



AIRA

AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

AART Settings and User Management

**Measurement and Improvement
(M&I) Initiative**

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Measurement & Improvement (M&I) Initiative

Aggregate Analysis Reporting Tool (AART) settings and user management

Background and Context

A core tenet of the [M&I Initiative](#) is that immunization information systems (IIS) benefit from viewing and sharing results with peers across IIS and immunization programs, as well as with the Centers for Disease Control and Prevention (CDC) and other partners, to both recognize success and support improvement efforts. Unless an IIS specifies otherwise, AIRA generally assumes that an IIS connecting with AART for purposes of participating in the [M&I initiative](#) has a desire to broadly participate by being measured and sharing results across any available content areas. AIRA therefore sets IIS participation settings to default for participating in measurement and sharing, but AART administrators for IIS maintain control to change and set those settings as they choose.

Measurement and Sharing Settings

Overview

An IIS can choose to participate in any M&I content area, and an IIS can select which groups or member types to share its M&I results with:

- IIS/immunization programs
- IIS vendors
- CDC/National Institute of Standards and Technology (NIST)
- Electronic health record (EHR) vendors

AART administrators control user viewing permissions through the “Member Type” selection during the user registration approval process.

An IIS can also choose to share its results in named, identified form (e.g., Alaska IIS) or unnamed form. Unnamed form means the results are shared with peers via the “My Peers” section of AART with an alphanumeric code (e.g., IIS 89D) in place of the IIS name.

If an IIS chooses to be measured, M&I testing occurs, and sharing results will be at the discretion of the IIS. Please refer to [Business Rules](#) below.

If an IIS chooses not to be measured, no M&I testing occurs, and no results are shared.

AART administrators are encouraged to review participation and sharing settings at least once a year and when new content areas or concepts become available for measurement.

Update measurement and sharing settings

Only AART administrators for IIS maintain control to change and set the measurement and sharing settings.

- Log into [AART](#).
- On the left-side menu, select the **Settings** option (Figure 1).
- In the *Measurement & Sharing* tab, **review** the **participation** (i.e., measure my IIS) and **sharing settings** for all content areas in Discovery, Assessment, and Validation.
- Make any updates necessary.
- If updates are made, select the **Save Changes** button at the bottom of the page.

Aggregate Analysis Reporting Tool

AIRA Sandbox Test

Validation

Assessment

Testing & Discovery

My Peers

More AART Info

Settings

Logout

Settings

Admin Users: If you are an admin user for your jurisdiction or product, you have the ability and are encouraged to:

- Confirm your jurisdiction's or product's *Measurement and Sharing* settings, and
- Review and manage *Users* who have access to your test results.

Select the appropriate *Measurement & Sharing* or *Users* tab below.

All Users: You are encouraged to review your user account details on the *Account* tab below to ensure the information on record for you is accurate. You can also identify your access details.

Measurement & Sharing Users Account

DISCOVERY

CDS Discovery

Measure CDS Discovery for my IIS

Share my results with the following user groups:

	Yes	Yes - Unnamed	No
IIS/IMM Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IIS Vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CDC/NIST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EHR Vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DAR Discovery

Measure DAR Discovery for my IIS

Save Changes [Cancel](#)

Figure 1: Measurement & Sharing settings tab

AART User Management and Access Settings

AART admin users can approve, manage, and deactivate users associated with their system. Specifically, AART administrators can approve those who request access to view a program or organization's reports, add AART users to view testing results, and manage current users.

Once logged into AART, on the left-side menu select the **Settings** option. You are presented with three tabs; select the **Users** tab. AART administrators can view the following subsections (Figure 2):

- **Authorized Users** – lists individuals who have access to the IIS or organization's AART data
- **Pending Users** – lists individuals who have requested access to the IIS or organization's AART data but require access provisioning
- **Add New User** – to add new AART users

The screenshot displays the 'Settings' page for AART, specifically the 'Users' tab. The left sidebar contains navigation links: AIRA Sandbox, Validation, Assessment, Testing & Discovery, My Peers, and More AART Info. The main content area is titled 'Settings' and includes instructions for Admin Users and All Users. Below this, there are two sections: 'Authorized Users' and 'Pending Users'. The 'Authorized Users' section contains a table with columns for Name, Organization, Last Login, Role, and a Details link. The 'Pending Users' section is currently empty. At the bottom, there is an 'Add New User' section with an email input field and an 'Invite User' button.

