

VCN Data Repository



Agency Administrator
Training



at the UNIVERSITY of CHICAGO

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



Welcome to the Vermont Care Network Data Repository Web Portal!

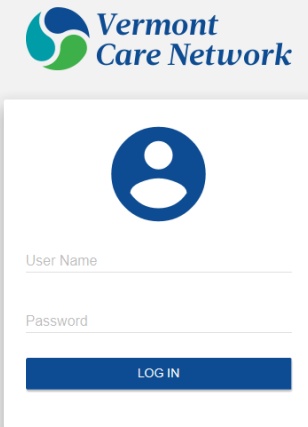
Here you will gain access to the VCN Data Repository and Analytics System. Our system wide data collection and analytics platform.

The main goals of this repository are to:

- Develop a standardized system for collecting data and performing reporting and analytics for member agencies, to improve care quality, and support the health care triple aim.
- Gain efficiency by having a single point of contact for data requests related to our members' data that resides in the repository.
- Support coordination and collaboration among our member agencies.

Accessing the Site

- Enter your email and password to log in

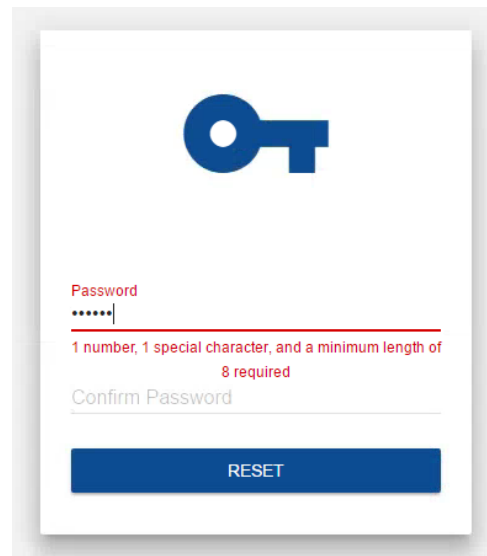


The image shows a login form for the Vermont Care Network. At the top left is the logo, which consists of a stylized 'V' made of blue and green circles followed by the text 'Vermont Care Network'. Below the logo is a white rectangular box containing a blue circular icon of a person. Underneath the icon are two input fields: 'User Name' and 'Password'. At the bottom of the box is a blue button with the text 'LOG IN' in white. Below the login box is a notice paragraph.

Notice: This Portal is for Authorized Users only. The data within this system is protected under Vermont Patient Privilege, 42 CFR Part 2, FERPA and HIPAA. By logging into this system you confirm that you have legitimate access to the enclosed data, and that you will abide by all member agency and VCN data repository applicable policies, procedures, State and Federal laws. Violators are subject to civil and criminal penalties. [VCN Data Repository Policies and Procedures](#)

Accessing the Site

- The first time you log in, you will be prompted to change your temporary password:



The screenshot shows a password change interface. At the top is a large blue key icon. Below it is a 'Password' field with a red asterisk indicating a required field. The password is masked with six dots. A red error message below the field states: '1 number, 1 special character, and a minimum length of 8 required'. Below the password field is a 'Confirm Password' field. At the bottom of the form is a blue 'RESET' button.

Accessing the Site

- Your password must be at least 8 characters long and contain at least one of each of the following: UPPER CASE 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



The screenshot shows the website interface for the Vermont Care Network VCN Data Repository. At the top left is the Vermont Care Network logo. A dark blue navigation bar contains a hamburger menu icon on the left and a user profile icon on the right. The main content area features a central heading "Welcome to the VCN Data Repository" and a sub-heading "Use the ☰ to navigate and 👤 to access your profile and preferences." Below this are three main sections: "MSR File Submissions" with a cloud and upload icon and a link to "MSR Guide"; "Reporting Area" with a dropdown arrow and icons for bar, line, and pie charts, and a link to "Getting Started User Guide"; and "Admin Center" with a gear icon and a link to "Admin Guide". At the bottom, there is a section for "Additional Resources" with a link to "Policies and Procedures". Two blue callout boxes are overlaid on the page: one on the left pointing to the hamburger menu icon with the text "Site functionality is available from this menu", and one on the right pointing to the user profile icon with the text "Account settings are available from this menu".

