



MY 2022 Onpoint Performance Reporting Portal (PRP) Account Set Up



Onpoint PRP Account Set Up

Admin Access vs User Access

Primary Users will have Admin Access, Secondary Users will have User Access.

- Please see the differences between Admin access and User access in the PRP:

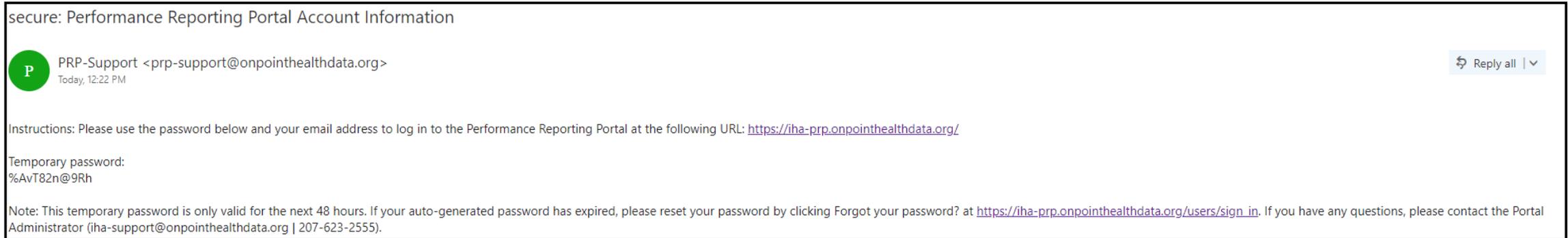
Function	Admin	User
View Measure Results	✓	✓
Review Documentation	✓	✓
Customize Dashboard View	✓	✓
Add/Edit/Deactivate Contacts from organization	✓	

- Note that the PRP contains PHI and member-level data, so **it is critical that Primary Users/Admins regularly update and manage user access for Secondary Users at their organization.**

Account Set Up for Admin Users

Setting up PRP Access for Admins/Primary Users

- Most organizations should already have an admin user assigned. However, if your organization does not have an admin user, please have your organization's admin out to amp@iha.org and complete [this form](#).
- Within 2 business days, Onpoint will send a **Welcome Email from prp-support@onpointhealthdata.org**.
- Please follow the instructions provided in the email to set up your account
 - Links provided in the Welcome Email **will expire after 48 hours**, so please pursue your account setup promptly
 - Onpoint Performance Reporting Portal Website: https://iha-prp.onpointhealthdata.org/users/sign_in

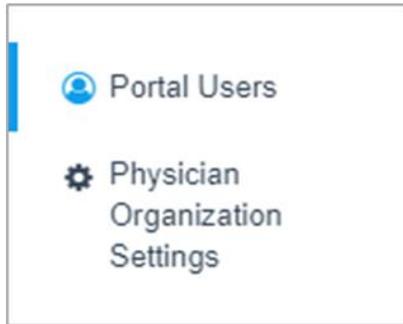


Account Set Up for Secondary Users

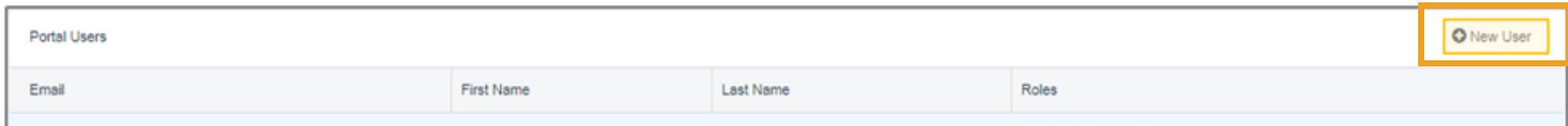
Setting up PRP access for Secondary Users

Primary Users will use Admin capabilities to add secondary users from their organization by following the steps outlined below:

Step 1: Navigate to the **Portal Users** tab on the left panel of your screen



Step 2: Click "**New User**" in the upper right corner of your screen



Setting up PRP access for Secondary Users cont.

