AIRA
AMERICAN IMMUNIZATION REGISTRY ASSOCIATION

AART Settings and User Management

Measurement and Improvement (M&I) Initiative

August 2025

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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 in to 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.

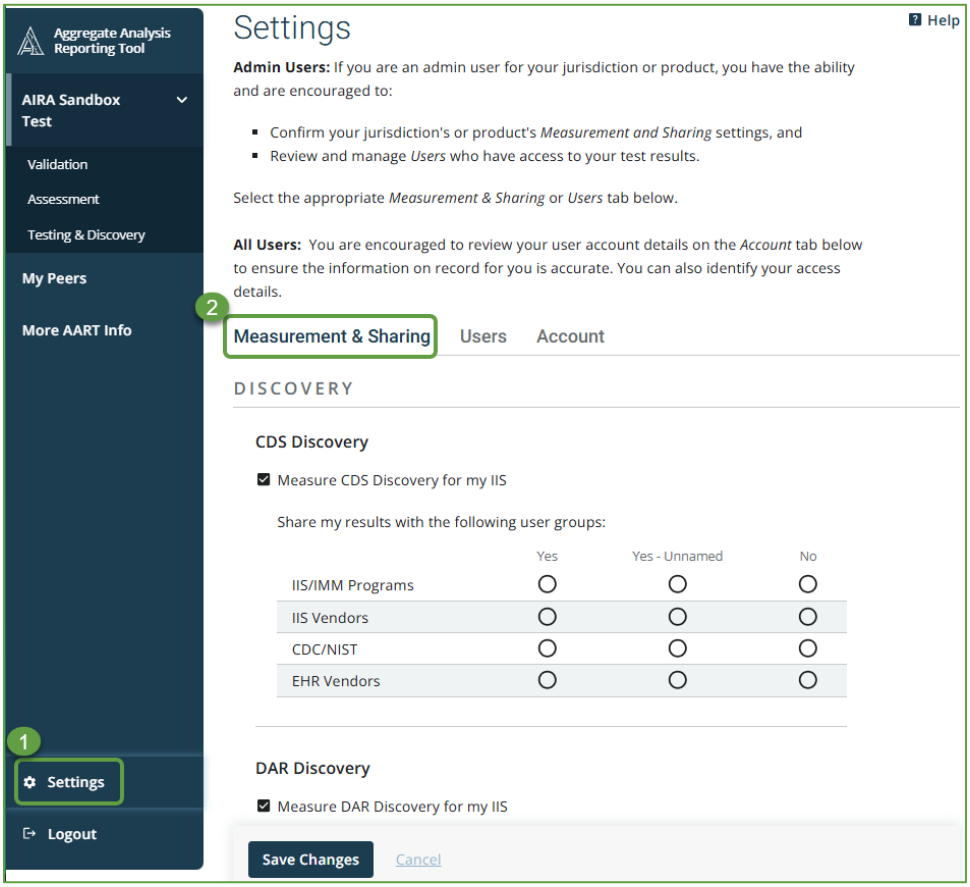

Figure 1: Measurement & Sharing settings tab

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 in to 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 approval by AART administrator.
- **Add New User** – to add new AART users

