

User Guide for the Managing UAU Data Collection Site

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Frequently Asked Questions

- If a practice has submitted new or revised data, how do I upload it?
 - Please see section ["Updating Data Files"](#). Upload the new or revised data using the corresponding data instrument template. For example, if a practice updated their Intervention Tracker data, use the Intervention Tracker template to update the data. Simply use the Intervention Tracker template and populate it with the new data provided by the practice and re-upload the template to the NORC system. This will overwrite any previous data associated with that practice's ID number for that instrument. As always, please confirm that the correct data were uploaded by downloading the "Download Results" file and checking for "bad data"; please also confirm the "Date Uploaded" date is correct.
- If there is a need to update data, how do I confirm when it was last successfully uploaded?
 - Navigate to the Data Collection page, select the appropriate template, and confirm the timestamp under the practice ID.
- If a new practice has submitted data for a data template that I have already uploaded, how do I upload the new data?
 - Please see section ["Uploading Data"](#). Upload the new practice's data by first uploading the Practice Survey-Baseline ONLY template; this will generate that practice's ID in the NORC system. You may then proceed with uploading all other data instruments for that practice using the same data upload steps noted in the Uploading Data section. As always, please confirm that the correct data were uploaded by downloading the "Download Results" file and checking for "bad data."
- A practice has decided to drop out of the initiative. How do I delete that practice's data in the NORC system?
 - Please email NORC at UAUTeam@norc.org with your grantee name, the practice's ID number, and any information that you can provide about what data has been uploaded for that practice. NORC will delete the practice data from our system.
- How do I reset my password?
 - Use the ["Forgot Password"](#) link on the home page.
- How do new grantee team members gain access to NORC's Data Collection site?
 - Please email NORC at UAUTeam@norc.org with the name and email address of any new team members that will assist with data upload. NORC will send that user an email to register and access the Data Collection website.
- I am having trouble using the Data Collection site and/or I am getting error messages. Where do I get help?
 - Please email NORC at UAUTeam@norc.org with a detailed message about the difficulties you are experiencing or the error messages you are receiving. As possible, please provide screenshots to illustrate the challenges that you are experiencing. A NORC team member will respond to assist you and may request to schedule a meeting, as needed.

Accessing the UAU Project Data Site

Step 1:

Please email UAUTeam@norc.org with a list of team members who will be uploading data to the data portal. Please include their email address and contact information.

Step 2:

NORC will create each user's account. Staff granted access will receive an email invitation with a link to the data collection site. The email will look like this:

Dear

Liberty's Project Administrator has given you access to the Liberty system at <https://uau.norc.org>.
Your login information for the Liberty system is the following:
User Email:
Password:

If you experience issues logging in with these credentials, please contact the Liberty team by emailing liberty@norc.org or the UAU Team at UAUTeam@norc.org.

Best Regards,
Liberty Team



IMPORTANT NOTE: SIGN UP EMAIL

The subject line of the email will be: *Data Collection Site Access – AHRQ UAU*.

Please check your spam folder if you do not see this email in your inbox. If you still do not receive the email, please reach out to the UAU Team at UAUTeam@norc.org.

Step 3:

After clicking the link, you will be routed to the data collection site home page (see below).

Sign in with your email and temporary password. You may change this password after logging in for the first time.

Liberty

This computer system is for official NORC use only. Unauthorized use is prohibited. NORC routinely monitors the use of our computers and may record the results of our monitoring for legal or disciplinary action. By accessing this system, you agree to these terms. If you are not authorized to use this system, exit immediately.

NORC operates and manages Information Systems and Data for the U.S. Government and other agencies. Unauthorized use of these systems or unauthorized access to data in which you have not been granted explicit authority to utilize is a violation of Federal law and subject to criminal and civil penalties including fines and imprisonment (Public Law 99-474). Use of these systems indicates consent to monitoring and recording.

Login

Email*

Password*

Log In

[Forgot your password?](#)

How to reset your password

If you forget your password, reset it using the email address to which your registration email was sent.

Liberty [Login](#)

Forgot Password

Email

Reset

[Login](#)

Enter your email and click “Reset.” A notification will appear at the top that says, “We’ve sent you a new password.”

We’ve sent you a new password

Email

Reset

[Login](#)

You will receive an email with the information below:



liberty@norc.org <liberty@norc.org>

to me ▾

Dear Test User

Your password for the Liberty system has been reset to the following:

User Email:

Password:

If you did not reset your password, please contact the Liberty team by emailing liberty@norc.org.