Step 3: Populate the fields with the appropriate information

- If you want the user to have Admin capabilities (managing contact information), then select “Physician Organization Admin” under Select a Role. For all other users, select “Physician Organization User.” Note that organizations can have more than one designated Admin.
- Remember to check “Send temporary password to user via secure email” to ensure user receives automated email for PRP setup

Step 4: Click “Create User.”

- Once a secondary user has been added to the PRP by an Admin/Primary User, the User will receive the automated Welcome Email instructions on how to set up access.

Note: For users associated with more than one PO, the administrator must individually assign users to each relevant organization.

The screenshot shows a web form for creating a user. The 'Basic Information' section includes a dropdown menu for 'Select A Role' with 'Physician Organization User' selected. Below this are text input fields for 'Notes', 'Email', 'First Name', and 'Last Name'. A 'Password' field is shown with a 'view' link. A checkbox labeled 'Send temporary password to user via secure email' is checked and highlighted with an orange border. Below the checkbox is a small text block explaining that the password will be emailed securely and is valid for 48 hours. The 'Multi-Factor Authentication' section includes a text block explaining that an authentication code will be required, and a 'Phone Number' input field. A 'Create User' button is located at the bottom of the form.

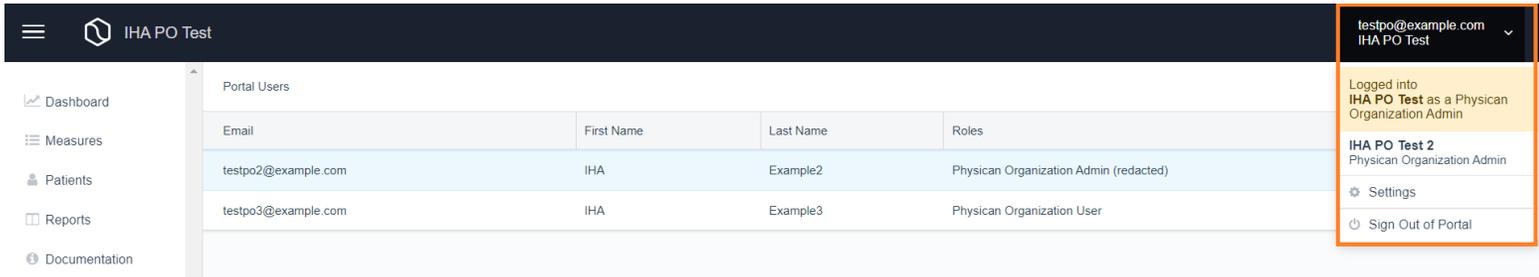
Setting up PRP access for Secondary Users cont.

Step 5: For users who manage multiple organizations, select the drop-down menu next to your name at the top right-hand corner. Then, select the organization you would like to view.

- The drop-down menu will display a list of organizations that you manage.
- The system administrator will need manage user access for each organization individually.

