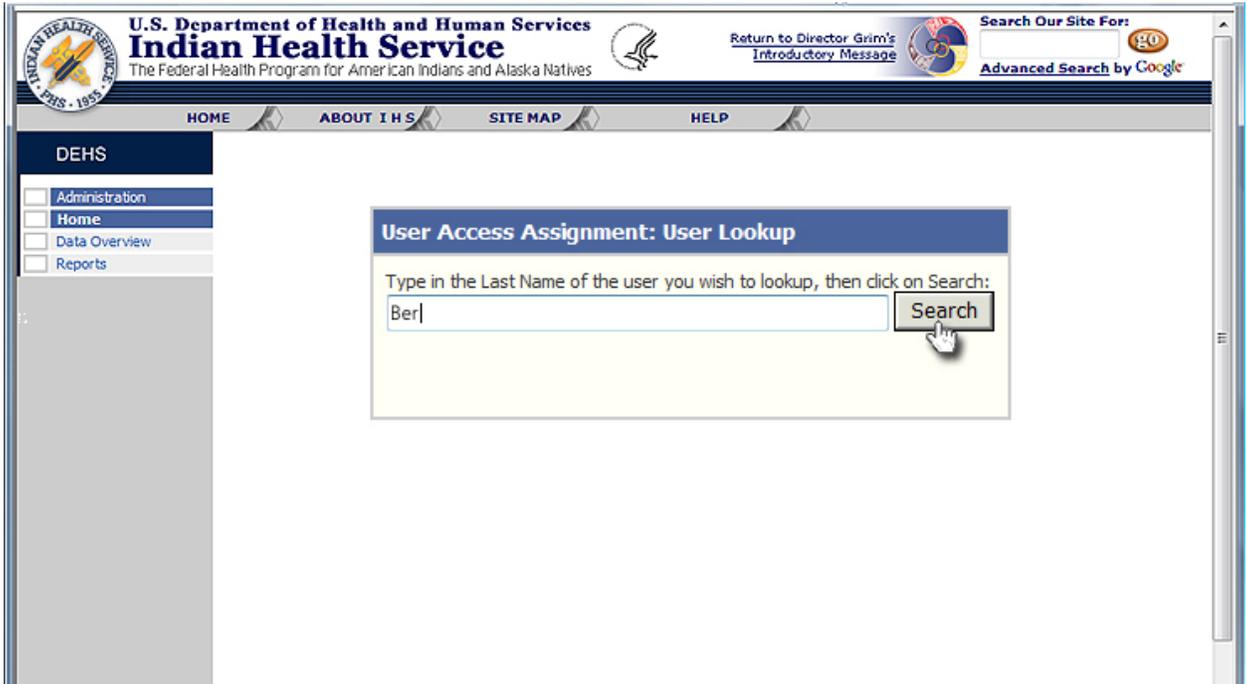


Figure 6-3. Type in the User’s Last Name in the User Lookup box

Scroll down to select the user and click on the “Assign User” link



Figure 6-4. Select the User from the list by clicking on the “Assign User Link”

Now you can set the user's access rights.



Figure 6-5. Set the Security Role and Access Locations

Select the **Security Role** by selecting the appropriate radio button: either **Regional Administrator** or **Data Reader**.

Now, select the **Access Location(s)** by scrolling through the list and clicking on the location name to which you wish the user to have access. Select multiple locations by holding the “control” key and clicking on the locations.

Finally, click the “**Save User Access Settings**.”

You can view your new user by clicking on the “Administration” link and then in the Administrative Controls box clicking on the “View Assigned Users.”

6.4 View, Modify, and Delete Assigned Users

Regional Administrators can view all the users assigned to their areas by clicking “**View Assigned Users**” in the **Administrative Controls**.



Figure 6-6. View Assigned Users

Here Administrators can see all of the users with access to their area.

By clicking on a User’s name, the administrator can see and modify the user’s access, as well as delete the individual user.

