VCN Data Repository

Agency Administrator Training
Agenda

• Introduction to the System
• Accessing the site
• User Administration
Introduction to the System

• The VCN Data Repository and Web Portal are information systems created to serve VCN’s member agencies through improved reporting and analysis of care provided
• The system is comprised of a data submission interface, a secure data repository and an analytics/dashboarding system
• Each agency has access to only the data they have submitted, as well as system-wide information
Introduction to the System

Security Reminder

The VCN Web Portal falls under the same security regulations around patient data that govern your agency – the same best practices around handling data and user credentials apply here as well.
Accessing the System
Accessing the Site

• The VCN Data Portal is available at https://vcn.norc.org/vcn-portal/

• Click on the Login button to enter the portal
Accessing the Site

• Enter your email and password to log in
Accessing the Site

• The first time you log in, you will be prompted to change your temporary password:
Accessing the Site

• Your password must be at least 8 characters long and contain at least one of each of the following: UPPERCASE LETTERS, lower case letters, numbers and special characters/symbols
• Your password will change every 90 days - You will be prompted to change your password 14 days before it expires
• Accounts lock for 15 minutes after three unique failed logins
• Password resets can be requested from one of your agency’s site administrators (or VCN/NORC if you have the only admin account)
Accessing the Site

Site functionality is available from this menu

Account settings are available from this menu

Welcome to the VCN Data Repository

Use the to navigate and to access your profile and preferences.

MSR File Submissions
MSR Guide

Reporting Area
Getting Started User Guide

Admin Center
Admin Guide

Additional Resources
Policies and Procedures
# Account Settings

You can change your password here.

The gear icon will take you to the User Settings screen.

You will be able to update your name and email here.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Organization</th>
<th>Email</th>
<th>Application Role</th>
<th>Dashboard Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johannes</td>
<td>Huressy</td>
<td>ADMIN</td>
<td><a href="mailto:huressy-johannes@norc.org">huressy-johannes@norc.org</a></td>
<td>System Administrator</td>
<td>Dashboard Administrator</td>
</tr>
</tbody>
</table>
User Administration
User Administration

The Admin Center will allow you to create and change user accounts.
### User Administration

#### Admin Center

<table>
<thead>
<tr>
<th>Organization</th>
<th>First Name</th>
<th>Last Name</th>
<th>E-mail</th>
<th>Application Role</th>
<th>Dashboard Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINS</td>
<td>Stone</td>
<td></td>
<td><a href="mailto:test@redlegg.com">test@redlegg.com</a></td>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>VCN</td>
<td>Annmarie</td>
<td>Curley</td>
<td><a href="mailto:annmariecurley@gmail.com">annmariecurley@gmail.com</a></td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>ADMINS</td>
<td>Jack</td>
<td>Gager</td>
<td><a href="mailto:j.gager@mtna.us">j.gager@mtna.us</a></td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>ADMINS</td>
<td>Johannes</td>
<td>Heussy</td>
<td><a href="mailto:huessy-johannes@norc.org">huessy-johannes@norc.org</a></td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>VCN</td>
<td>Ken</td>
<td>Gingras</td>
<td><a href="mailto:ken@vermontcarepartners.org">ken@vermontcarepartners.org</a></td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>ADMINS</td>
<td>Kyle</td>
<td>Stone</td>
<td><a href="mailto:kstone@redlegg.com">kstone@redlegg.com</a></td>
<td>System Administrator</td>
<td>Dashboard Administrator</td>
</tr>
<tr>
<td>FAM</td>
<td>Pascal</td>
<td>Fam</td>
<td><a href="mailto:pascal.heus@gmail.com">pascal.heus@gmail.com</a></td>
<td>Data Submitter</td>
<td>Team Member</td>
</tr>
<tr>
<td>ADMINS</td>
<td>Pascal</td>
<td>Haus</td>
<td><a href="mailto:pascal.heus@mtna.us">pascal.heus@mtna.us</a></td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>CCS</td>
<td>RedLeggDemoAdmin</td>
<td>DemoAdmin</td>
<td><a href="mailto:mkidt@redlegg.com">mkidt@redlegg.com</a></td>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>ADMINS</td>
<td>Tim</td>
<td>Mulcahy</td>
<td><a href="mailto:mulcahy-tm@norc.org">mulcahy-tm@norc.org</a></td>
<td>System Administrator</td>
<td></td>
</tr>
</tbody>
</table>
Creating Users

Fill out the user’s name and email address here

You will be able to assign the following application roles: User, Data Submitter and Administrator

You will be able to assign the following dashboard roles: Team Member, Program Manager, Division Director and Executive Director, Dashboard Administrator
Updating Users

Name and email can be updated

Roles can be changed or removed

Passwords can be reset and accounts disabled
Resetting Passwords

Password Reset
A new password has been generated: s&#AB&BF0Z
Terminating/Disabling Users

User accounts can be disabled and enabled with this toggle.
Questions?