



NewSTEPS

A Program of the Association of Public Health Laboratories™

Newborn Screening Technical assistance and Evaluation Program (NewSTEPS)

STATE ADMINISTRATOR'S GUIDE TO ASSIGNING DIFFERENT STATE-
LEVEL USERS ACCESS LEVELS STATE DATA

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1 Introduction

The State Newborn Screening (NBS) Program will identify one individual to serve in the state administrator (the “State Administrator”) role (i.e., the individual who will manage all users for the State) for the State. This individual will have the ability to create State-level user profiles and to view and edit the rights granted to the State-level users.

The State-level users identified by the State NBS Program, whose user profiles will be managed by the State Administrator, will have the capacity to enter, edit and read the State’s own data, including case data and quality indicators, as well as having the ability to edit the State NBS Program profile information. These State-level users will not have access to data from other states. Instead, the State-level users and State Administrator will only be able to see aggregate, blinded data from other participating NBS programs.

To increase transparency, NewSTEPS has required all NBS programs to sign a Memorandum of Understanding (MOU) with APHL before entering case data and quality indicator data into the repository. The MOU details information regarding the following aspects of data sharing within the repository: data ownership, data reporting and data security. For more information about MOUs, please contact newsteps@aphl.org

The following guide is to describe how a state administrator will be able to grant access to users within their state to enter and/ or view different modules within the NewSTEPS Data Repository.

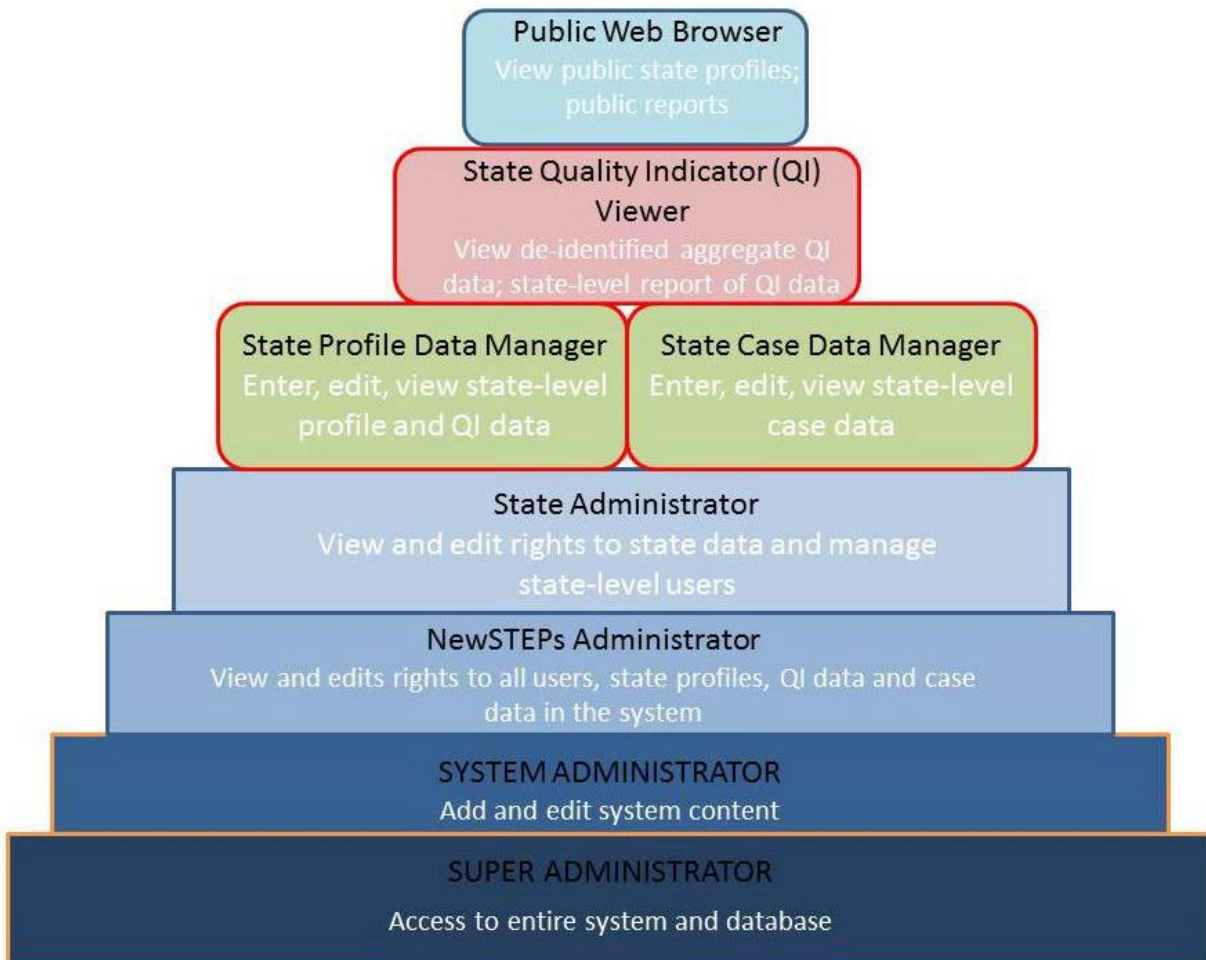
The user role diagram (Figure 1) shows an overview of the different user roles available within the data repository.



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Figure 1: NewSTEPS Data Repository User Roles Model



Please note that each role has cumulative permissions, i.e., each role has the rights of the preceding role.



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The table below provides more details on exactly what each user role can access.

Table 1: Access Rights for User Roles

User Role	Access Rights
Public Web Browser	View public reports available on the website and state profiles available on the website
Registered User - has a "User" role within the NewSTEPS Data Repository	View de-identified aggregate reports that are made available on the NewSTEPS data repository landing page; other information available on the NewSTEPS landing page
State Quality Indicator (QI) Viewer	View de-identified aggregate reports of QI data; state-level report of QI data
State Profile Data Manager	Enter, edit and view state-level profile and QI data
State Case Data Manager	Enter, edit and view state-level case data
State Administrator	View and edit all state-level data; manage all state users
NewSTEPS Administrator	View and edit rights to all users, state profiles, quality indicators and case data.
System Administrator	Add and edit system content. This level of access is not applicable to state administrators, state-level users, a registered user or the general public.
Super Administrator	Access to the entire system and database This level of access is not applicable to the state administrators, state-level users, a registered user or the general public.

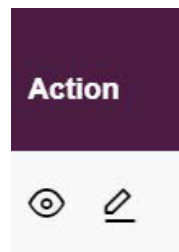


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2 How to Assign User Roles

1. Sign in to the NewSTEPS Data Repository and click the *Users* link in the top navigation bar to access details on the users within your state.
2. Select the user you would like to assign a user role to. Each user will have your state as their state affiliation. Select the Edit Icon (pen/ paper) to open the user's profile



3. Scroll down to the User Type and select the access privileges the user has permissions for. Make the desired changes. Please note that users can have more than one role assigned. Click the **Save** button to complete the operation.

User Type

Status

3 Further Assistance

Contact information for Assistance: If you have any questions or feedback on the NewSTEPS Data Repository, please contact the NewSTEPS inbox at newsteps@aphl.org.