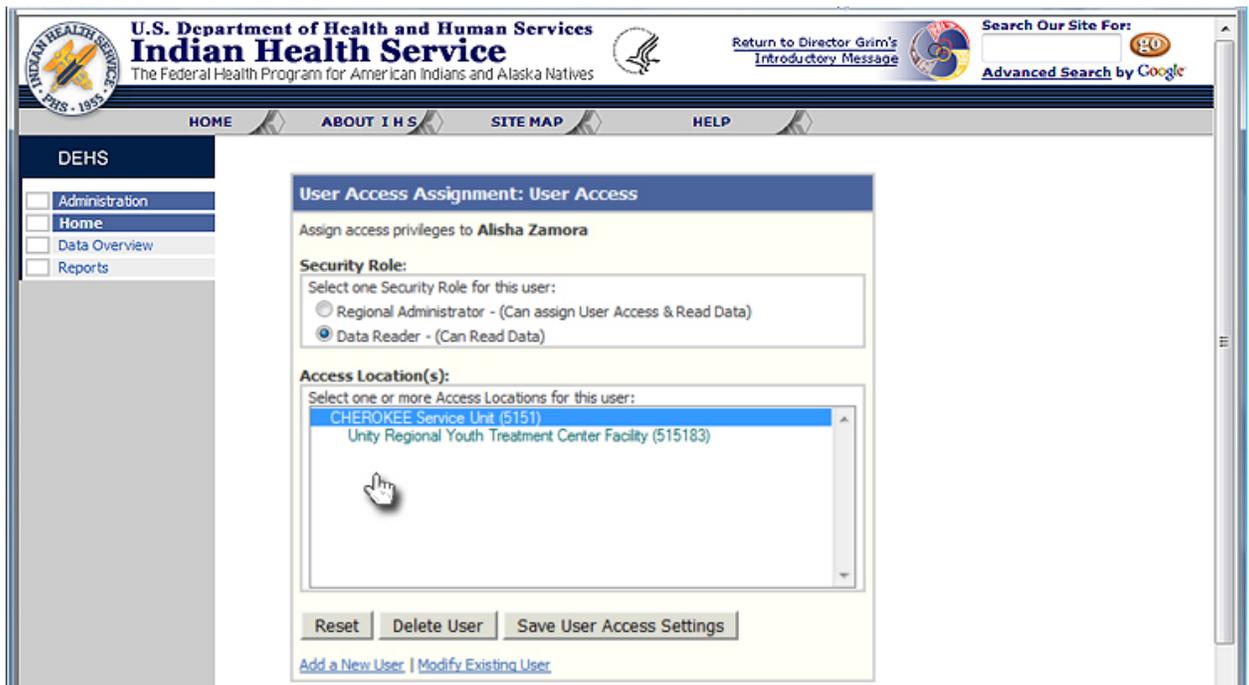


Figure 6-7. Modify an Existing User

To change a user's Security Role, click on the appropriate radio button (Either **Regional Administrator** or **Data Reader**) at the top of the User Access Assignment table and then click **“Save User Access Settings.”**

To change a user's Access Locations, the Administrator can select one or more of the facilities within their own Access Location and then click **“Save User Access Settings.”**

To delete a user's access to the system, click on the **Delete User** button.

To modify another user, click on the **“Modify Existing User”** link and select the user from the **“View Assigned Users”** table.

The Reset button allows you to undo the changes you have made while on the current screen and resets the user to their previous Security Role and Access Locations. You can not reset a user once you have clicked on the **“Save User Access Settings”**, but you can simply update their access again if necessary.

6.5 Terms of Use Notices

Each time a user logs in and clicks on the **Reports** link, they are required to accept the Terms of Use.

DEHS - Notifiable Disease and External Cause of Injury Reporting System - IHPE Program - Microsoft Internet Explorer

Address: <http://www.ihs.gov/dehs/ndeci/index.cfm?module=ndeci&option=viewUserAgreement&CFID=770&CFTOKEN=59ed890a023ee69a-93DAF30A-16C>

**U.S. Department of Health and Human Services
Indian Health Service**
The Federal Health Program for American Indians and Alaska Natives

Return to Director Grim's Introductory Message

Search Our Site For:
Advanced Search by Google

HOME ABOUT IHS SITE MAP HELP

DEHS

- Administration
- Home
- Data Overview
- Reports

Terms of Use Notice!

