

**NAHRS Online Reporting System
User's Guide for State Monthly Reporting**

Centers for Epidemiology and Animal Health (CEAH)
National Surveillance Unit
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Contents

| | |
|---|---|
| Overview | 2 |
| Logging into the NAHRS Online Reporting System on the web | 3 |
| Web address | 3 |
| Usernames and passwords | 3 |
| Database roles | 3 |
| User's Home Page | 3 |
| Options | 3 |
| Current Open Monthly Reports, Report Status Information | 3 |
| Creating a New Monthly Report | 4 |
| Select the Month and Year for the Report | 4 |
| Filling out the Form | 4 |
| After you've filled out the form | 5 |
| Previewing a Report | 5 |
| Submitting the Monthly Report for State Approval | 6 |
| Submitting the Monthly Report to CEAH | 6 |
| Viewing Previous Monthly Reports | 6 |
| Logging Out | 6 |
| Reports Available | 6 |

Overview of the NAHRS Online Reporting Tool

The NAHRS online reporting tool enables State animal health officials to complete their monthly NAHRS report via the internet (world wide web) with assurance of secure data transfer and information confidentiality. State animal health officials may also use the NAHRS online reporting tool to view past monthly reports for their states. The NAHRS online reporting tool enables the federal NAHRS coordinator at the Centers for Epidemiology and Animal Health (CEAH) to quickly and accurately merge information from monthly state NAHRS reports to provide timely information for reports.

Only authorized individuals can access the NAHRS online reporting tool via approved usernames and passwords. Users are assigned to roles in the system based on their responsibilities and authorities. The primary roles are:

| Role | Description | Privileges |
|---|--|--|
| Chief State Animal Health Official (or designated representative) | The state animal health official who approves monthly NAHRS data for their state | <ul style="list-style-type: none"> • Approve and electronically submit monthly reports to CEAH • Create a new monthly report • Edit an existing monthly report not yet submitted to CEAH • View all monthly NAHRS reports |
| State Designate | A state official who is designated by the Chief State Animal Health Official to enter and view NAHRS monthly data for their state | <ul style="list-style-type: none"> • Create a new monthly report • Edit an existing monthly report that has not been submitted to CEAH • View all monthly NAHRS reports |
| State Reader | An individual authorized by the Chief State Animal Health Official to view NAHRS monthly data for a state | <ul style="list-style-type: none"> • View all monthly NAHRS reports |
| NAHRS Coordinator at CEAH | The federal veterinary epidemiologist from USDA – APHIS – VS - Centers for Epidemiology and Animal Health (CEAH) who coordinates monthly NAHRS reporting | <ul style="list-style-type: none"> • Verify monthly reports that have been submitted by the State Chief Animal Health Officials • Extract state-level data to create national summary reports while maintaining state-level confidentiality of the information |
| NAHRS Federal Reviewer | A USDA professional (e.g., a National Veterinary Services Laboratory scientist) responsible for reviewing monthly NAHRS information | <ul style="list-style-type: none"> • View current and past NAHRS information submitted by states |

Logging into the NAHRS Online Reporting Tool on the Web

Web Address. The NAHRS Online Reporting Tool can be accessed from the NAHRS website: www.aphis.usda.gov/vs/ceah/ncahs/nahrs ; or directly at: [//nahrs.aphis.usda.gov/NAHRS/NahrsHome.jsp](http://nahrs.aphis.usda.gov/NAHRS/NahrsHome.jsp)

Usernames and Passwords. Only authorized individuals can access the NAHRS online reporting tool by using approved login information; this information must be requested from the NAHRS coordinator at the Centers for Epidemiology and Animal Health (CEAH, nahrs@aphis.usda.gov).

