NETSS Edit Checks Dashboard Help Document

Intended use

The NETSS Edit Checks dashboard for STDs and Congenital Syphilis (CS) is an interactive, secure, web-accessible platform for jurisdictions that send STD/CS case notification data via NETSS[1] to view flagged data validity issues in case notification data (hereafter referred to as "edit checks"). Jurisdictions can use the dashboard to:

- Generate a summary of the types and frequencies of edit checks to see the magnitude of issues, and prioritize edit checks for review and potential revision; and
- Review and download edit checks in line-list file format.

Starting MMWR Year 2023, this dashboard will replace the STD Data Edit Check reports, which historically were sent to STD PCHD recipients quarterly and at the approach of the NNDSS annual closeout deadline. Jurisdictions that send STD/CS case notification data via NETSS will be responsible for regularly checking the dashboard in advance of the closeout deadline.

Questions related to dashboard technical issues (e.g. questionable displays with the dashboard, dashboard access issues), as well as feedback on dashboard design and features, should be sent to dstdp_dashboards@cdc.gov. Questions related to data errors (e.g. records flagged for edit checks when they are not warranted) should be sent to the STD Inquiry mailbox (std_surv_inquiry@cdc.gov).

Accessing the dashboard

You can access the dashboard at this link:https://app.powerbigov.us/links/cel7UR7ZkD?ctid=6fcbbe36-3b86-450c-9c5e-1a17a5cd4988&pbi_source=linkShare. Please log-in using your SAMS account ID (e.g. *****@cdcpartners.gov). If you have any questions about your SAMS account ID, please contact dstdp_dashboards@cdc.gov. The dashboard may time-out after approximately 2 hours of inactivity.

## Using the dashboard

Dashboard layout

The dashboard has two pages: the Summary page and the Detail page (see the next section, "Comparing the dashboard pages" for page-specific details). Each page has a customized user interface with a page selection menu, column filters, and an interactive table that allows users to sort, filter, and export tables to review edit checks and make revisions if needed. The table on the Summary page will display the types and frequencies of edit checks and the Detail page will display line-listed edit checks.

By default, the dashboard opens on the Summary page (Figure 1). The tables on each page will automatically populate but only show data specific to users' own jurisdiction. Data displayed are based on state-based permissions (e.g. Florida's state and local health department staff will only see Florida data), and are limited to the MMWR Years that have not yet been closed out.

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[1] This dashboard does not include edit checks for jurisdictions that send STD/CS case notification data via MMG or REDCap.

The banner at the top of the page will note when the Power BI dashboard data were last refreshed (e.g. "Data updated 8/25/23"). Note: this date differs from when the data were actually updated at CDC. Users should refer to the variable "CDC Date" in the Detail tab to see when data were actually updated. See "Table variable comparison" for more information on "CDC Date."