NDECI USER AGREEMENT TEXT: The NDECI data system has been reviewed by the IHS Principal Statistician, and protections have been built into the program, such that activities do not fall under 45 CFR 46. Activities associated with NDECI will be used for quality assurance [QA] or public health surveillance. By using these data, you signify your agreement to comply with the following requirements: 1. Any publication[s] of the data must be approved by the respective IHS Area Director or his/her designee. 2. The data will not be transferred or shared in any fashion unless a formal data sharing agreement is in place. 3. Use the data for statistical reporting and analysis only. 4. Do not attempt to learn the identity of any person included in the data and do not combine this data with other data for the purpose of matching records to identify individuals. 5. Do not imply or state, either in written or oral form, that interpretations based on the data are those of the original data sources or IHS unless the data user and data sources are formally collaborating. 6. Acknowledge, in all reports or presentations based on these data, the original source of the data and IHS.

Accessibility -- Disclaimer -- Website Privacy Policy -- Freedom of Information Act
Kids Page -- Contact Information -- FirstGov -- HHS

This file last modified: Thursday May 7, 2009 8:02 PM

6-8. Terms of Use Notice.

The **Terms of Use Notices** are an important security feature. Each time a user clicks the “I Accept Terms of Use” button in the illustration above, their acceptance is recorded with the date, time, and IP address of the computer they are using.

Administrators can view the user acceptance log associated with this feature from the **Administrative Controls** panel (**Figure 6-2**, accessed by clicking on the **Administration** link in the left side navigation)

Clicking on the **Search User History** link shows the following screen:

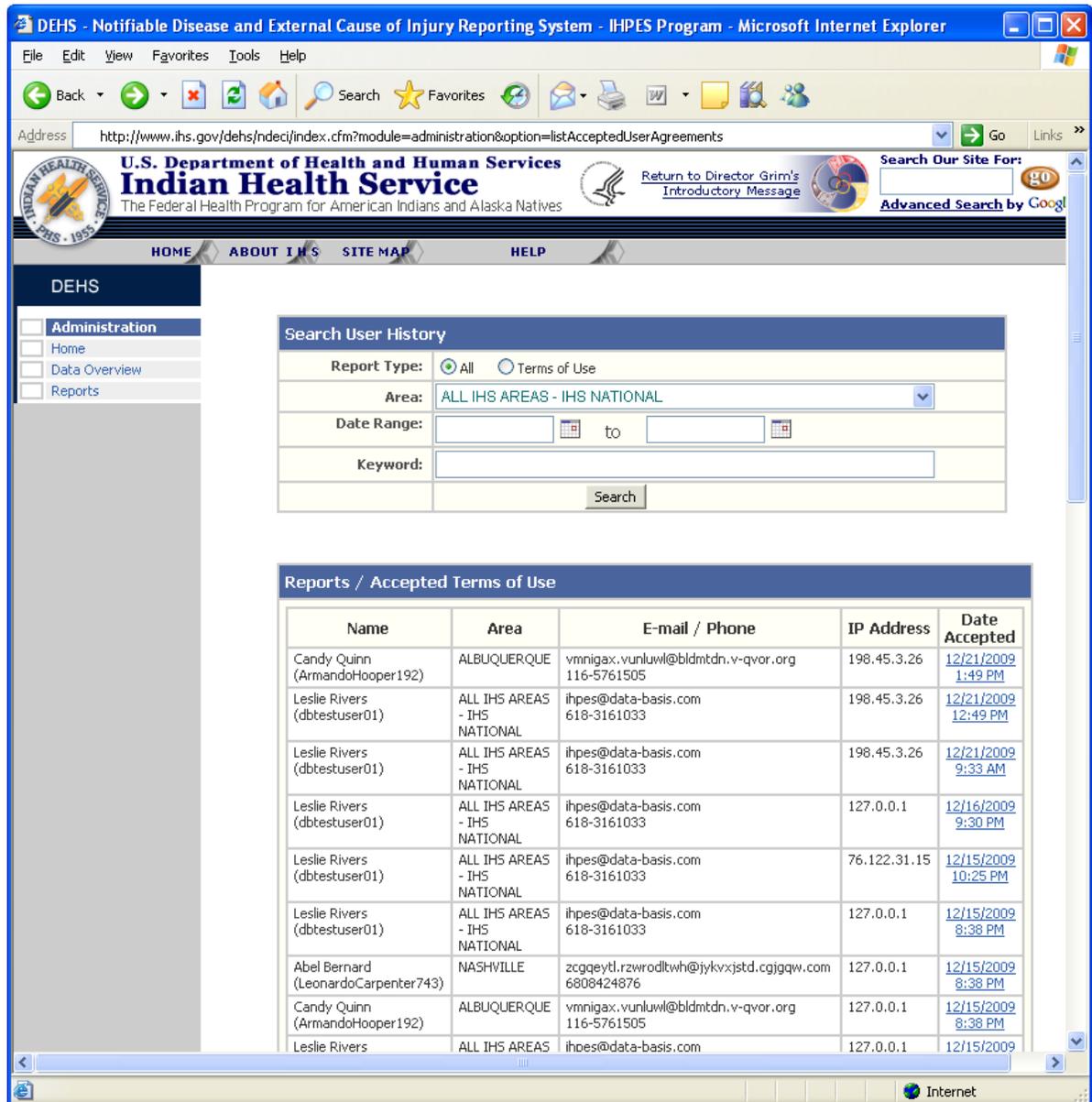


Figure 6-3. Search User History

This table shows the Administrator, the user name, the area that they have access to, their contact information, the IP address of their computer and the date and time that they accepted the **Terms of Use**. The date and time information links to the **version of the Terms of Use** that they accepted.

This feature allows administrators to search the User History by **Date Range**, by **User**, by **IP Address**, and by **Location**.

The Terms of Use can be updated as necessary. Clicking on the **Terms of Use Notices** link in the **Administrative Controls Panel** displays the following screen:

Name	Start Date	End Date	Status	Users
NEW TERMS 31	12/15/2009	12/21/2009	Expired	View
NEW TERMS 21	12/15/2009	12/15/2009	Expired	View
NEW TERMS	12/15/2009	12/15/2009	Expired	View
ba new terms test	12/15/2009	12/15/2009	Expired	View
EO Terms 12-15-2009	12/15/2009	12/15/2009	Expired	View
Terms of Use	12/11/2009	12/15/2009	Expired	View
NEW Terms of Use	11/18/2009	12/11/2009	Expired	View
Terms of Use 11/17/2009	11/17/2009	11/18/2009	Expired	View
Terms of Use CSS Test	09/30/2009	11/17/2009	Expired	View
Test Chars	09/24/2009	09/30/2009	Expired	View
New test	09/22/2009	09/24/2009	Expired	View
Terms 2	09/22/2009	09/22/2009	Expired	View
NDECI USER AGREEMENT	09/20/2009	09/22/2009	Expired	View

Figure 6-4. Terms of Use Notices

In addition to be able to view all previous Terms of Use notices, the date they were implemented and when they expired, and the users who accepted the terms, administrators can edit the most recent version or update to a new agreement and activate it.