Name	Organization	Last Login	Role	Details
Test - AIRA Project Staff	AIRA	2025/02/03 10:10:00 CST	Admin	Details
Test - AIRA Project Staff	AIRA	2025/03/10 15:15:00 CDT	Standard	Details
Test - AIRA Project Staff	AIRA	2025/03/07 13:13:00 CST	Inactive	Details
Angela@le.com	AIRA	2025/03/11 14:14:00 CDT	Standard	Details
Angela@le.com	AIRA	2025/03/11 14:14:00 CDT	View	Details

Figure 2: Users setting tab

As future content areas become available to IIS for measurement, AIRA assumes IIS want to participate and be measured, but all past sharing indications of “No” will be carried forward. Once set, a setting will not change from quarter to quarter.

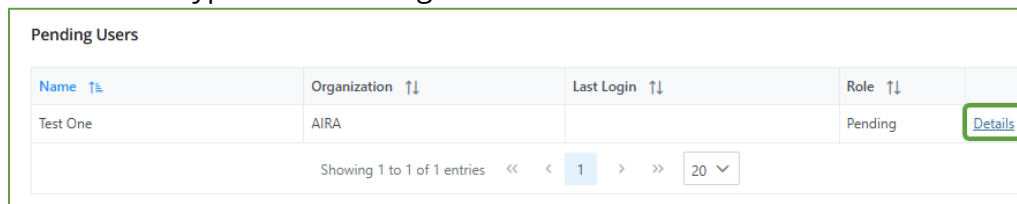
For Validation, IIS will have 30 days to view their results and update their settings before information is shared in AART or elsewhere. Refer to the [Business Rules](#) section of this guide for more information.

Initial user registration and approval

When an individual registers [for an AART account](#) and selects the specific IIS the user would like access to view, the AART administrator(s) for that IIS or organization will receive an email instructing them to log into AART to approve the user.

Note: The individual cannot access or view M&I testing results without access provisioning by the AART Administrator for that IIS or organization.

- In the *Users* tab, scroll to the **Pending Users** section and identify the user who requires access provisioning.
- Click the **Details** hyperlink to the right of the user.

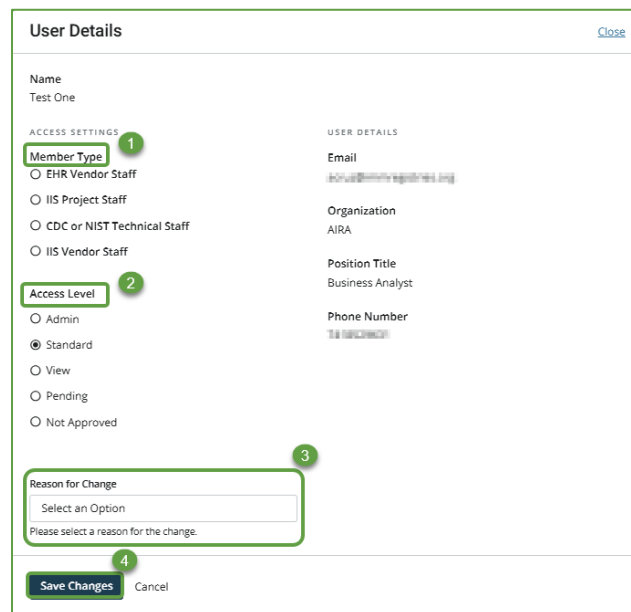


Name ↑↓	Organization ↑↓	Last Login ↑↓	Role ↑↓	
Test One	AIRA		Pending	Details

Showing 1 to 1 of 1 entries << < 1 > >> 20 ▾

Figure 3: Pending Users section

- The **User Details** window opens with options that must be selected to complete the access provisioning. Choose the appropriate [Member Type](#) and [Access Level](#) (refer to the [Definitions](#) section in this guide).
- The **Reason for Change** option appears, prompting for a reason why the access level is changing. Select the **Change in role within org** reason from the drop-down list.
- Select the **Save** button.