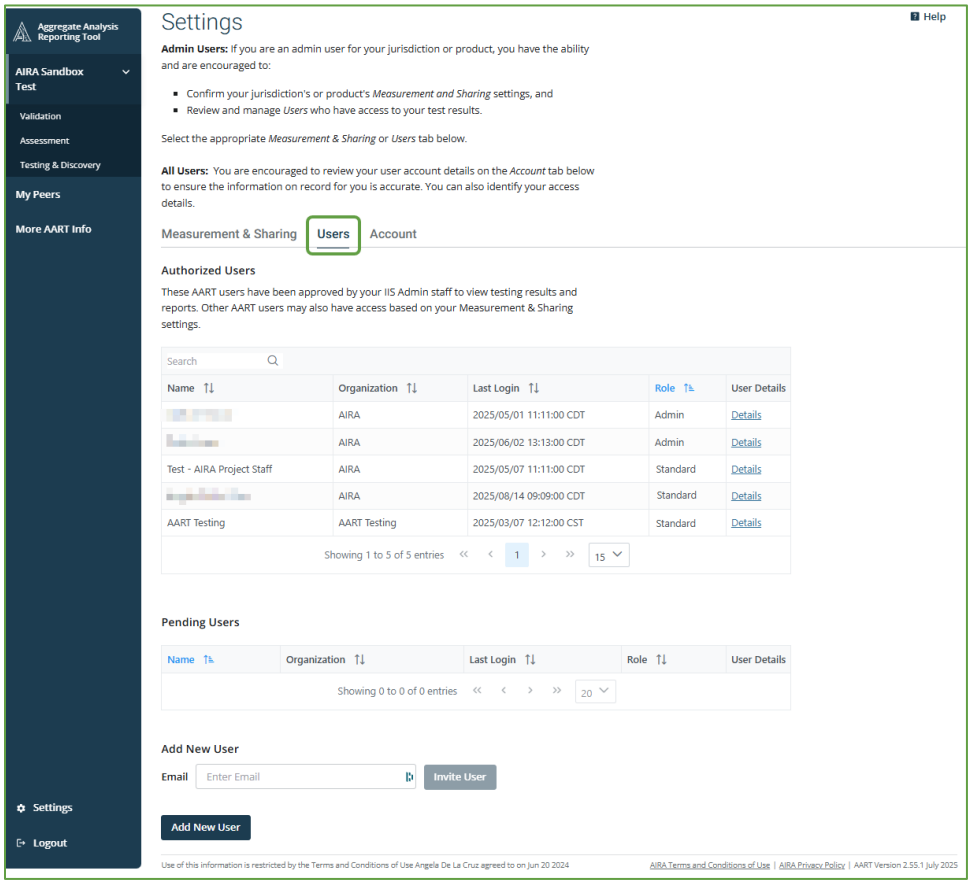

Figure 2: Users setting tab

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 selected, 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 in to AART to approve the user.

Note: The individual cannot access or view M&I testing results without prior approval 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.

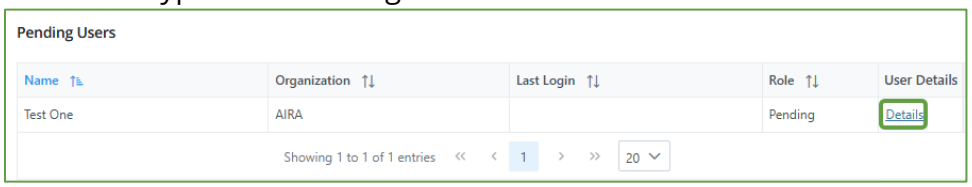

Figure 3: Pending Users section

- 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 Changes** button.

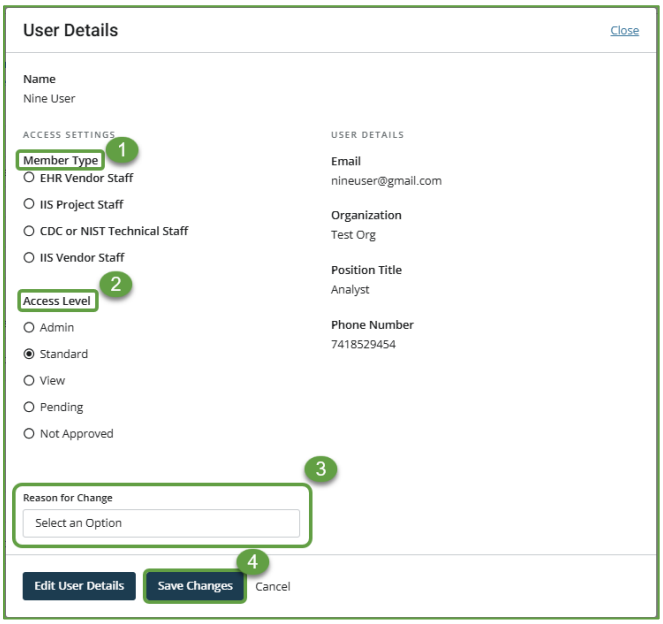

Figure 4: User Details window

Add a new user

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

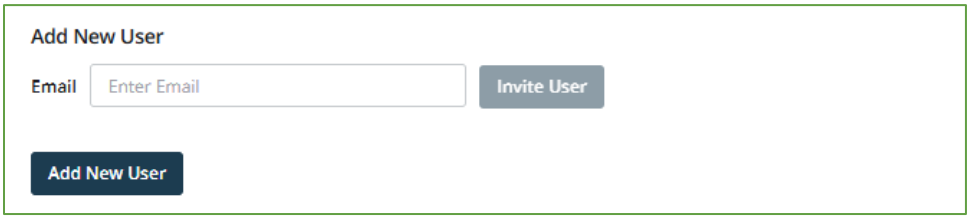

Figure 5: Add New User section

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.

Manage existing users

Access level

When an existing AART user's access level must be changed or revoked, the AART administrator(s) for the organization can make the necessary changes.