Figure 1. Dashboard Layout (Summary Page)
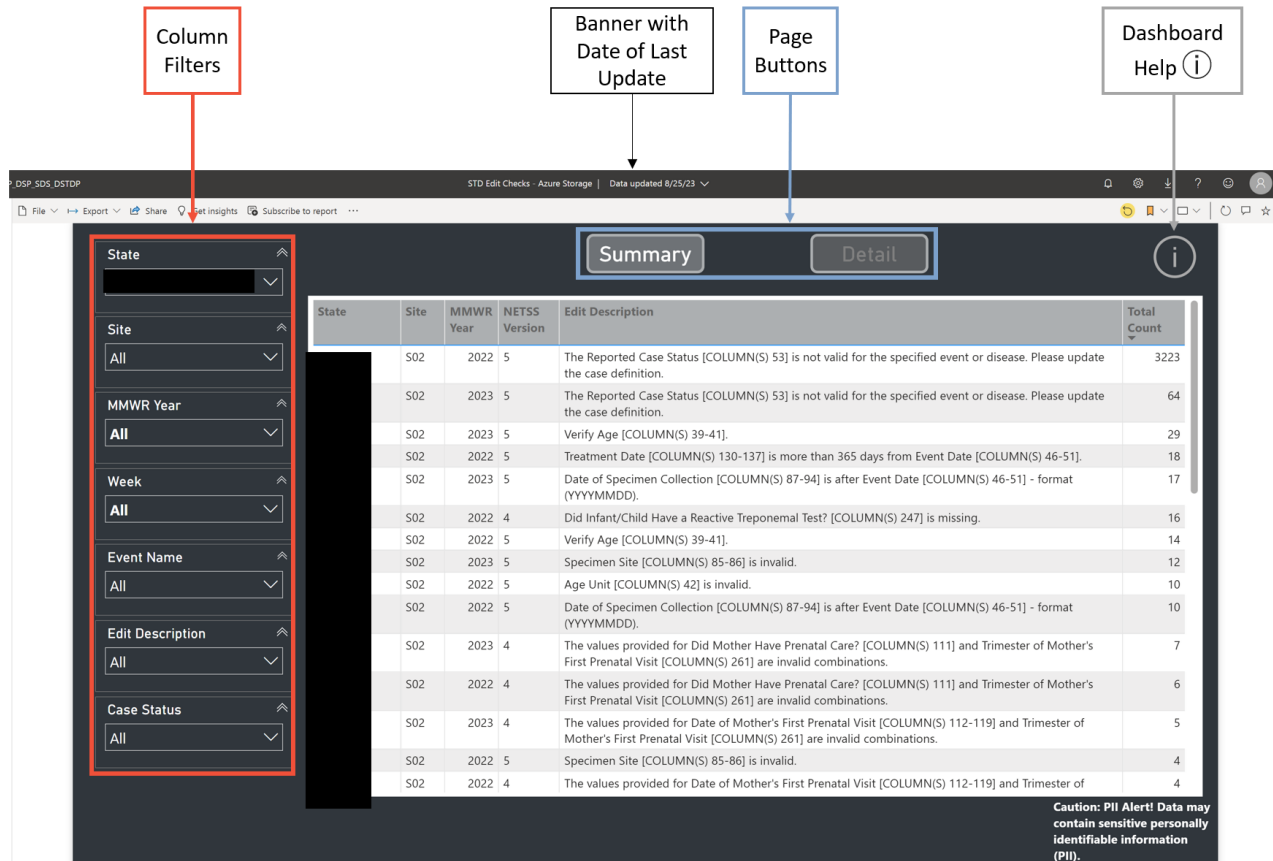
Filtering and searching data

The filters on the left of each page can be used to limit the displayed row(s) to those matching the criteria specified in the filters. Clicking the downward pointing arrow (at the top right-hand corner of the selected filter) and then clicking the dropdown menu will display all the values within the associated variable that users can use to filter the table (Figure 2a). Note: the dropdown menu values are driven by the edit checks requiring jurisdictions' review; if a value is not displayed in the dropdown menu for a given filter, then there are no edit checks related to the value. Clicking the upward pointing arrow (at the top right-hand corner of the selected filter) will close the variable's value selection menu and display the selected value(s). To remove the column's previously set filter conditions, or to select all values for a variable, click the eraser icon to the left of the downward pointing arrow (Figure 2b). By default, filter selections carry over across the dashboard pages (e.g. if the Event Name, "Congenital Syphilis", is selected on the Summary page, it will also be selected on the Detail page).

Users can search within a filter by clicking the downward pointing arrow at the top right-hand corner of the selected filter, clicking the dropdown menu (Figure 2a), and typing keywords or numbers in the search bar that appears at the top of the value selection list (Figure 2c).

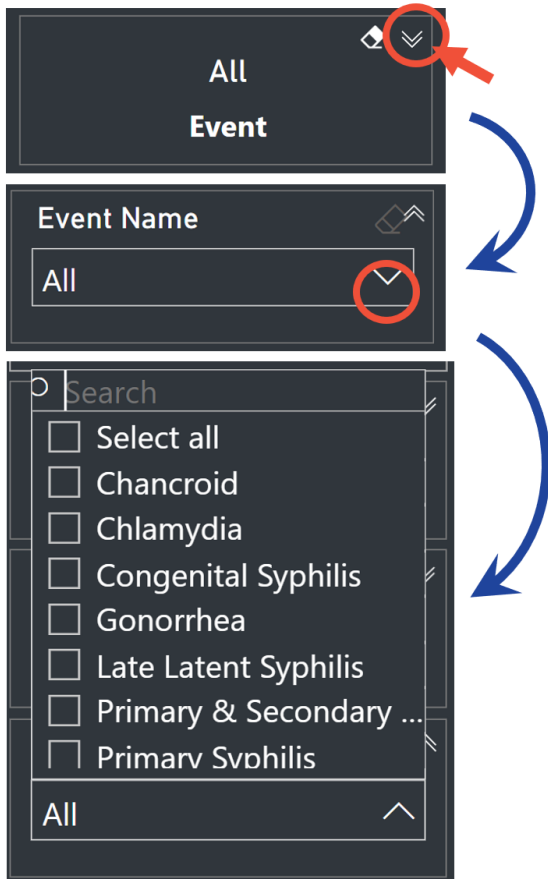*Figure 2a. Click the downward pointing arrow to access the dropdown menu to filter the table*

