



MDSS User Management

The Local Health Jurisdiction (LHJ) Administrators who have been assigned as an Admin in the MDSS Portal are responsible for approving new users and managing existing users in their assigned Jurisdiction. New user approval and manual deactivation is a two-step process: 1) users must be activated/deactivated in the **MDSS Portal**, and 2) users must be enabled/disabled in the **MDSS Module**.

New User Registration Email Notification

LHJ Administrators with ability to approve new users will receive an email notification (example to the right) when a new user has completed the [MDSS Registration Steps](#).

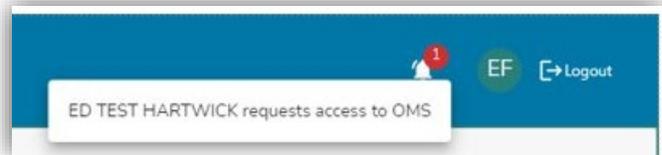
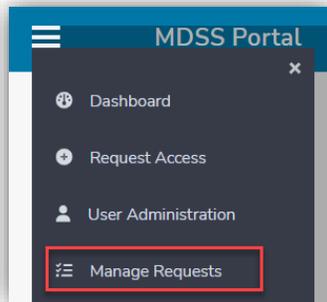
- If a new user is unknown to the approver, contact them to determine their system needs.
- Offer MDSS training to new users. Your [Regional Epidemiologist](#) can assist with trainings.
- Share role relevant tip sheets and users guides, available at www.michigan.gov/mdss.
- Note: users should register under their work/agency email. If the user registers under their personal email, please ask them to update it in MiLogin.



Approving New Users

1. Activating Users in the MDSS Portal

- a. New User Requests can be managed by 1) clicking on the hamburger icon in the top left corner and selecting Manage Requests, or 2) clicking on the alert bell in the upper right-hand corner.



- b. In the Manage Requests page, the approver will see all requests that they have permission to approve for both new system registrations and for those requesting new modules (i.e., OMS, CSV uploader, etc.). To manage a request, select PROCESS.

Request Date	User Name	First Name	Last Name	Request		
10/16/2023	LAIJ		Lai	OMS	PROCESS	DELETE

- c. Review the information in the request form and select APPROVE or DENY (selecting cancel will return the user to the Manage Requests page).
Approval here only activates access at the portal page and creates a user in the requested module. A message at the top of the screen will remind the approver to also enable access within the appropriate module.

OMS Request

* = required

General Information

First Name Last Name Email Phone Number
 Lai 734-727-7204

User Type

MDHHS Staff Healthcare Provider/Infection Control School Syringe Service Provider
 Local Health Jurisdiction Staff Laboratory Pharmacy Other

Employment

Place of Employment Position Title
 MDHHS Regional Epidemiologist

Employment Address

Street Address * Street Address 2 City *
 33030 Van Born Wayne

County State * Zip *
 Wayne Michigan 48184

Reason For Access Level of Access *
 administrative support Administrator

CANCEL APPROVE DENY

The user has been created in OMS. Please go into the module to enable access and set the necessary permissions

- d. Users can also be activated from the User Administration Page. Users can be found using the search or by sorting the columns.

MDSS Portal[Training] BR Logout

Search by: User Name, First/Last Name, or email

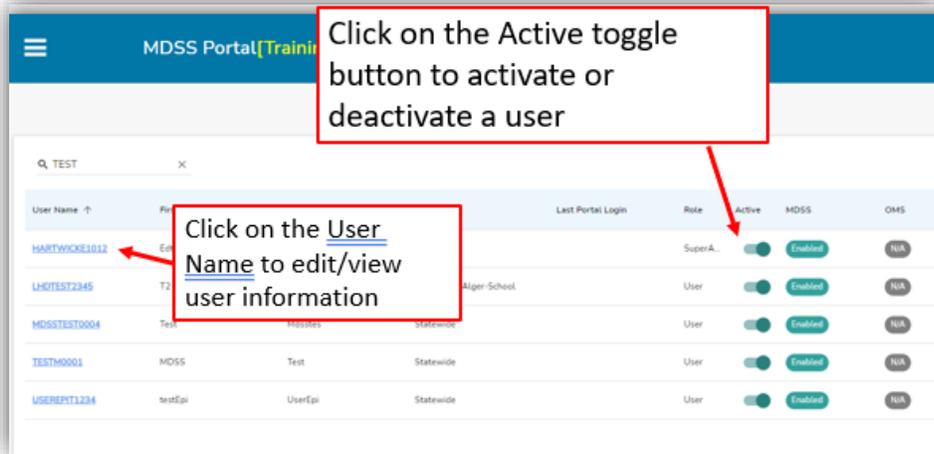
Search...