Account Settings



First Name
Johannes

Last Name
Heussy

Organization
ADMINS

Email
huessy-johannes@norc.org

Application Role
System Administrator

Dashboard Role
Dashboard Administrator

CHANGE PASSWORD

You will be able to update your name and email here

The gear icon will take you to the User Settings screen

You can change your password here

User Administration



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User Administration

The screenshot shows the Vermont Care Network Admin Center interface. On the left is a navigation menu with the following items: Home, MSR File Submissions, Reporting Area, and Admin Center. The main content area displays a welcome message: "Welcome to the Data Repository" and "and [user icon] to access your profile and preferences." Below this are three cards: "MSR Guide" with a document icon, "Getting Started User Guide" with a bar chart icon, and "Admin Center" with a gear icon. At the bottom, there is a section for "Additional Resources" with a link to "Policies and Procedures". A blue callout box with white text is overlaid on the Admin Center card, stating: "The Admin Center will allow you to create and change user accounts".

User Administration



Admin Center

Organization	First Name	Last Name	E-mail	Application Role	Dashboard Role
ADMINS	<H1>Stored</H1>	Stone	test@redlegg.com	Administrator	
VCN	Annmarie	Curley	annmariecurley@gmail.com	System Administrator	
ADMINS	Jack	Gager	j.gager@mtna.us	System Administrator	
ADMINS	Johannes	Heussy	huessy-johannes@norc.org	System Administrator	
VCN	Ken	Gingras	ken@vermontcarepartners.org	System Administrator	
ADMINS	Kyle	Stone	kstone@redlegg.com	System Administrator	Dashboard Administrator
FAM	Pascal	Fam	pascal.heus@gmail.com	Data Submitter	Team Member
ADMINS	Pascal	Heus	pascal.heus@mtna.us	System Admin	
CCS	RedLeggDemoAdmin	DemoAdmin	mkikta@redlegg.com	Administrator	
ADMINS	Tim	Mulcahy	mulcahy-tim@norc.org	System Admin	

The pencil icon will allow you to update an account

The plus icon will allow you to add a new account



Creating Users



Admin Center

Fill out the user's name and email address here

First Name

Last Name

Organization
ADMINS

Email

Application Role
User

Dashboard Role
Team Member

DISCARD

CREATE

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

The screenshot shows the 'Admin Center' interface for the Vermont Care Network. The user profile for 'Johannes Heussy' is displayed with the following fields:

- FirstName:** Johannes
- LastName:** Heussy
- Organization:** ADMINS
- Email:** huessy-johannes@norc.org
- Application Role:** System Administrator
- Dashboard Role:** Dashboard Administrator

At the bottom of the form, there is a toggle for 'Enable Account' (which is turned on), a 'RESET PASSWORD' button, and 'DISCARD' and 'SAVE' buttons.

Three blue callout boxes highlight the following capabilities:

- Name and email can be updated:** Points to the First Name, Last Name, and Email fields.
- Roles can be changed or removed:** Points to the Application Role and Dashboard Role dropdown menus.
- Passwords can be reset and accounts disabled:** Points to the 'RESET PASSWORD' button and the 'Enable Account' toggle.

Footer text: VCN Home | Policies and Procedures v1.0.0

Resetting Passwords

The screenshot displays the 'Admin Center' interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the text 'Admin Center' in the center, and a user profile icon on the right. Below the header, the user profile information is shown in a light gray box with the following fields:

- First Name: Test
- Last Name: User
- Organization: CMC
- Email: test_user@cmc.org
- Application Role: Administrator (with a dropdown arrow)
- Dashboard Role: None (with a dropdown arrow)

A white modal dialog box is centered over the profile information. It has the title 'Password Reset' and the message 'A new password has been generated: s&#A9i&BIP3Z'. A 'CLOSE' button is located at the bottom right of the dialog. At the bottom left of the profile box, a teal button labeled 'RESET PASSWORD' is partially visible.

Terminating/Disabling Users



First Name
Ken

Last Name
Gingras

Organization
VCN

Email
ken@vermontcarepartners.org

Application Role
System Administrator ▾

Dashboard Role
Dashboard Administrator ▾

User accounts can be disabled and enabled with this toggle

Enable Account

RESET PASSWORD

DISCARD

SAVE

Questions?