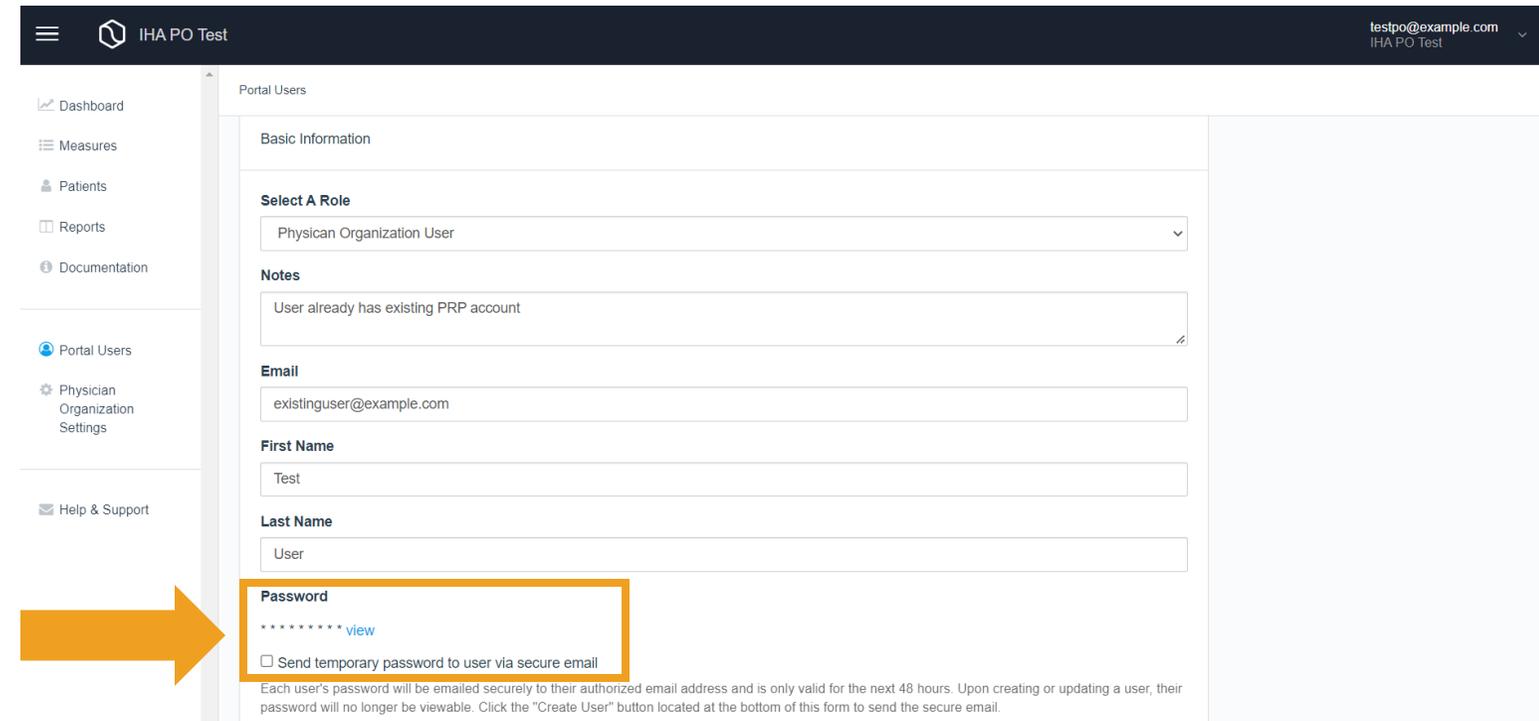
Step 6: Navigate to the "Portal Users" tab on the left panel of your screen. Then, select "New User" in the upper right corner of your screen.

- Populate the fields with the appropriate information
- Note: If the user already has access to a different organization within the PRP, please **do not** select "Send temporary password to user via secure email" or else it will reset their existing password.



The screenshot shows the IHA PO Test dashboard. On the left is a navigation menu with options: Dashboard, Measures, Patients, Reports, and Documentation. The main content area displays a table titled "Portal Users" with columns for Email, First Name, Last Name, and Roles. The table contains two entries: testpo2@example.com (IHA, Example2, Physician Organization Admin (redacted)) and testpo3@example.com (IHA, Example3, Physician Organization User). In the top right corner, a user profile dropdown menu is open, showing the user is logged in as "IHA PO Test 2" (Physician Organization Admin) and offers options for Settings and Sign Out of Portal.