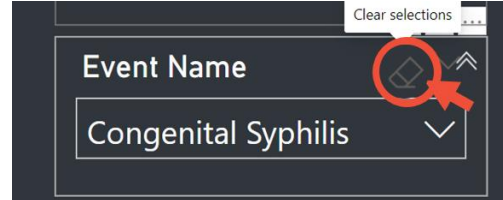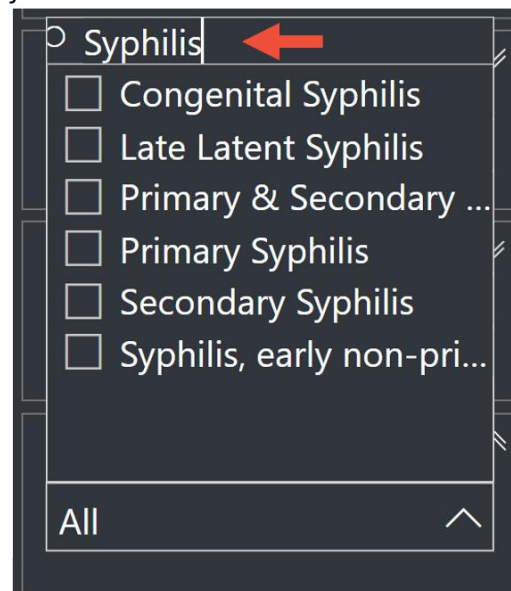*Figure 2b. Click the eraser icon (circled) to remove the selected filter or select all values for a variable*

Figure 2c. Type in the search bar to search within a filter

Sorting data

Users can sort the rows of each table by clicking on the column that they wish to sort by. When first clicking a column name, all rows will be sorted alphabetically or numerically in ascending order (indicated by the upward pointing arrow) based on the variable in the clicked column. Click the column name once more to sort in descending order (indicated by the downward pointing arrow). See Figure 3.

By default, the table on the Detail Page is sorted by the Edit (row) Number, which is ordered by MMWR Year, Site, Expanded Case ID, and Event Date.

Figure 3. Click the column header to sort in ascending (upward pointing arrow) or descending (downward pointing arrow) order

Summary | Detail | (i)

Description	NETSS Version	Case Status Code	Case Status	Event Code	Event Name	Event Date	CDC Date	Edit Number
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2022-01-07	2022-01-10	2
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2022-01-07	2022-01-10	8
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2022-01-07	2022-01-10	9
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2022-01-07	2022-01-19	1
...ment Date [COLUMN(S) 130-137] (2021-01-01) is	5		1	STD - Confirmed	10274	Chlamydia	2022-01-03	2022-01-31	6
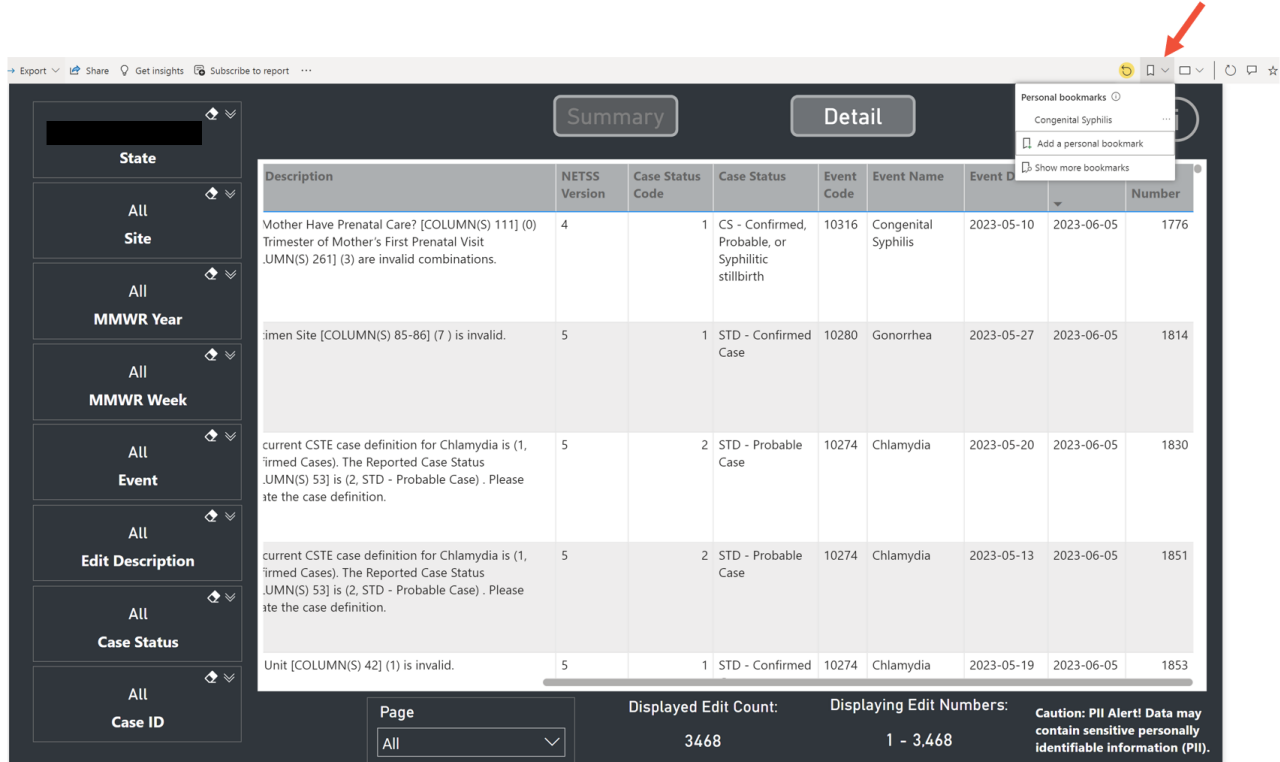
State — All / Site — All / MMWR Year — All / MMWR Week — All / Event — All / Edit Description — All / Case Status — All / Case ID