Best Regards,
Liberty Team

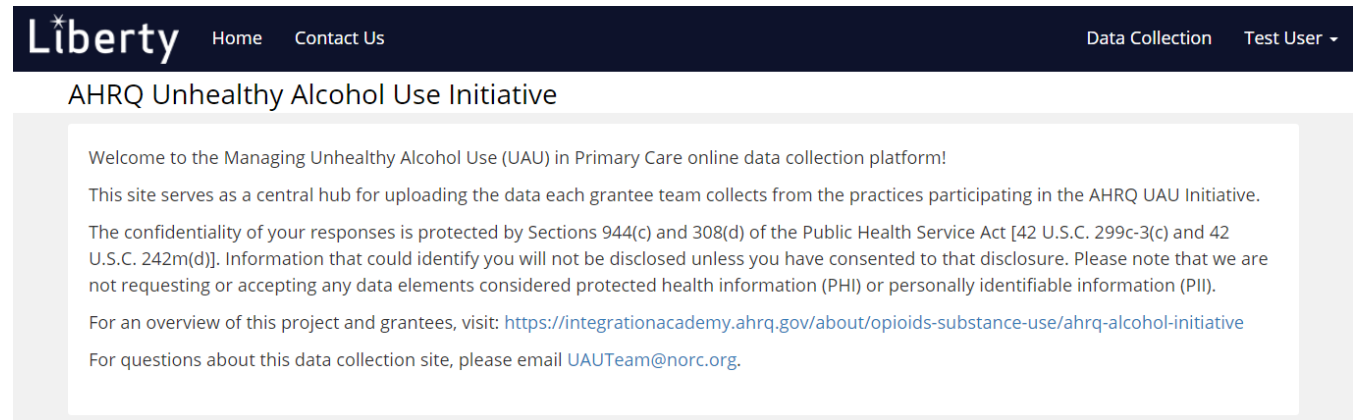
Sign back in (Step 3) using the email and password provided.

Step 4:

Click "Login."

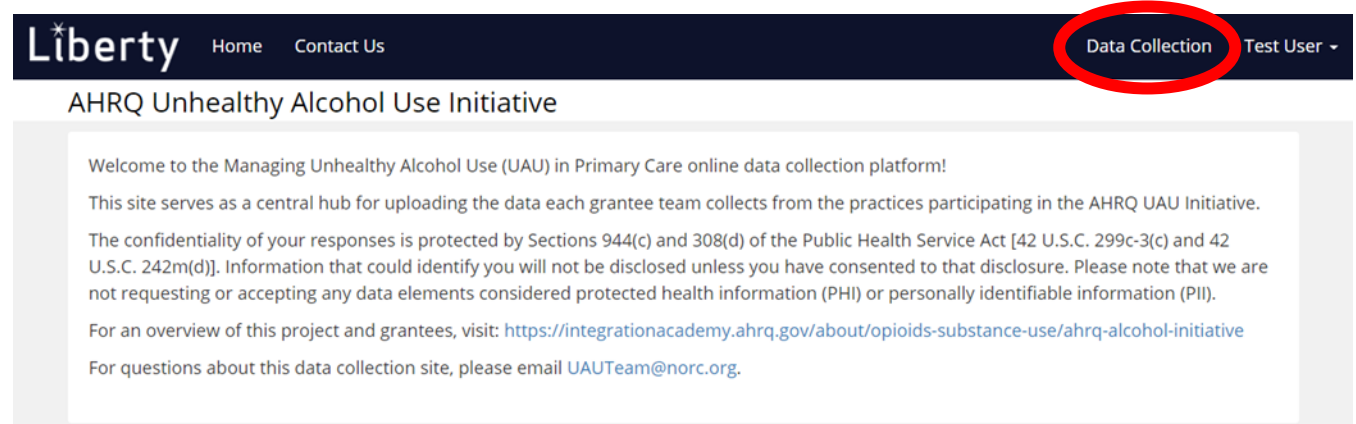
You should now be logged into the site homepage.

Here is what the homepage will look like:



Step 5:

After logging into the site, from the homepage click on the "Data Collection" link to access data upload templates, upload data spreadsheets, or to review data you have previously uploaded.