User Details [Close](#)

Name
Test One

ACCESS SETTINGS

Member Type 1

EHR Vendor Staff

IIS Project Staff

CDC or NIST Technical Staff

IIS Vendor Staff

Access Level 2

Admin

Standard

View

Pending

Not Approved

USER DETAILS

Email
[email address]

Organization
AIRA

Position Title
Business Analyst

Phone Number
[phone number]

Reason for Change 3

Select an Option

Please select a reason for the change.

Save Changes 4 Cancel

Figure 4: User Details window

Manage existing users

There are situations when an existing AART user's account access must be changed or revoked. The AART administrator(s) for your program can make the necessary changes.

- In the *Users* tab, under the **Authorized Users** subsection, identify the user who requires changes to AART access.
- Click the **Details** hyperlink to the right of the user.
- In the **User Details** window, modify the [access level](#) (refer to the [definitions](#) section in this guide).
- The **Reason for Change** option appears, prompting for a reason why the access level is changing. Select an appropriate reason from the drop-down list:

Reason for Change Option	Definition
No longer employed	The user (IIS or immunization program staff) is no longer working for the IIS or IIS program. This includes if the user is still employed by the IIS or IIS program but is in a role that <u>no longer</u> requires AART access.
No longer our EHR/IIS vendor	The user (EHR technology partners or IIS technology partners supporting IIS platforms) is no longer your EHR/IIS vendor.
CDC SME is no longer supporting our org	The user (CDC or NIST staff, including CDC SME staff) is no longer supporting your IIS.
Change in role within org	The user (all types) requires a change in access level to either a higher or lower access level than currently provided.

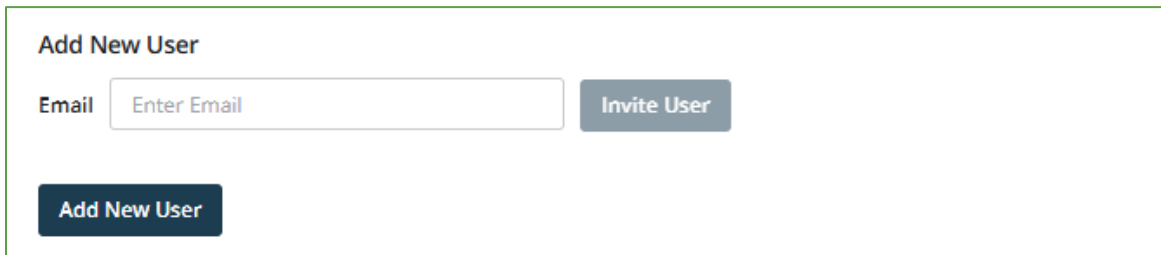
- Select the **Save** button.

The screenshot shows the 'User Details' form. It has a 'Close' link in the top right. The form is divided into two main sections: 'ACCESS SETTINGS' and 'USER DETAILS'. In the 'ACCESS SETTINGS' section, there are radio buttons for 'Access Level', 'Admin', 'Standard', 'View', and 'Deactivate'. The 'Access Level' option is selected and highlighted with a green circle and the number '1'. Below this, there is a 'Reason for Change' section with a dropdown menu labeled 'Select an Option' and a green circle with the number '2'. At the bottom of the form, there are two buttons: 'Save Changes' (highlighted with a green circle and the number '3') and 'Cancel'.

Figure 5: User Details - Changes

Add a new user

Admins can use the Add New User subsection to search for existing AART users or add new AART users.