Database Roles. Users are assigned to roles in the database that determine their ability to read, edit, delete, and approve monthly State reports. Roles of interest at the state level are:

| | |
|---|--|
| Chief State Animal Health Official (or designated representative) | This is the state animal health official who approves monthly NAHRS data for their state. This individual has the same privileges as the State Designate and can also approve monthly reports for their state and submit them to CEAH. |
| State Designate | This is a state veterinary official who is designated to create and review monthly NAHRS reports for their state but is not authorized to submit reports to CEAH. This individual can: <ul style="list-style-type: none">• Create new monthly reports for their state• Update their state's monthly reports that are in 'draft' status• Submit monthly reports for approval by the Chief State Animal Health Official role• View current and past monthly reports for their state |
| State Reader | This individual has 'read access' only for NAHRS reports for their state. |

Assigning Roles. The Chief Animal Health Official determines who may be assigned to various NAHRS roles for their state. Multiple individuals can be assigned to the same role (e.g., there may be many readers), or roles may be changed for an individual to accommodate certain circumstances (e.g., if the Chief is not available to submit a monthly report during a particular month, a Designate may be temporarily assigned to the Chief role for the purpose of submitting that monthly NAHRS report). To add or modify roles, please contact nahrs@aphis.usda.gov.

User's Home Page

After logging into the system, the User's Home Page opens and shows the available options (based on the user's role) and a list of Current Open Monthly Reports for their state.

Options. The options available on the User's Home Page are determined by the User's assigned role and may include

- Read Instructions
- Create a new NAHRS Monthly Report
- View Previous Monthly State Reports
- View NAHRS Annual Reports
- View National Cumulative Summary Reports
- Email the NAHRS Administrator at CEAH

Current Open Reports. This section shows the reports that are considered 'open', i.e., they are either in 'draft' status or they are in some stage of the review process. Reports may have these status labels:

| | |
|--------------------------|--|
| Draft | Indicates that the report has been initiated but is not complete. Users with State Designate or the Chief Animal Health Official roles may view, edit, or submit reports in Draft status for State-level approval. |
| Ready for State Approval | Indicates that the report is complete and is ready for review and approval by the Chief State Animal Health Official role. When a report is in this status, the Chief Animal Health Official role may view, edit, or submit the report for CEAH approval. Users with State Designate or State Reader roles may read (but not edit) reports in this status. The Chief State Animal Health Official role may revert a report to Draft status so that the State Designate can make additional changes to the report and re-submit. |
| Submitted to CEAH | Indicates that the report has been approved by the Chief State Animal Health Official and is available for review and verification by the NAHRS coordinator at CEAH. When a report is in this status, the NAHRS coordinator at CEAH may read the report and change the status to 'final'. Users with Chief State Animal Health Official role, State Designate or State Reader roles may read (but not edit) reports in this status. If necessary, the NAHRS coordinator at CEAH may revert the report to Draft status so that state officials may make additional changes to the report. |
| Final | Indicates that the report has been verified by the NAHRS coordinator at CEAH. Reports in this status can only be modified by contacting the NAHRS coordinator at CEAH. |

When a report is moved to 'final' status, the report is no longer visible under 'Current Open Monthly Reports' but can be viewed by selecting 'View Previous Monthly Reports' .

Creating a New Monthly Report

There are three basic steps to creating a new monthly report:

- Select the month and year for the report
- Fill out the monthly report form
- Preview the report

When a report is previewed, action buttons are available that allow the user to continue to edit the report, save the report as a draft, or submit the report for approval.

Select the month and year for the report. The first step in creating a monthly report is to select the month and year for the report. After selecting the appropriate month and year from the drop-down lists, choose 'Save and Continue'. If a report already exists for the month and year you selected, you will be asked to select another month and year.

Completing the report

- For each disease, indicate the disease presence as 'Y' (yes), or 'N' (no).
- To assist efficiency of reporting, you may automatically fill in 'N' (no) values for all of the diseases within a commodity group by using the 'Select here to set all diseases for this species to No', and then change to 'Y' (yes) for any diseases present.
- Disease Reporting Criteria for each disease can be viewed by selecting the disease number located before the disease name.
- Selecting 'Save and Continue' as you proceed with filling out the form is not required, but it is good practice to periodically save a report as you work on it.

- Adding comments:
 - Comments may be added for any disease by selecting 'Add comment'. When the 'Add a Comment' window opens, type in the comment text, and select 'Enter'. You may add several comments for each disease. Select 'Close Window' when you are done adding comments.
 - After you enter a comment, it will not appear on the form until the form is refreshed; this will occur when you select 'Save and Continue' or 'Preview'.
 - You may delete a comment by opening the comment (clicking on it) and selecting 'Delete'.