All Columns can be sorted
 Sorts Column in Ascending order

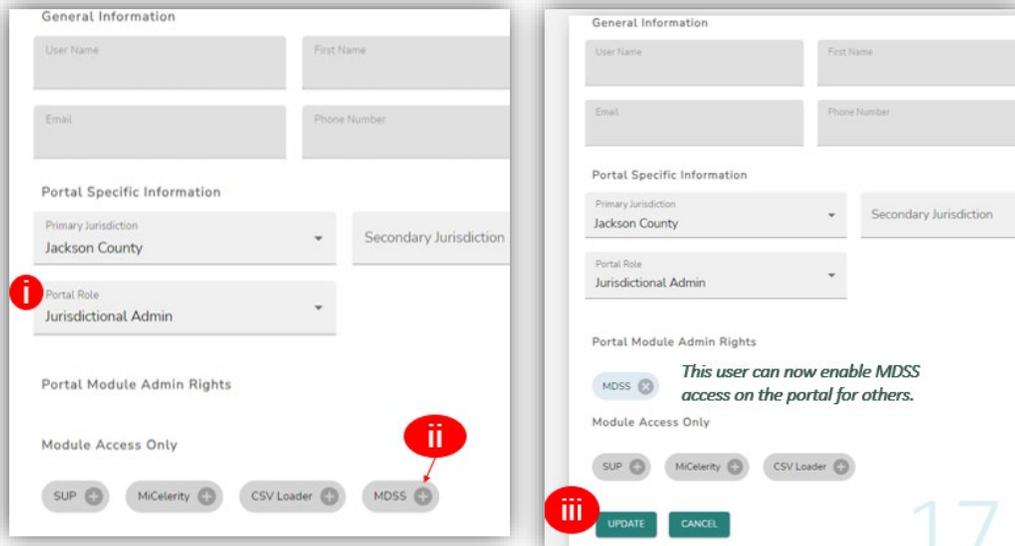
Opens more options for columns

User Name	First name	Last name	Jurisdiction	Last Portal Login	Role	Active	MDSS	OMS	SUP	Chronicle
			Statewide		User	<input type="checkbox"/>	N/A	N/A	N/A	N/A
				Mar 24 2022	User	<input type="checkbox"/>	Enabled	N/A	N/A	N/A
				6 23 2024	SuperA...	<input checked="" type="checkbox"/>	Enabled	Enabled	Enabled	Enabled
			Statewide	Tue Oct 04 2022	User	<input type="checkbox"/>	Disabled	N/A	Enabled	N/A
			Statewide	Mon Mar 11 2024	Admin	<input checked="" type="checkbox"/>	Enabled	N/A	N/A	N/A

- e. Click on the Active toggle button to activate or deactivate a user.