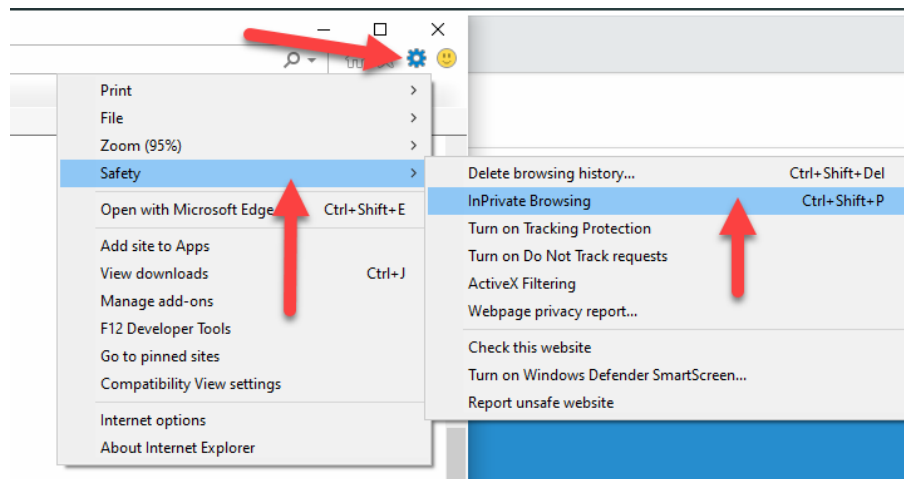


Troubleshooting

- If you have not received your email, please check your spam folder.
- If you are using your email to log in to the site, please be sure it is the same email that the UAU team uses to communicate with you (i.e., the same email where you received your access instructions).
- If you are unable to log in to the site, try clearing your browser history and cache before clicking the link from the invitation email again. To do this, go to the settings page for your browser and select the option to clear browsing data/cache/cookies. You can also try to login using an 'incognito window' in Chrome. Below are instructions on how to use a private/incognito browser window Internet Explorer (IE), Chrome, and Edge.

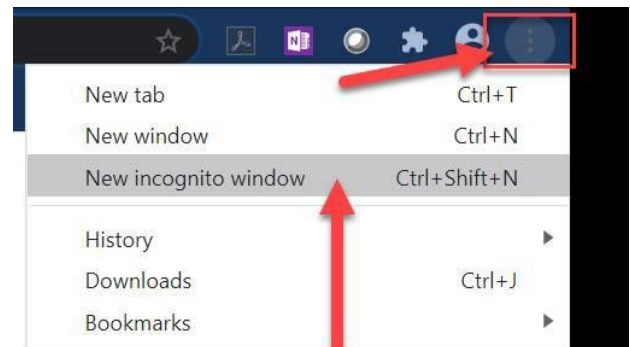
Internet Explorer (IE)

- Click the Gear icon in the upper right-hand corner
- Click "Safety"
- Click "InPrivate Browsing"
- Click the link in your invitation email
- You may have to re-login to your UAU account.



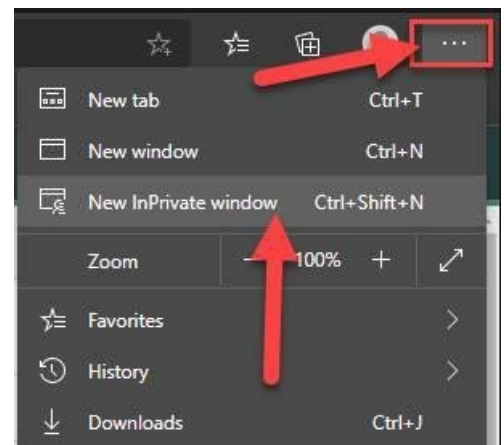
Chrome

- Click the vertical ellipses \vdots in the upper right-hand corner
- Click "New incognito window"
- Click the link in your invitation email
- You may have to re-login to your UAU account.



Edge

- Click the horizontal ellipses in the upper right-hand corner
- Click "New InPrivate window"
- Click the link in your invitation email
- You may have to re-login to your UAU account.