- In the *Users* tab, under the **Authorized Users** subsection, identify the user who requires changes to their AART access.
- Click the **Details** hyperlink in the *User Details* column.
- In the **User Details** window, modify the Access Level by selecting the appropriate level.
    - If *Deactivate* is selected and the user has access to only one jurisdiction or system in AART, the user's overall AART access will also be deactivated.

- If *Deactivate* is selected, the user will not appear in the *Users* tab after changes are saved. To reactive a deactivated user, you or the AART user must contact AIRA via the Technical Assistance Request form.

- The **Reason for Change** option appears; 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 no longer 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 Changes** button.

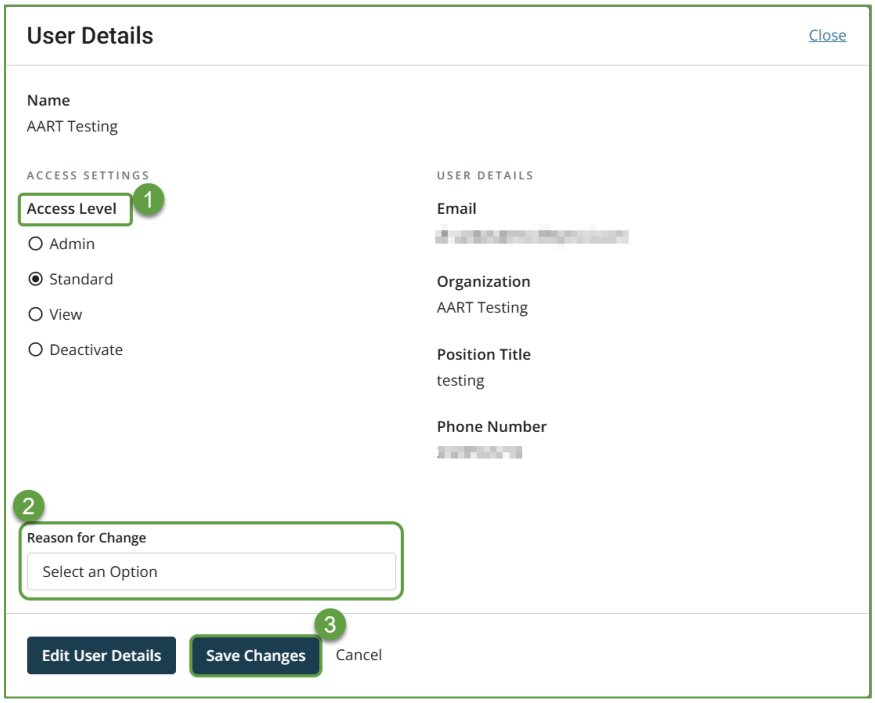

Figure 6: Access Level changes

Edit user details

There are situations when an existing AART user's account details (Name, Organization, Position Title or Phone Number) must be changed or updated. The AART administrator(s) for the organization can make the necessary changes.

- In the *Users* tab, under the **Authorized Users** subsection, identify the user who requires changes to their account details.
- Click the **Details** hyperlink in the User Details column.
- In the **User Details** window, select the **Edit User Details** button.
- The following user details fields become editable:
    - Name
    - Organization
    - Position Title
    - Phone Number

  Note: The user's email address cannot be changed by an AART administrator but only by AIRA staff. To change the user's email address, a user must submit a Technical Assistance Request.
- The **Reason for Change** field is not required in this scenario.
- Select the **Save Changes** button once done.