Page: All | Displayed Edit Count: 3468 | Displaying Edit Numbers: 1 - 3,468 | **Caution: PII Alert! Data may contain sensitive personally identifiable information (PII).**

Summary | Detail | (i)

Description	NETSS Version	Case Status Code	Case Status	Event Code	Event Name	Event Date	CDC Date	Edit Number
Mother Have Prenatal Care? [COLUMN(S) 111] (0) Trimester of Mother's First Prenatal Visit ...UMN(S) 261] (3) are invalid combinations.	4		1	CS - Confirmed, Probable, or Syphilitic stillbirth	10316	Congenital Syphilis	2023-05-10	2023-06-05	1776
...imen Site [COLUMN(S) 85-86] (7) is invalid.	5		1	STD - Confirmed Case	10280	Gonorrhea	2023-05-27	2023-06-05	1814
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2023-05-20	2023-06-05	1830
current CSTE case definition for Chlamydia is (1, ...firmed Cases). The Reported Case Status ...UMN(S) 53] is (2, STD - Probable Case) . Please ...ate the case definition.	5		2	STD - Probable Case	10274	Chlamydia	2023-05-13	2023-06-05	1851
Unit [COLUMN(S) 42] (1) is invalid.	5		1	STD - Confirmed Case	10274	Chlamydia	2023-05-19	2023-06-05	1853

State — All / Site — All / MMWR Year — All / MMWR Week — All / Event — All / Edit Description — All / Case Status — All / Case ID

Page: All | Displayed Edit Count: 3468 | Displaying Edit Numbers: 1 - 3,468 | **Caution: PII Alert! Data may contain sensitive personally identifiable information (PII).**

Adding personal bookmarks

In some cases (e.g. city jurisdictions associated with a specific Site), users may benefit from using the personal bookmark functionality, which will save the current filter conditions and sort order for an individual user so that they can easily return to the dashboard with the exact parameters pre-set.

To add a bookmark, ensure all the desired filter and sort criteria are applied. Then click the "Bookmarks" (downward pointing arrow above the dashboard Help document ⓘ icon) menu, and select "Add a personal bookmark" (Figure 4). It's recommended you give the bookmark a name and select Save. To update, rename, or delete your bookmark, select the ellipses next to the bookmark's name. Note: there are limitations to personal bookmarks. If major changes are made to the dashboard, your personal bookmark may need to be updated to work properly.

Figure 4. Click the Bookmark icon and select "Add a personal bookmark" to save specific filter and sort criteria that you can easily return to. In this figure, a bookmark already exists for "Congenital Syphilis".