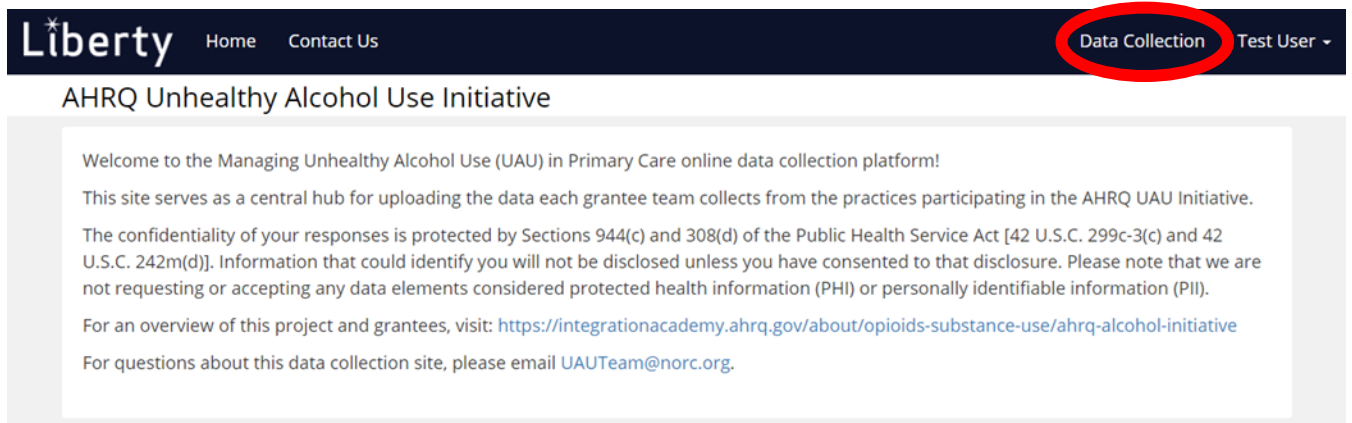


Downloading Data Collection Templates

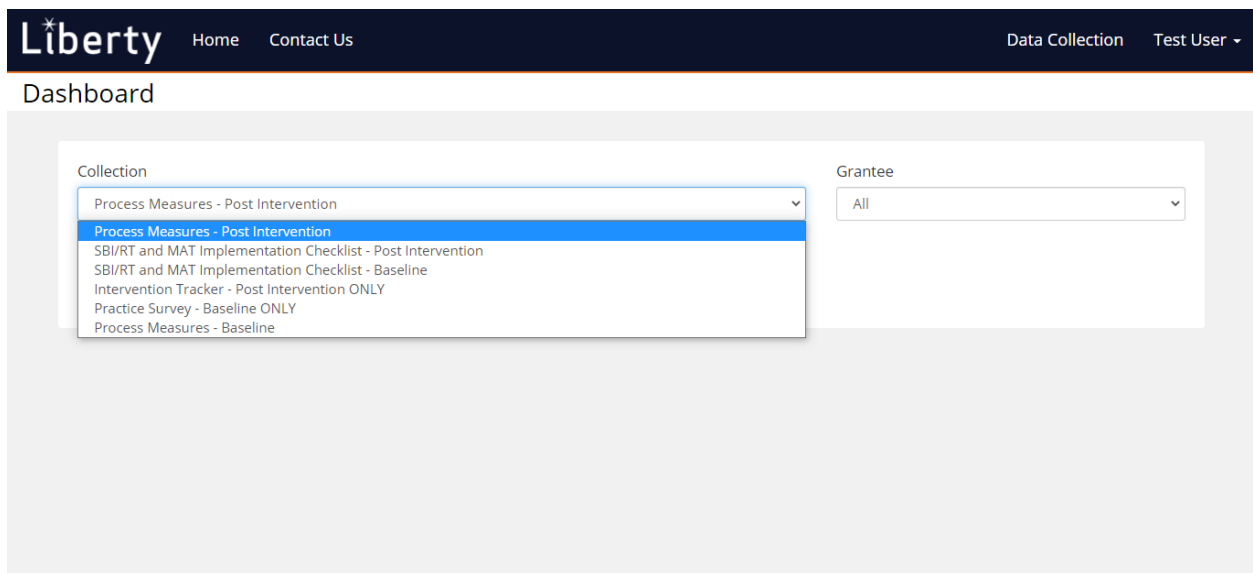
Prior to uploading data, you will first want to become familiar with the data templates for each of the four data collection instruments. After downloading the data templates, you can then populate them with your practice data for easy upload to the NORC site.

Step 1:

From the initial login page, click on “Data Collection”, which will take you to the Dashboard page.

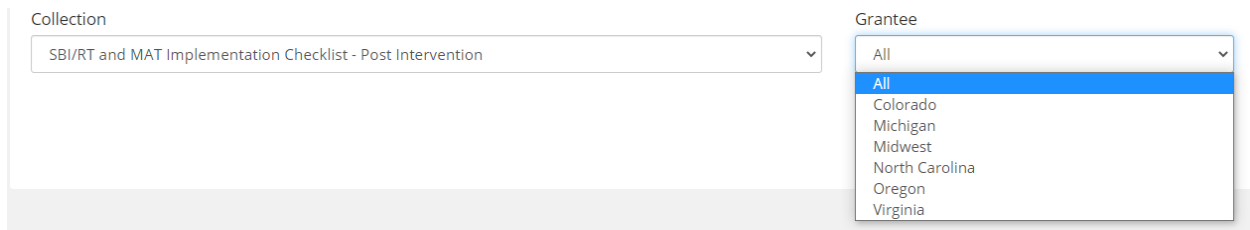


Once you have reached the dashboard page, you will see a “Collection” dropdown menu. From here, select the data collection template for which you are trying to upload data.