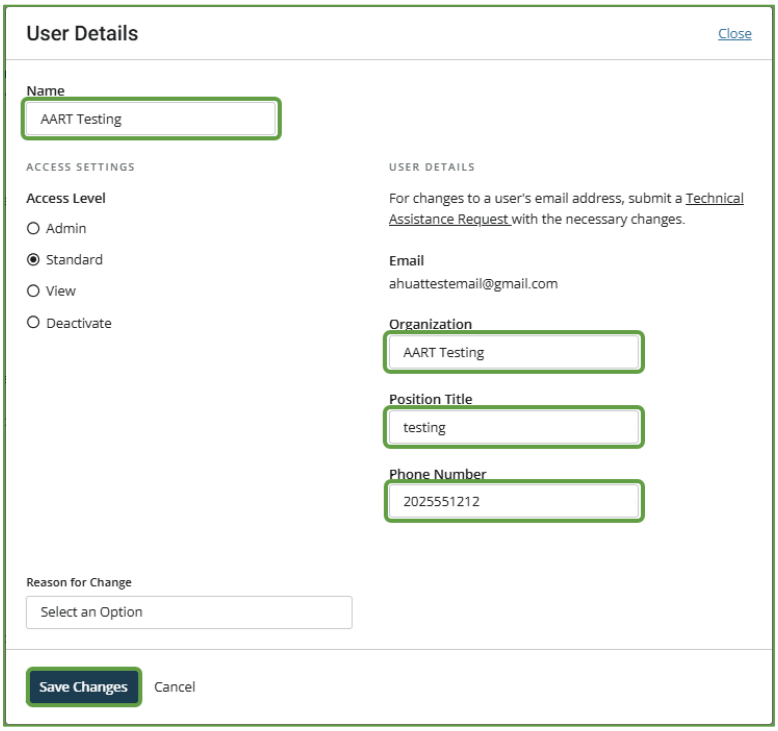

Figure 7: Edit User Details

Automatic deactivation of inactive users

When an AART user with an Access Level of Admin, Standard or View has not logged in to AART in over a year, the user's access to AART may be automatically deactivated. The changes below go into effect January 1, 2026.

30 days prior to a year of inactivity

The AART user(s) impacted will receive an email notification from AART 30 days prior to the year of inactivity. The email informs the user of the:

- Approaching year of inactivity without logging in to AART
- Action needed to keep their access active by logging in to AART prior to the year mark (a date is provided)
- AART user account being automatically deactivated if they fail to log in prior to the year mark (date provided)

One week prior to a year of inactivity

The AART admins responsible for the AART users impacted by the year of inactivity will receive an email notification from AART one week prior to each user's year of inactivity. The email informs the AART admins of the:

- User's name and email address
- Responsibility to inform the user of the action needed to keep the user's access active by having the user log in to AART prior to the year mark (a date is provided)
- Responsibility to inform the user that their AART user account will be automatically deactivated if no action is taken by the user

Day of deactivation

AART will automatically update the impacted AART users who have not logged in to AART in a year by changing their access level to deactivate.

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) *AIRA recommends having at least one backup, but multiple admins can be designated.*	• Manages existing and new users • Manages IIS measurement and participation settings in M&I
Standard	Typically, is an IIS or organizational staff person	• 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	• 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. If a previously deactivated user needs access to AART in the future, they must contact AIRA via the Technical Assistance Request form.

Verification of Testing System Details

It is the AART admin's responsibility to ensure the testing system details that AIRA uses to connect to your jurisdiction's non-production (pre-production or testing) environment for M&I testing are accurate or up to date. This verification informs AIRA staff if any changes are needed for M&I testing.

Review existing details

To review the existing information that AIRA has on record for your jurisdiction's testing system details:

1. Select **Validation** on the left-side menu.
2. Select a **Content Area** from the list.
    a. Example: Transport Validation, Submission and Acknowledgment Validation, etc.