To edit or update the Terms of Use: Click on the **“Add Terms of Use Notice”** link in the upper right hand corner of the table. This brings up a screen with a text box to title the new terms and another text box to input the notice. (You can type as well as copy and paste in these text boxes,)

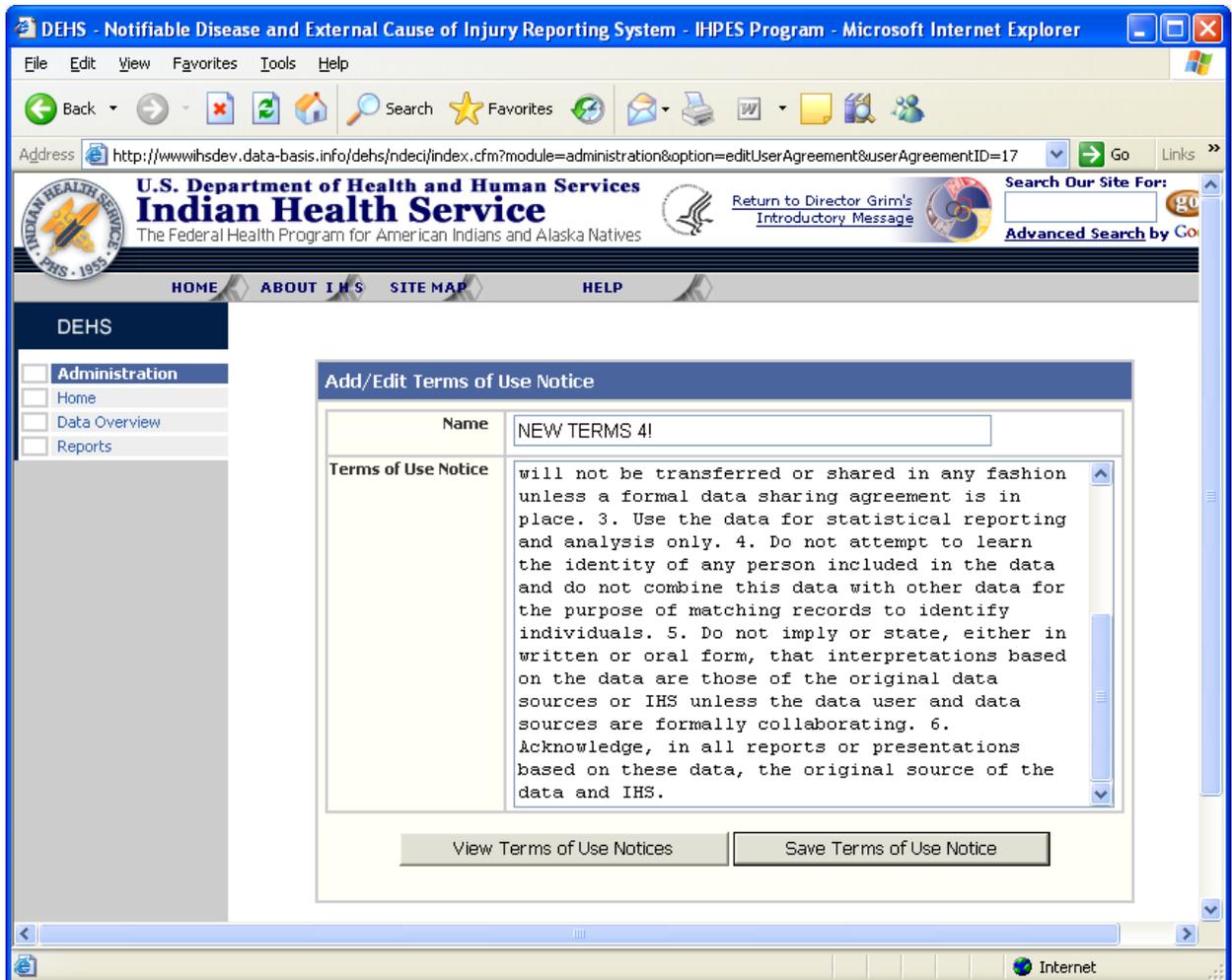


Figure 6-5. Creating or Editing Terms of Use Notices.

Clicking on the “Save Terms of Use Notice” saves your text. The **View Terms of Use Notices** returns you to the list of Terms of Use Notices (**Figure 6-12**).

The title of your new terms of use will be at the bottom of the list. To activate the new **Terms of Use**, you must click the **Activate** link in the **Status** column.