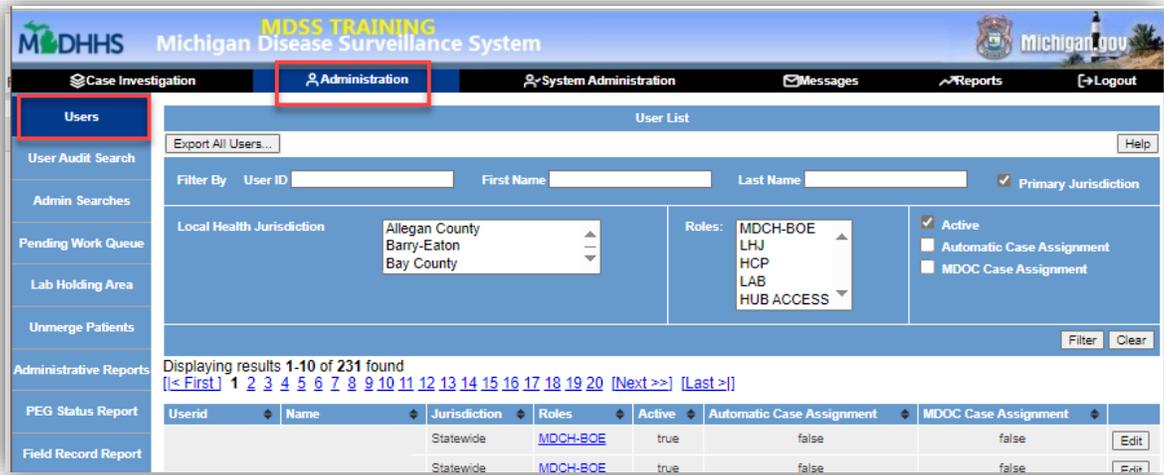


- f. If a user needs to be able to activate/edit other users, click on the User Name to edit the user information (shown above), then in the User profile make these updates:
 - i. Set the Portal Role as **Jurisdictional Admin**
 - ii. Click the “+” in MDSS module to move it to the Portal Module Admin Rights section.
 - iii. Click Update to save changes

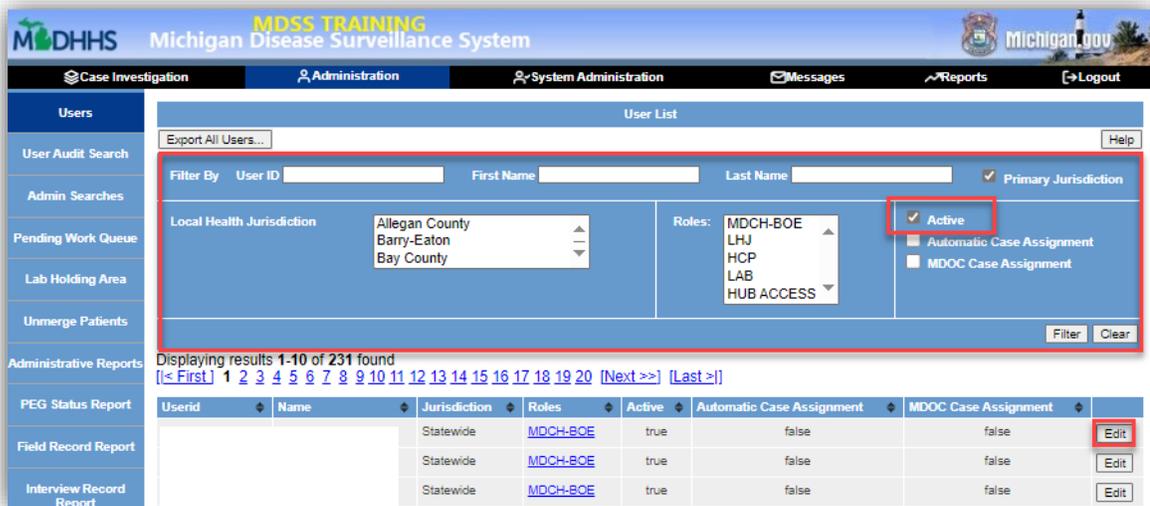


2. Enabling Users in the MDSS Module

- a. Navigate to the Administration area of the MDSS Module, select Users. Note: users must have administrative access to enable/disable users in MDSS.



- b. By default, a list of **active** users from the approver's Primary Jurisdiction will be displayed.
 - i. Search for new users using the Filter By fields (User ID, First/Last Name, Jurisdiction, Role)
 - ii. Uncheck the active box
 - iii. Click Filter after selections are complete
 - iv. Select Edit for the user that needs to be edited



c. The page will reload to display the User's profile.