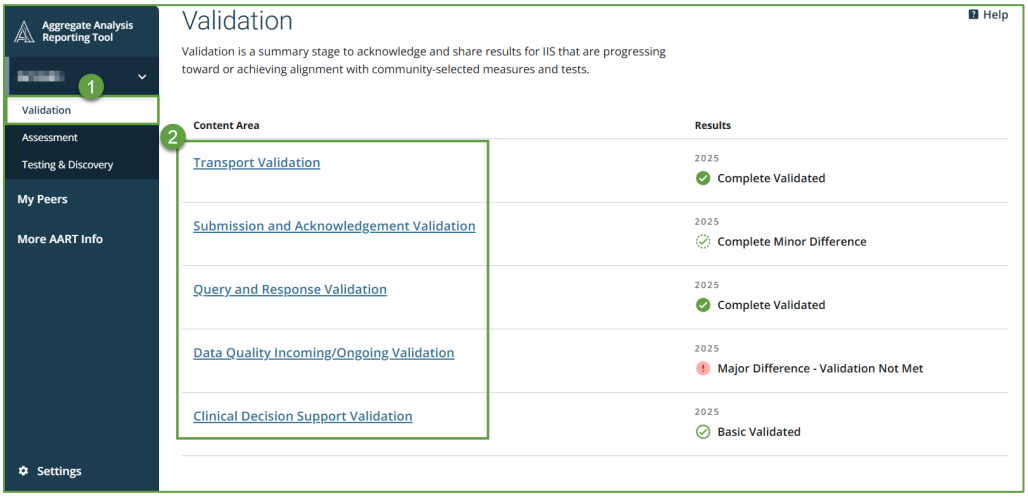

Figure 5: Validation Content Areas

3. In the Validation Report, select the **Review Details** button under *System Details*.

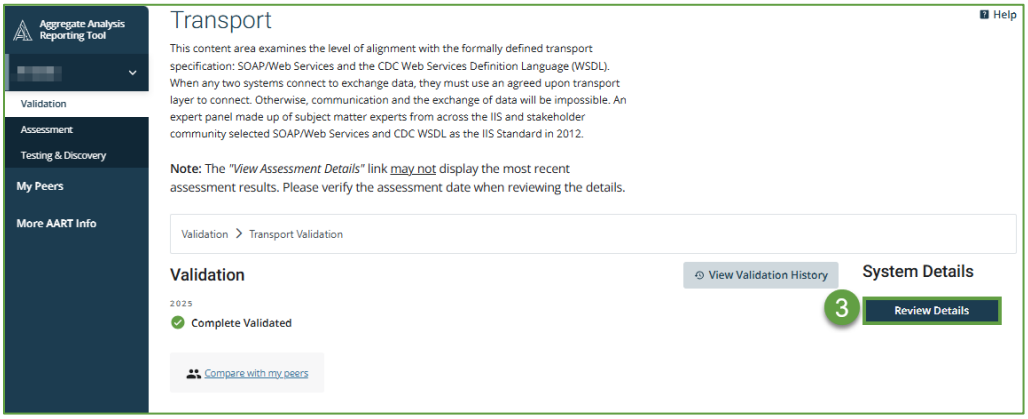

Figure 6: System Details button

4. Review the two questions asked. If necessary, you can make any edits to the responses.

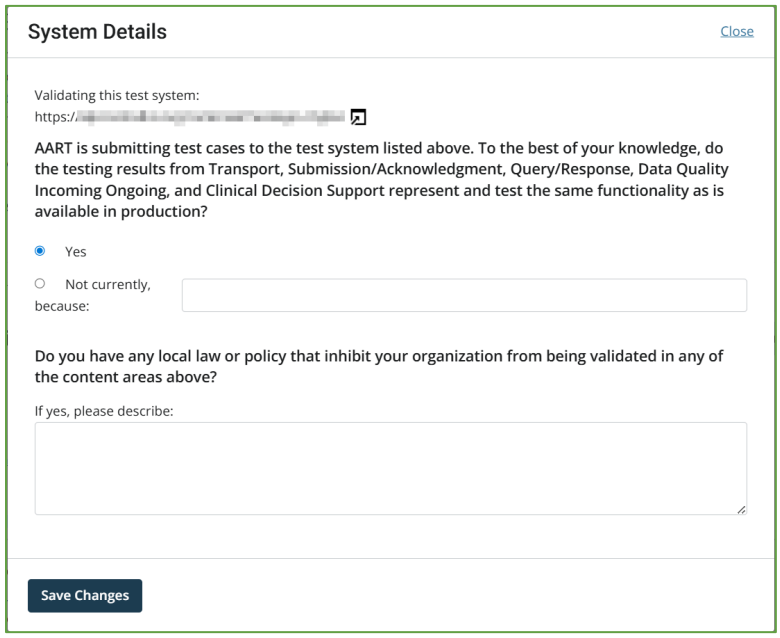

Figure 7: System Details information

   a. If no changes are necessary, select the **Close** button on the top right of the window.
   b. For a better understanding of these questions and how to respond, review below:
      i. **Question 1**: AART is submitting test cases to the test system listed above. To the best of your knowledge, do the testing results from Transport, Submission/Acknowledgment, Query/Response, Data Quality Incoming Ongoing, and Clinical Decision Support represent and test the same functionality as is available in production?
         1. We want to know if the URL listed for your jurisdiction's non-production (pre-testing or testing) environment has the same functionality as your production environment.
         2. An appropriate response would be either:
            a. Select the "Yes" radio button if the non-production environment (URL listed) has the same functionality as your production environment.
            b. Or select the "Not currently, because" radio button if the non-production environment (URL listed) does not have the same functionality as your production environment. You must also include a description in the text box listed, describing how or why they differ.

ii. **Question 2**: Do you have any local law or policy that inhibits your jurisdiction from being validated in any of the content areas above?
    1. We want to know if your organization has any local laws or policies that could impact M&I testing for assessment or validation reports. Examples of this could include, but not be limited to, your state requires all HL7 messages to contain a patient address, your state requires the patient's specific registry consent to save patient and immunization data in the state registry (e.g., Texas, New Hampshire), or your state uses a different immunization recommendation schedule than the CDC ACIP schedule.
    2. An appropriate response would be to enter details into the text box for any related local or state laws or policies that would impact testing.

5. To save any edits made, select the **Save Changes** button.

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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