The screenshot shows a web interface section titled "Add New User". It features a text input field labeled "Email" with the placeholder text "Enter Email". To the right of the input field is a grey button labeled "Invite User". Below the input field and button is a dark blue button labeled "Add New User".

Figure 6: Add New User section

For existing AART users:

- In the *Users* tab, scroll to the **Add New User** subsection.
- Enter in the known email address for an existing AART user in the **Email** field.
- Select the **Invite User** button.
- The existing user is given access pending approval and listed in your Pending Users table. If the individual doesn't already have access to AART, that person will receive an email invitation to register for access to AART.

Note: Searching for existing users is useful when specific users from your IIS vendor or technology partner want access to your AART results and you want to grant access to select users rather than share your results with all IIS vendors or technology partners.

For new users:

- In the *Users* tab, scroll to the **Add New User** subsection.
- Enter in the individual's email address in the **Email** field.
- Select the **Add New User** button.
- The individual will receive an email invitation to register for access to AART.

Definitions

Member type

Identifies whom the AART user is associated with at the organizational level. All member types can view M&I testing results.

Member Type	Includes
EHR Vendor Staff	EHR technology partners
IIS Project Staff	IIS or immunization program staff
CDC or NIST Technical Staff	CDC or NIST staff, including CDC SME staff
IIS Vendor Staff	IIS technology partners supporting IIS platforms

Access level

Identifies what level of permissions the user has within AART.

Access Level	Who is this individual?	Permissions
Admin	Typically is an IIS or organizational staff person(s) <i>AIRA recommends having at least one backup, but multiple admins can be designated.</i>	<ul style="list-style-type: none"> Manages existing and new users Manages IIS measurement and participation settings in M&I
Standard	Typically is an IIS or organizational staff person	<ul style="list-style-type: none"> Can request measurement report reruns from AIRA and download testing data Enables IIS technology partners to request report reruns on the IIS' behalf if assigned this level
View	Usually non-IIS and organizational staff such as technology partners, CDC, NIST, or EHR partners	Limited to viewing M&I testing results only (e.g., cannot request measurement report reruns)
Pending	Any individual from an IIS, organization, or non-IIS/organizational staff who has requested access or was invited to register for AART access	<ul style="list-style-type: none"> Has access only to change own AART account password Cannot view any M&I testing results
Not Approved	Any individual from an IIS, organization, or non-IIS/organizational staff	Not approved and should not have access
Deactivate	Any individual from an IIS, organization, or non-IIS/organizational staff who is no longer employed or no longer requires access to AART	None

Appendix

Business rules

To ensure transparency, the Measurement for Assessment and Certification Workgroup (MACAW) created the following rules and tables to document how AART settings function within the application. **Reminder:** An organization's participation and sharing settings in AART can be changed by its IIS AART administrator(s) at any time.

Default business rules for future content areas of measurement

	Status in AART for Current Content Areas	Status in AART for Future Content Areas
Measure My IIS	Check box is not selected	Yes
	Check box is selected	Yes
Sharing Settings*	No	No
	Yes/Yes Unnamed	Yes/Yes Unnamed
Notes:	A "No" in Assessment for Include My IIS in Measurement or a "No" in any Assessment sharing setting for a given content area would roll forward to a "No" in Validation for that content area.	

Default business rules for future stages of measurement (Testing and Discovery, Assessment, Validation)

	Status in Testing and Discovery in AART	Status for Future Assessment Stages	Status for Future Validation Stages
Measure My IIS by Content Area	Check box not selected	No	No
	Check box selected	Yes	Yes
Sharing by Content Area*	No	No	Sharing settings are not applicable for Validation since Validation results are reported for all participating sites.
	Yes/Yes Unnamed	Yes/Yes Unnamed	

*The sharing settings in AART are specific to each group an IIS chooses to share with (e.g., IIS/immunization programs, IIS vendors, CDC/NIST, and EHR vendors), and the status in AART will follow the business rules above for each group.

Need Help?

Please complete the [Technical Assistance Request](#) form if you need assistance.

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