After you've filled out the entire report (choices at bottom of report)

- Select 'Preview' to view all of the data entered for this report and select an action at the bottom of the 'preview' page – see below for more information about Previewing a Report.
- 'Delete Report' deletes the current report.
- Create PDF allows an electronic copy to be saved on users computer
- 'Close' saves the report in 'Draft' status and returns you to the User's Home Page

Previewing a Report

At any time, you may Preview the report to see all of the information that has been entered for a monthly report. When previewing a report, these action buttons may appear at the bottom of the screen. The action buttons that are available vary according to the User's role and the report status.

| Option Button | What Happens: |
|---------------------------|--|
| Edit | <ul style="list-style-type: none"> • The report returns to edit mode for continued editing |
| Submit for State Approval | <ul style="list-style-type: none"> • Report status changes to 'Submitted for State Approval'-in this status, the report may not be edited by the State Designate • The Chief State Animal Health Official role is automatically notified via email that the report is ready for review and approval • The report is ready to be reviewed and approved by the Chief Animal Health Official role. The report is not submitted to CEAH until the Chief State Animal Health Official role previews the report and selects 'Submit to CEAH'. |
| Return to Draft Status | <ul style="list-style-type: none"> • Report status reverts to 'Draft' so that the State Designate may edit the report |
| Submit to CEAH | <ul style="list-style-type: none"> • Report status changes to 'Submitted to CEAH' –in this status, the report can only be edited by State officials by contacting the NAHRS coordinator • All roles and the NAHRS coordinator at CEAH are automatically notified via email that the monthly report for the state has been submitted to CEAH |
| Close | <ul style="list-style-type: none"> • Closes the report and returns the user to the User's Home Page; does not change the report status. |
| Delete Report | <ul style="list-style-type: none"> • Deletes the current report |

Submitting the Monthly Report for State Approval

After data entry for a monthly report has been completed, the report may be submitted for state-level approval by selecting the 'Submit for State Approval' action button when the report is in Preview mode. Selecting this action will notify the Chief State Animal Health Official role via email that the report is ready for state approval and ready to be submitted to CEAH. The report is not submitted to CEAH until the Chief role reviews the report and selects the 'Submit to CEAH' action button.

After the monthly report has been Submitted for State Approval, the report may no longer be edited by the State Designate unless the Chief State Animal Health Official role opens the report and selects 'Return to Draft Status' at the bottom of the report.

Submitting the Monthly Report to CEAH

After reviewing the report, the Chief State Animal Health Official role may officially submit the report to the NAHRS coordinator at CEAH by selecting 'Submit to CEAH' when the report is being previewed. Selecting this action will automatically notify all roles and the NAHRS coordinator at CEAH via email that the report has been submitted by the state.

The status of the report will change to 'Submitted to CEAH' and may be viewed from the User's Home Page under Current Open Monthly Reports. After the report has been finalized by the NAHRS coordinator at CEAH, the report may be viewed from the User's Home Page under 'View Past Monthly Reports'.

After the monthly report has been submitted to CEAH, the report may no longer be edited at the state-level. If the monthly report needs to be edited after submitting it to CEAH, a request should be sent via email to nahrs@aphis.usda.gov or to the NAHRS Coordinator.

Viewing past monthly reports

Recently submitted monthly reports that are being verified by CEAH (status = 'Submitted to CEAH') will appear on the User's Home Page under 'Current Open Reports'. After the report is verified and finalized by CEAH, the report will appear in 'View Past Monthly Reports'.

All past monthly reports submitted by a state can be viewed by selecting the 'View Previous Monthly Reports' option on the User's Home Page. Users at the state-level may only view past reports submitted by their state. These reports are in 'final status' in the database and thus can only be modified by contacting the NAHRS Coordinator.

Reports Available

- All Past State Reports
- State Cumulative Report- state animal health officials can view a summary of reporting for their state by year
- National Cumulative Summary Report- state animal health officials can view a summary of reporting by States participating in NAHRS indicating the number of participant States reporting presence by month for a year

Logging Out

The 'Log Out' button appears at the bottom of every screen and closes the User's session; to restart, the User must login again.