User Info											
First:	ED TEST				Last:	HARTWICK					
Userid:	HARTWICKE1010				Email:						
Role and Function											
Roles:	LHJ				Job Function:	Administrator					
Primary Settings											
Program:	General CD-STD				Jurisdiction:	Ingham County			Facility:		
Additional Settings											
Jurisdiction:	Ingham County				Facility:	ALLEGAN GENERAL HOSP ALPENA GENERAL HOSP BARAGA COUNTY MEM HOSP BATTLE CREEK HLTH SYS					
Automatic Case Assignment	<input type="checkbox"/>										
MDOC Case Assignment	<input type="checkbox"/>										
DIS User	<input type="checkbox"/>										
DIS Region	1										
User Status											
Last Login	12-20-2010 14:44:55				Active	<input checked="" type="checkbox"/>					
History	Entry By	User Name	User ID	Role	Job Function	Program	Jurisdiction	Facility	OMS Role	Active	
05/28/2013	HARTWICKE	ED TEST HARTWICK	HARTWICKE1010	LHJ	Administrator	General CD-STD	Ingham County			Y	
02/22/2017	HARTWICKE	ED TEST HARTWICK	HARTWICKE1010	LHJ	Administrator	General CD-STD	Ingham County			N	
12/22/2021	HARTWICKE	ED TEST HARTWICK	HARTWICKE1010	LHJ	Administrator	General CD-STD	Ingham County			Y	
<input type="button" value="Save Changes"/> <input type="button" value="Help"/>											

d. Edit the User's Profile according to system access needs. **It's important to only assign users to the program areas for which they need.** A description of Roles, Job Functions, Program, and additional settings can be found on pages 6-8.

e. Ensure the 'Active' box is checked.

f. Click Save Changes.

User Deactivation Process

Automatic Deactivation Process

Users will be automatically deactivated in the MDSS Portal if they do not log in within 60 days. After 45 days of inactivity, users will receive an email alerting them of pending deactivation. Users that are automatically deactivated can be reactivated in the MDSS Portal.

Notes:

- If LHJ Users are aware of a user leaving their current employer or role, the LHJ should manually disable the user in the MDSS module and deactivate the user in the MDSS Portal.
- If a user needs MDSS access and they had access previously with a different health department or facility, they need to create a new MiLogin account and new MDSS registration. Their previous account should not be updated to a new jurisdiction or facility.

Job Function & Privileges Cheat Sheet

	Administrator	Epi Staff/CD Nurse	General/Data Entry Staff	Limited Access	COVID-19 Hotline	Limited No Reports	Pharmacist	School	View Access	Reports Only
View Case Listing	X	X	X	X	X	X	X	X	X	
View/Edit Case Details	X	X	X	X		X	X			
Export Cases	X	X	X							
Assign Investigator	X	X	X							
Aggregate Cases	X	X	X	X						
View Reports	X	X	X	X				X		X
Complete Cases	X	X								
Entry De-duplication	X	X	X		X					
Pending Work Que	X	X								
Create Alerts for Self	X	X	X							
Create Alert for Others	X									
Manage Users	X									
Review Replaced Patients	X									
Run Admin Reports	X									
View Unassigned Cases				X		X	X	X	X	

- Administrator:** Full access to all LHJ role functions
- Epi Staff/CD Nurse:** access to case listings, ability to enter/edit case report forms, complete cases, export data, assist with de-duplication, be assigned to cases (automatically or manually)
- General/Data Entry Staff:** access to case listings, ability to enter/edit case report forms, export data, be assigned to cases (automatically or manually)
- Limited Access:** access to case listings page, ability to enter/edit case report forms, view reports, and unassigned cases area; only access option level for HCP and Lab roles
- Reports Only:** access to Reports
- View Access:** access to view case listings
- School:** access to view case listings.

- MDCH – BOE:** for MDHHS staff
- LHJ:** for local health jurisdiction users - primary jurisdictions + access to statewide data
- HCP:** for healthcare providers - access to data entered by the user or from the facilities assigned to the user
- Lab:** for laboratorians - access to data entered by the user or from the facilities assigned to the user
- HUB Access:** for those that need access to other modules (e.g., CSV uploader) without access to MDSS

Program Area, Disease Group, and Conditions Cheat Sheet

General CD

Foodborne

- Amebiasis
- Botulism - Foodborne
- Campylobacter
- Cryptosporidiosis
- Giardiasis
- Listeriosis
- Norovirus
- Paratyphoid Fever
- Salmonellosis
- Shiga toxin-producing Escherichia coli - (STEC)
- Shigellosis
- Typhoid Fever
- Yersinia enterocolitica