Figure 6: Activate the new Terms of Use Notice

After new Terms of Use have been activated, the user is notified of the new terms when they click on the **Reports** link. Rather than seeing the terms of use as illustrated in **Figure 6-8**, they see a screen notifying them that the terms have changed (shown below) and that they must accept them before continuing. After acknowledging this information by clicking on a button, the user immediately sees the new **Terms of Use** as in **Figure 6-8**.

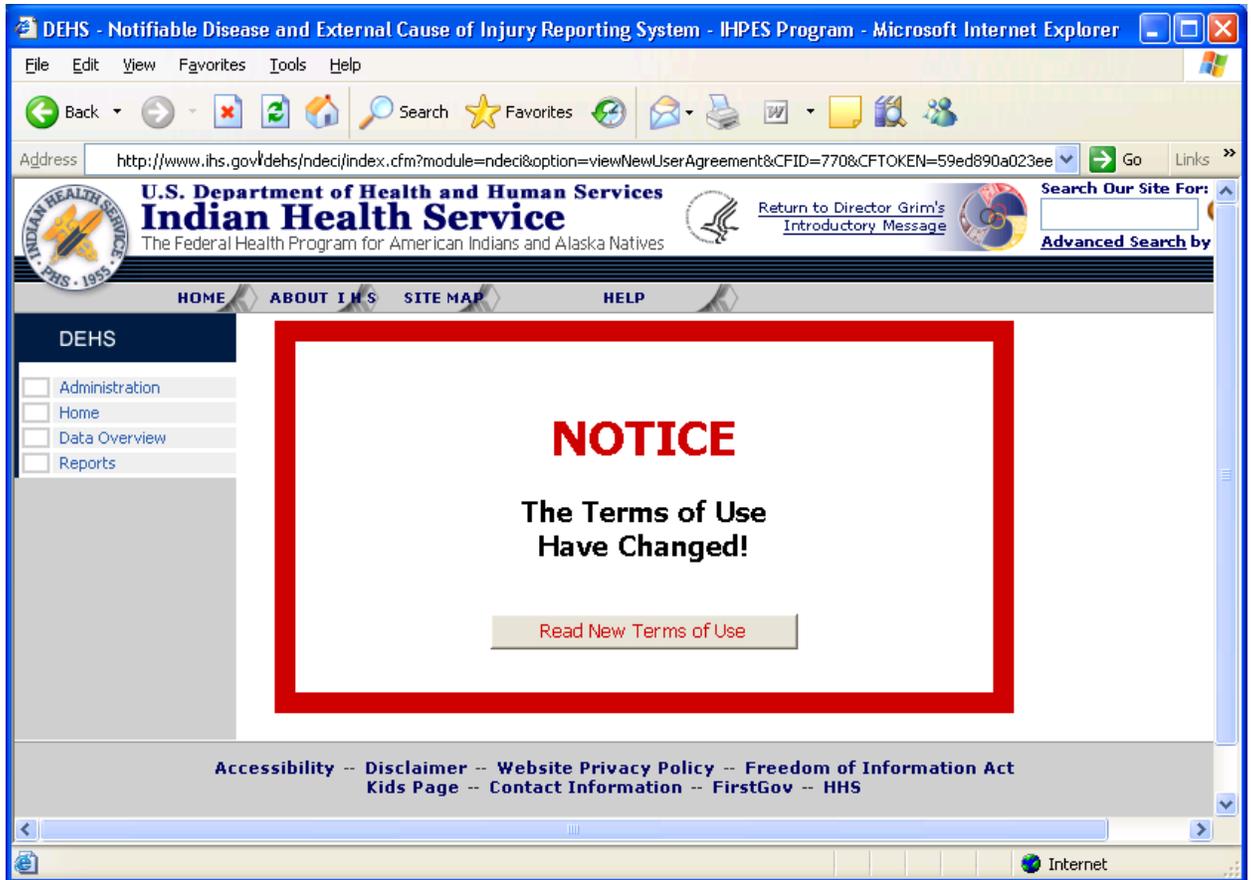


Figure 6-12: Terms of Use have Changed Notice