Email	First Name	Last Name	Roles
testpo2@example.com	IHA	Example2	Physician Organization Admin (redacted)
testpo3@example.com	IHA	Example3	Physician Organization User

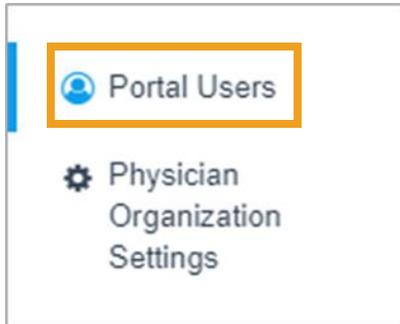


The screenshot shows the "New User" form in the IHA PO Test dashboard. The left navigation menu now includes "Portal Users" and "Physician Organization Settings". The form has sections for "Basic Information", "Select A Role" (set to "Physician Organization User"), "Notes" (containing "User already has existing PRP account"), "Email" (existinguser@example.com), "First Name" (Test), and "Last Name" (User). The "Password" field is highlighted with an orange box and contains a "view" link. Below the password field is a checkbox for "Send temporary password to user via secure email". A large orange arrow points to this checkbox. At the bottom, a note states: "Each user's password will be emailed securely to their authorized email address and is only valid for the next 48 hours. Upon creating or updating a user, their password will no longer be viewable. Click the 'Create User' button located at the bottom of this form to send the secure email."

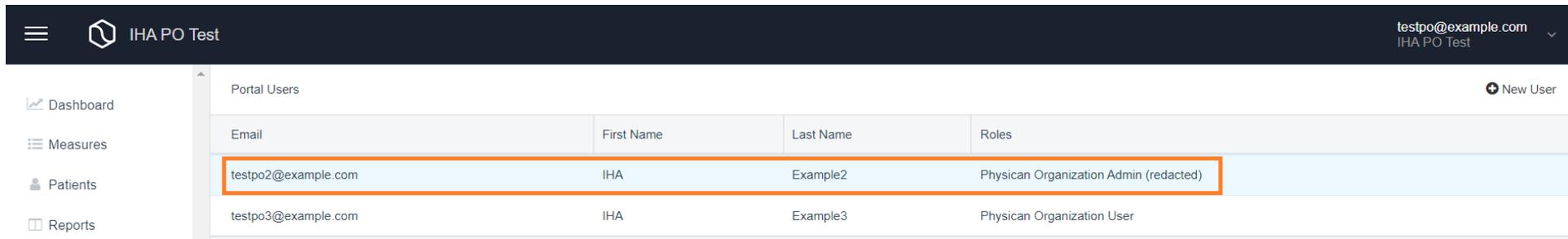
Editing user contact information in the PRP

To edit information associated with a user at your organization, follow the steps outlined below:

Step 1: Navigate to the **Portal Users** tab on the left panel of your screen



Step 2: Select an individual credentialed user from the Portal User directory.

A screenshot of a web application interface showing a table of Portal Users. The table has columns for Email, First Name, Last Name, and Roles. The first row is highlighted with an orange border. The interface includes a top navigation bar with a hamburger menu, the text 'IHA PO Test', and a user profile dropdown for 'testpo@example.com'. A left sidebar contains navigation links for Dashboard, Measures, Patients, and Reports. A '+ New User' button is located in the top right of the table area.

Email	First Name	Last Name	Roles
testpo2@example.com	IHA	Example2	Physican Organization Admin (redacted)
testpo3@example.com	IHA	Example3	Physican Organization User

Note: For users associated with more than one PO, the administrator must individually edit users to each relevant organization.

Editing user contact information in the PRP cont.

Step 3: Review the contents in the editable log-in record detailing the selected credential user's information.