Influenza

- Influenza
- Influenza, Novel
- Flu-like Disease
- Respiratory Syncytial Virus

COVID19/MIS

- Novel Coronavirus COVID-19
- Multisystem Inflammatory Syndrome

Access to just this Program Area is available

Viral Hepatitis

- Hepatitis A
- Hepatitis B, Acute
- Hepatitis B, Chronic
- Hepatitis B, Perinatal
- Hepatitis C, Acute
- Hepatitis C, Chronic
- Hepatitis C, Perinatal
- Hepatitis D
- Hepatitis E
- Hepatitis Non A Non B

Meningitis

- Cronobacter (infant)
- Meningitis - Aseptic
- Meningitis - Bacterial Other
- Meningococcal Disease
- Streptococcus pneumoniae, Inv

Rabies

- Rabies Animal
- Rabies: Potential Exposure & PEP

Other

- Acute Flaccid Myelitis (AFM)
- Anthrax
- Blastomycosis
- Botulism - Infant
- Botulism - Other
- Brucellosis
- Candida auris
- Cholera
- Coccidioidomycosis
- CPO
- Creutzfeldt-Jakob Disease
- Cryptococcosis
- Cyclosporiasis
- Encephalitis, Post Chickenpox
- Encephalitis, Post Mumps
- Encephalitis, Post Other
- Encephalitis, Primary
- Gastrointestinal Illness
- Guillain-Barre
- Hantavirus
- Hantavirus, Other
- Hantavirus, Pulmonary
- Head Lice
- Hemolytic Uremic Syndrome
- Hemorrhagic Fever
- Hepatitis – Unspecified
- Histoplasmosis
- Kawasaki
- Legionellosis
- Leprosy
- Leptospirosis
- Melioidosis
- Mpox
- Novel Coronavirus SARS/MERS
- Plague
- Psittacosis
- Q Fever Acute
- Q Fever Chronic
- Rabies Human
- Reye Syndrome
- Rheumatic Fever
- Rubella - Congenital
- Strep Throat
- Streptococcal Dis, Inv, Grp A
- Streptococcal Toxic Shock
- Streptococcus pneumoniae, Drug Resistant
- Toxic Shock
- Trachoma
- Trichinosis
- Tularemia
- Unusual Outbreak or Occurrence
- Vibriosis - Non Cholera
- VISA
- VRSA

Program Area, Disease Group, and Conditions Cheat Sheet

General CD *Continued*

Vectorborne

- Babesiosis
- Chikungunya
- Dengue Fever
- Ehrlichiosis, Anaplasma phagocytophilum
- Ehrlichiosis, Anaplasmosis Undetermined
- Ehrlichiosis, Ehrlichia chaffeensis
- Ehrlichiosis, Ehrlichia ewingii
- Encephalitis, California Serogroup
- Encephalitis, Eastern Equine
- Encephalitis, Powassan
- Encephalitis, St. Louis
- Encephalitis, Western Equine
- Lyme Disease
- Malaria
- Rickettsial Disease - Spotted Fever
- Rickettsial Disease - Typhus
- West Nile Virus
- Yellow Fever
- Zika

Vaccine Preventable Diseases

- Chickenpox (Varicella)
- Diphtheria
- H. influenzae Disease - Inv.
- Measles
- Mumps
- Pertussis
- Polio
- Rubella
- Shingles
- Tetanus
- VZ Infection, Unspecified

Tuberculosis

- Latent Tuberculosis Infection
- Nontuberculous Mycobacterium
- Tuberculosis

Carbon Monoxide Poisoning

- Carbon Monoxide Poisoning

Refugee

- Refugee Health Assessments

STD

- Chancroid
- Chlamydia (Genital)
- Gonorrhea
- Granuloma Inguinale
- Lymphogranuloma venereum
- Syphilis - Congenital
- Syphilis - Early Latent
- Syphilis - Primary
- Syphilis - Secondary
- Syphilis - To Be Determined
- Syphilis - Unknown Duration or Late

AIDS/HIV

- AIDS, Aggregate
- HIV/AIDS, Adult
- HIV/AIDS, Pediatric