Comparing the dashboard pages

Summary Page

This page displays a table summarizing the types and frequencies of edit checks by MMWR Year and the recorded NETSS implementation plan version, enabling users to see the magnitude of issues and prioritize edit checks for review and potential revision (Figure 5). In contrast to the Detail page, which displays line-listed edit checks, the Summary page can indicate recurring errors in the transmission of certain fields as well as invalid values for variables that may have resulted from typographical errors.

Figure 5. Snapshot of the Summary Page

Detail Page

This page displays line-listed edit checks for a jurisdiction (Figure 6), which can be filtered within the dashboard and/or downloaded in Excel file format as needed. Users may use the built-in tools for sorting, filtering, and exporting/downloading the data to review and potentially revise the case notification data as needed.

Important: If you need to export a table with more than 150,000 rows of edit checks, please note you can only export a maximum of 150,000 rows at a time. See the next section, "Downloading data" for additional details.

Figure 6. Snapshot of the Detail Page

The following table compares the overall variables and filters included in the tables on the Summary and Detail pages and includes a description of each variable.

Table variable comparison

Column Name	Description	Summary	Detail
State	State notifying CDC of case information and jurisdiction of case.	✓	✓
Site	Location code assigned by the state to indicate where case notification originated and who has responsibility for maintaining the record.	✓	✓
MMWR Year	Epidemiological year in which case notification to the CDC occurred.	✓	✓
MMWR Week	Week of the epidemiological year in which case notification to the CDC occurred.	Filter	✓
Edit Description	Description of the edit check associated with the case notification data.	✓	✓
Event Name	STD or associated syndrome (health event) for which the case patient has been diagnosed.	Filter	✓
Event Code	Code for the STD or associated syndrome (health event) for which the case patient has been diagnosed.	✗	Variable
Event Date	Date of disease in YYYY-MM-DD format	✗	Variable
CDC Date	Most recent date the message was received and processed by the CDC	✗	Variable
Case Status	Case classification status corresponding to the Council of State and Territorial Epidemiologists (CSTE) surveillance case definitions.	Filter	✓
Case Status Code	Code corresponding to the case classification status.	✗	Variable
NETSS Version	NETSS Implementation Plan Version specified for the case notification.	Variable	Variable
Edit Number	Row number assigned to case notification edit checks on the basis of Site, Expanded Case ID, and Event Date.	✗	Variable
Case ID (Expanded)	Unique expanded Case ID assigned by the state.	✗	✓
Page Number	Page assigned to each edit check on the basis of its edit (row) number where each page consists of 150,000 rows.	✗	Filter
Total Count	Total number of times an edit check has appeared in all case notification records in the MMWR year for the current Site and NETSS implementation plan version.	Variable	✗

Downloading data

Data tables in either the Summary or Detail page may be downloaded in Excel file format. Before downloading data from the Detail page, please take note of whether the displayed edit count exceeds 150,000 rows of edit checks (the maximum number of rows that can be exported at a time). If the number exceeds 150,000, users will need to export the data in batches (of 150,000 rows), using the Page Number menu to navigate between separate batches.

To export the data table, follow the below instructions (Figure 7). Do NOT navigate to the "File" menu ("File" > "Download this File") or to "Export" at the top of the dashboard; neither option will work.

1) Hover over the top-right corner of the table and click the "More options" menu indicated by the ellipsis symbol (…).
2) Select "Export Data".
3) Select the option, "Data with current layout", and click "Export".
   a. Note: The file will automatically download to your browser's default download folder with the filename 'data' in Excel (.xlsx) format with a 150,000-row maximum. It is recommended to rename and move the file to your default work folder so you can easily review and append files containing over 150,000 rows if necessary.

Figure 7. Navigate to the "More options" menu and select "Export data" to download the data. Be sure to select "Data with current layout".

Data considerations

This dashboard, which is updated weekly, shows edit checks for case notifications that have been identified by CDC as needing review and potential revision. Only unaddressed edit checks from the currently open MMWR years and for a user's own jurisdiction will be displayed. As soon as edit checks for affected records are addressed and case notification data are resubmitted to the CDC, and the dashboard updates, the edit checks should no longer appear in the dashboard.

Questions related to dashboard technical issues (e.g. questionable displays with the dashboard, information gaps in the Help document, dashboard access issues) should be sent to dstdp_dashboards@cdc.gov. Questions related to data errors (e.g. records flagged for edit checks when they are not warranted) should be sent to the STD Inquiry mailbox (std_surv_inquiry@cdc.gov).