AART Settings and User Management

Measurement and Improvement (M&I) Initiative

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Measurement & Improvement (M&I) Initiative
AART (Aggregate Analysis Reporting Tool) participation and user access

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 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 (Aggregate Analysis Reporting Tool) 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 IIS admin users 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 with which groups or member types to share its M&I results (e.g., IIS/immunization programs, IIS vendors, CDC/National Institute of Standards and Technology [NIST], and electronic health record [EHR] vendors).

AART admins 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 means the results are shared with peers via the "My Peers" section with an alphanumeric code (e.g., IIS 89D) in place of the IIS name.

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

AART admins 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

- Log into AART.
- Click on "Settings" on the left-side menu (Figure 1).
- Click on the "Measurement & Sharing" tab to update permissions for all content areas.

Figure 1

AART User Management and Access Settings

AART admin users can approve, manage, and inactivate users associated with their system. Specifically, the AART administrator 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. To fully remove inactive users from AART (e.g., staff resignation), admin users should contact the AIRA Technical Assistance Team to perform this action on their behalf.

Initial user registration and approval

When a user registers for an AART account and selects the specific IIS the user would like access to view, the admin user for that IIS or organization will receive an email instructing the admin to log into AART to approve the user.

Figure 2

- Once logged in, navigate to "Settings" in the lower left-hand menu and then select the "Users" tab.
- Admin users can scroll down the page to view authorized users who have access to the administrator's data and can see pending users. (Figure 2)
- To approve pending users, click "Details" to the right of any user from the list in the "Pending Users" section.
- A "User Details" box will open as displayed in Figure 3 to the right.
- Choose the appropriate member type and *Access Level* (refer to the Definitions section).
  - o If a user is not being approved, the admin user must type in a reason for the change before clicking the "Save Changes" button.

Add a new user

- Admins can use the "Add New User" button below the "Pending Users" section to search for existing AART users by entering their email.
- This feature allows the admin to give existing users who are already registered in AART access to their individual testing results.
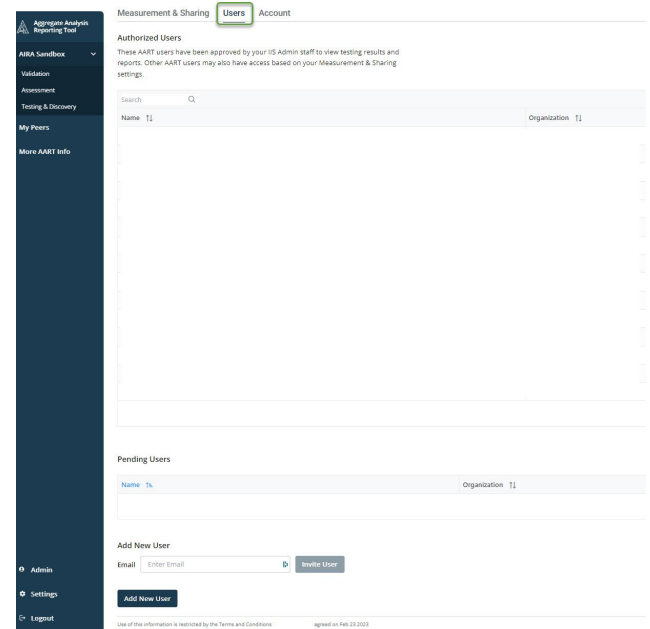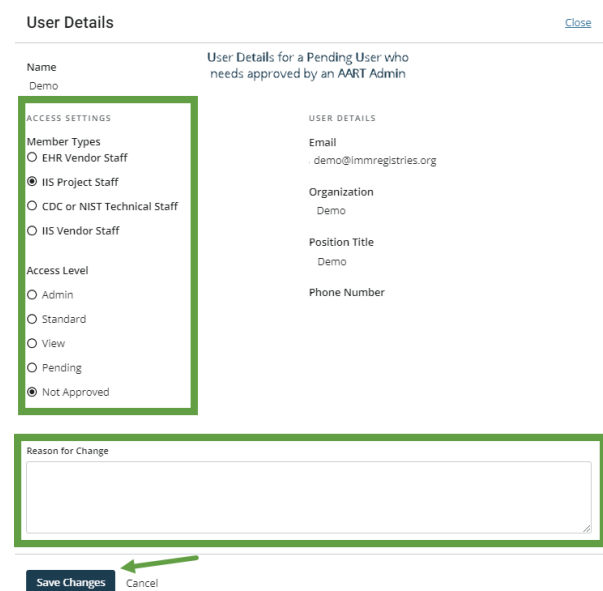

Figure 3

- o 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.
- Admins can use the "Add New User" section to add new users by entering in their email address and clicking the "Invite User" button. This section is used for individuals who do not currently have access to AART.

Manage existing users

- In AART, via "Settings" and then "Users," click the "Details" link to the right of any user within the "Authorized Users" section. A "User Details" box will open as seen in Figure 4.
- Admins can update only a user's access level settings. Please contact the AIRA Technical Assistance Team to update the user's member type.
- Note: If a user is changed to "Inactive," the admin must type in a reason for the change before clicking the "Save Changes" button.

Figure 4

Definitions

Member types

- EHR vendor staff – EHR technology partners who can view M&I testing results
- IIS project staff – IIS or immunization program staff who can view M&I testing results
- CDC or NIST technical staff – CDC or NIST staff who can view M&I testing results
- IIS vendor staff – IIS technology partners who can view M&I testing results

Access level

- Admin –
  - o An administrator serves as the key point of contact for the participating IIS or organization.
  - o IIS can have more than one admin user, and AIRA highly recommends designating at least one backup.
  - o The admin adds and/or approves new users and manages existing users.
  - o The admin manages IIS measurement and participation settings in M&I.
- Standard –
  - o Typically, this level is an IIS or organizational staff person.
  - o This level can request measurement report reruns from AIRA and download testing data.
  - o Standard level enables IIS technology partners to request report reruns on the IIS' behalf.

- View –
  - This level is limited to viewing only.
  - Usually, non-IIS and organizational staff such as technology partners, CDC, NIST, or EHR partners are at the view level.
- Pending –
  - The user either has requested access or was invited to an IIS.
  - This level requires action from an admin user to approve or deny.
- Not approved/inactive –
  - This level indicates the user was not approved and should not have access or has left the user's position.

For more information or questions on AART user management, please email aart@immregistries.org.

Business Rules

To ensure transparency, MACAW (the Measurement for Assessment and Certification Workgroup), the workgroup charged with overseeing the M&I Initiative, created the following rules and tables to document how AART settings function within the application.

As future content areas become available to IIS for measurement, it is assumed users 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, users will have 30 days to view their results and update their settings before information is shared in AART or elsewhere.

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.

Reminder: The participation and sharing settings in AART can be changed by AART admin users at any time.