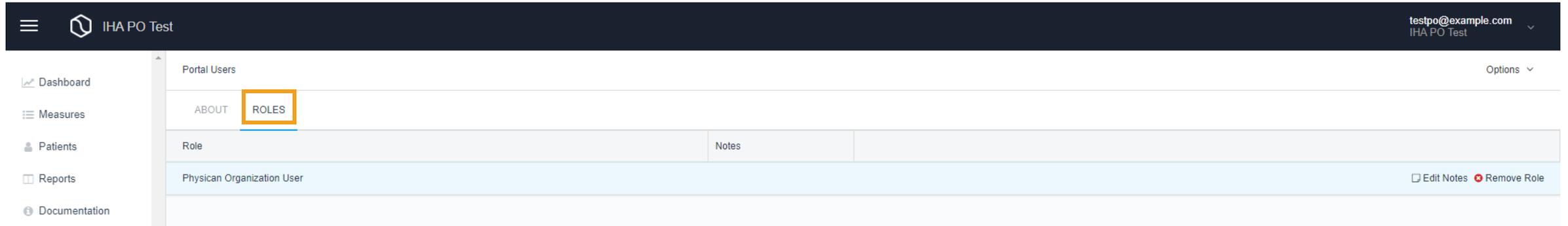
- To change contact information such as Email, Name, Cell Phone, update the information on the **About** tab for the selected user.

The screenshot shows a user profile editing interface. At the top, there are two tabs: 'ABOUT' and 'ROLES'. The 'ABOUT' tab is highlighted with an orange border. Below the tabs, the form is divided into sections. The first section is titled 'Basic Information' and contains three input fields: 'Email', 'First Name', and 'Last Name'. Below these fields is a 'Password' field with a link to 'Generate New Password'. A note below the password field states: 'Click the "Generate New Password" link above to reset the user's password.' The second section is titled 'Multi-Factor Authentication' and contains a paragraph of text: 'Upon logging in to the Performance Reporting Portal, you will be required to enter an authentication code provided via the designated Authy app, SMS message, or phone call. Each method requires the your cell phone number to be entered into the Performance Reporting Portal system.' Below this text is a partially visible label 'Phone Number'.

Editing User Information in the PRP cont.

Step 3 Continued: Review the contents in the editable log-in record detailing the selected credential user's roles.

- To update a User's role, navigate the **Roles** tab for the selected user.
- Note that you must **add** an additional role for a user before removing their previous role. Removing their previous role will remove the user's association with your organization and they will disappear from your view.

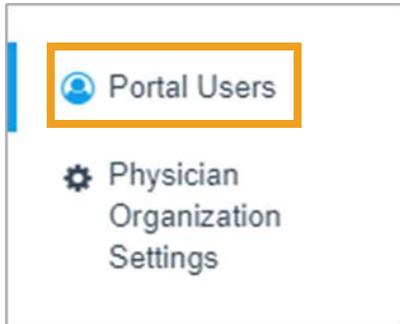


The screenshot shows the IHA PO Test user management interface. The top navigation bar includes a hamburger menu, the IHA PO Test logo, and the user's email address (testpo@example.com) and name (IHA PO Test). The left sidebar contains navigation options: Dashboard, Measures, Patients, Reports, and Documentation. The main content area is titled "Portal Users" and has an "Options" dropdown. Below this, there are two tabs: "ABOUT" and "ROLES". The "ROLES" tab is selected and highlighted with an orange border. The "ROLES" tab displays a table with columns for "Role" and "Notes". The table contains one row with the role "Physician Organization User" and an "Edit Notes" button. A "Remove Role" button is also visible at the bottom right of the table.

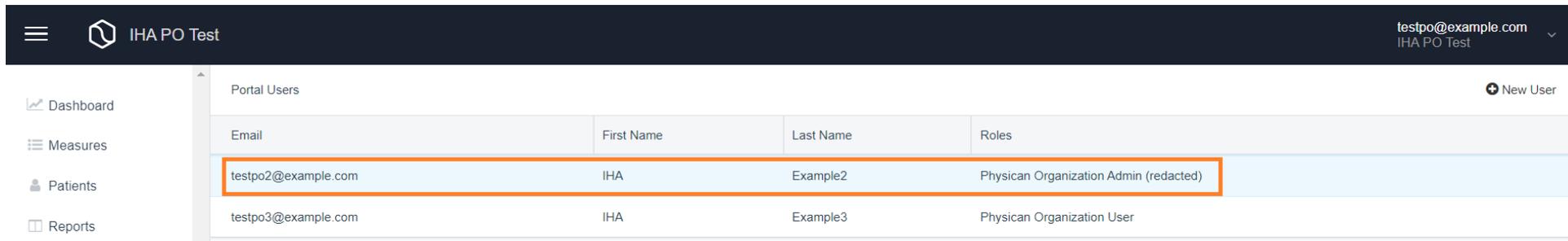
Removing users in the PRP

To remove users no longer affiliated with your organization, follow the steps outlined below:

Step 1: Navigate to the **Portal Users** tab on the left panel of your screen



Step 2: Select an individual credentialed user from the Portal User directory.

A screenshot of a web application interface showing a table of Portal Users. The table has columns for Email, First Name, Last Name, and Roles. The first row is highlighted with a light blue background and an orange border. The second row is also visible. The interface includes a top navigation bar with 'IHA PO Test' and a user profile 'testpo@example.com'. A left sidebar contains navigation links for Dashboard, Measures, Patients, and Reports. A '+ New User' button is located in the top right of the table area.

Email	First Name	Last Name	Roles
testpo2@example.com	IHA	Example2	Physican Organization Admin (redacted)
testpo3@example.com	IHA	Example3	Physican Organization User

Note: For users associated with more than one PO, the administrator must individually remove users from each relevant organization.

Removing users in the PRP cont.

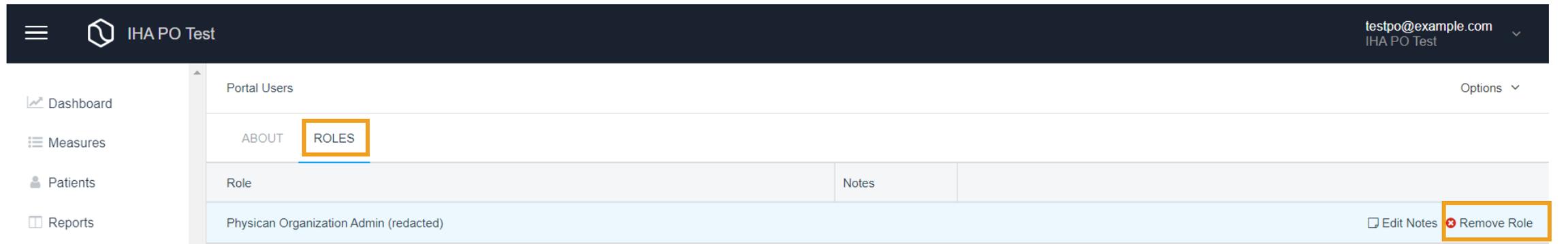
Step 3: Review the contents in the editable log-in record detailing the selected credential user's information.



The screenshot shows the 'Portal Users' management page in the IHA PO Test system. The header includes a menu icon, the system name 'IHA PO Test', and the user 'testpo@example.com'. The left sidebar contains navigation options: Dashboard, Measures, Patients, and Reports. The main content area displays a table of users with columns for Email, First Name, Last Name, and Roles. The user 'testpo2@example.com' is highlighted with an orange box.

Email	First Name	Last Name	Roles
testpo2@example.com	IHA	Example2	Physican Organization Admin (redacted)
testpo3@example.com	IHA	Example3	Physican Organization User

Step 4: Navigate the **Roles** tab for the selected user. Then, select "Remove Role"



The screenshot shows the 'Roles' tab for the user 'testpo2@example.com'. The header includes the system name 'IHA PO Test' and the user 'testpo@example.com'. The left sidebar contains navigation options: Dashboard, Measures, Patients, and Reports. The main content area displays the 'Roles' tab for the user, with a table showing the role 'Physican Organization Admin (redacted)'. The 'Remove Role' button is highlighted with an orange box.

Role	Notes
Physican Organization Admin (redacted)	

Note: For users associated with more than one PO, the administrator must individually remove users from each relevant organization.