

MIRCal Video Training 7 - User Account Administrator

Welcome to MIRCal video training. This video will discuss the functions that are only available to those with the User Account Administrator role, commonly called the UAA.

UAAs have the ability to add user accounts, update user information, change and unlock passwords, remove access, and make contact assignments in MIRCal. By the end of this video, you will know how to accomplish each of these tasks.

The only way to be granted the UAA role is to send OSHPD a completed UAA Agreement form, signed by your facility administrator.

The MIRCal system allows for three UAAs per facility. You are required to have one UAA, and OSHPD suggests having at least two active UAAs for times when the primary UAA is unavailable.

Let's begin by logging in to MIRCal.

UAAs use the links found under User Information. Only UAAs will see and have access to these functions.

In this first segment we'll add a new user. Under the User Information heading, select Maintain Users.

The Maintain Users page lists all users who have ever had a MIRCal account for your facility and whether the account is active or locked. The system allows for up to ten ACTIVE accounts per facility.

You don't see the name for the person who needs access, so choose Add New User.

All required fields are marked in red. If any corrections or updates are needed, the UAA can make changes to most of these fields at any time. User ID is the only field that can never be changed after the initial account is created. Let's look at a few fields in more detail.

The Unique Employee Identifier field should be completed with a word, numbers, or phrase that is specific to that user. This field cannot be left blank.

After entering the new user's business contact information, you'll see two side-by-side boxes that are used to grant different types of access to MIRCal.

Let's explain each of the roles:

- "Add/Correct/Delete Records" allows the user to make corrections to individual records in MIRCal and add records to your facility's data submission.
- The "Error Detail Reports" role allows your user to see PDF reports of your confidential patient-level data. This access will help with the review of MIRCal-identified errors.
- The "Error Summary Reports" role grants access to PDF summary reports from your facility's most recent submission. This includes Edit Summaries that are important in reviewing and correcting your facility's data.
- "Submit Data" allows the user to upload a data file and submit manually entered records or corrections.

You can assign any combination or all of these four roles. To assign roles, highlight one or more roles in the box on the left and click the Select button to move them to the box on the right. If roles are not given, the user can log in but will not be able to access any reports or complete any tasks in MIRCal.

Make sure that the Account Status is Active for this person to work in MIRCal.

If entering information for a new CEO, consider whether they need access to MIRCal. If they won't be logging in, don't assign any roles and move the radio button to Inactive.

Next, you must create a User ID. One option is to use a combination of the facility ID number and user's initials. The User ID cannot contain special characters or spaces and is case-sensitive. The ID will also be used to log activity in MIRCal.

Now create a temporary password. The user will create a private password of their own the first time that they log in to MIRCal. Passwords should never be saved on your computer and should never be shared with others.

Now that this profile is completed, select Apply.

Once the account has been saved, a confirmation is displayed. To save a copy, select Print.

If adding another person with this same business address, you can check the Copy Address box before selecting Add New User.

We'll discuss Assigning Contacts later in this video.

Now select Done.

You've been notified that an employee's email address needs updating. To start, select Maintain Users.

Click on the desired name and select Modify.

The Modify User page is displayed. Make the necessary correction to the email field. Once the correction is made, select "Apply" at the bottom of the page.

The confirmation page shows both the old information and the new correction. To save a copy, select Print. Then select Done.

As a UAA, you should expect to receive requests from your facility users to unlock user accounts or reset passwords.

One of MIRCal's security features is that accounts are automatically locked when there are three consecutive log in attempts using an incorrect password.

In this scenario, an employee has notified you that his account is locked.

Once again, you'll select Maintain Users to get to the user profile.

Look at the row for the person who is locked out and notice that his account is active, but it is locked. Click on the desired name and select Modify.

At the bottom of the profile, a check mark next to the User Locked Out box indicates that the account is locked. To unlock, uncheck the box and select Apply. The employee can now log in using their correct

Even though you've unlocked this account, the employee notifies you that they have forgotten their password.

Go to the bottom of the user's profile. Note the instructions under the Change Password button. Select Change Password.

Enter a new temporary password in both the Password and Confirm Password fields, and then select Apply.

The next time that the employee logs in they will enter the password you've established in the Old Password field and enter a private password of their own choosing in both New Password fields. If you suspect that someone has discovered someone's MIRCal password, change it immediately. Remember, passwords should never be shared between staff. MIRCal allows multiple users from each facility to have access to the data.

The UAA has the ability to deactivate or reactivate accounts at any time. When someone no longer needs access to MIRCal, the UAA is responsible for deactivating that user's account.

For example, let's suppose an employee was helping with MIRCal for a few months and no longer needs access. First, navigate to the user's profile.

There are two steps to properly deactivate an account. In the Roles Granted box on the right, highlight all roles and choose the Deselect button, moving them to the box on the left.

Second, directly below Roles is Account Status. Choose the Inactive radio button, and then select Apply.

If you are leaving your facility, as a UAA you can deactivate your own MIRCal account. As noted earlier, regulation requires that each reporting facility must have at least one UAA. Either OSHPD should be notified or the MIRCal system updated within 15 days of any contact information change. Make sure that your facility has a UAA in place before deactivating your account, if possible.

MIRCal frequently communicates important information to the Facility Administrator and the Primary Contact. Notification is primarily by email, so it is important to keep information current and to ensure that emails sent by MIRCal and OSHPD addresses are not blocked by your email system.

Select Verify Facility Info under the Facility heading in MIRCal's Main Menu to display current facility information.

You notice a correction is necessary. The Facility Administrator for your facility has changed and MIRCal needs to be updated.

Under the User Information heading, select Assign Contacts.

To change a contact assignment, select a new name in the appropriate drop-down list. Each list includes the names from all active and inactive user accounts at your facility. If the name you want to assign is not in the list, you will create a New User Account for that person as described earlier in this video.

Once all changes have been made, select Assign.

The Verify Facility Information page is then displayed. Confirm that your changes were applied.

This concludes the MIRCal User Account Administrator training. Please visit the many valuable resources regarding data submission and meeting Title 22 requirements on the OSHPD website.