Step 2:

Select your team's name from the Grantee dropdown menu. Grantees will only have access to their own team's data.



The screenshot shows a form with two dropdown menus. The 'Collection' dropdown is set to 'SBI/RT and MAT Implementation Checklist - Post Intervention'. The 'Grantee' dropdown is open, showing a list of options: 'All', 'Colorado', 'Michigan', 'Midwest', 'North Carolina', 'Oregon', and 'Virginia'. The 'All' option is currently selected and highlighted in blue.

Step 3:

Next, click the orange "Upload Data" button.



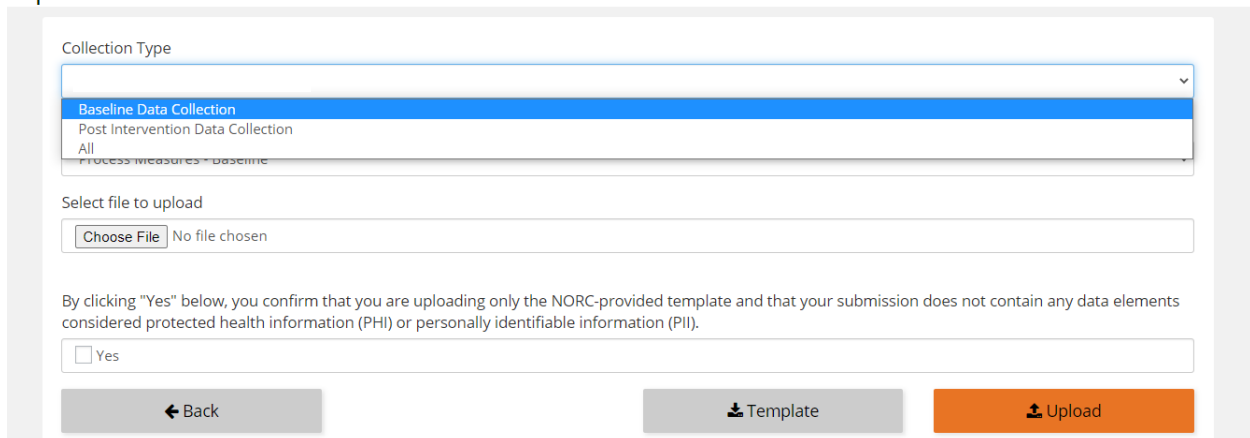
The screenshot shows the same form as in Step 2, but now the 'Grantee' dropdown is set to 'Colorado'. The 'Collection' dropdown is set to 'Practice Survey - Baseline'. An orange button labeled 'Upload Data' with a small downward arrow is circled in red.

Step 4:

Once you reach the "Upload Data" page, use the "Collection Type" dropdown to select the list of data collection templates from the menu:

- Baseline Data Collection: data collected for practices at baseline, such as the Practice Survey – Baseline ONLY, the Process Measures - Baseline, and the SBI/RT and MAT Implementation Checklist - Baseline.
- Post intervention Data Collection: data collected for practices post intervention, such as the Intervention Tracker – Post Intervention ONLY, the Process Measures – Post Intervention, and the SBI/RT and MAT Implementation Checklist – Post Intervention.
- All: a full list of all data upload templates.

Upload Data



The screenshot shows the 'Upload Data' page. At the top, there is a 'Collection Type' dropdown menu with a list of options: 'Baseline Data Collection', 'Post Intervention Data Collection', 'All', and 'Process Measures - Baseline'. Below this is a 'Select file to upload' section with a 'Choose File' button and the text 'No file chosen'. Further down, there is a confirmation statement: 'By clicking "Yes" below, you confirm that you are uploading only the NORC-provided template and that your submission does not contain any data elements considered protected health information (PHI) or personally identifiable information (PII)'. Below this statement is a checkbox labeled 'Yes'. At the bottom of the page, there are three buttons: a grey 'Back' button with a left arrow, a grey 'Template' button with a download icon, and an orange 'Upload' button with a download icon.

For this example, we selected the “Baseline” template and opted to download the “Practice Survey–Baseline ONLY” template. You must click the “Yes” button to confirm that your submission will not contain any data elements considered protected health information (PHI) or personally identifiable information (PII).



Once you select the data collection template from the dropdown menus and click the “Yes” checkbox about PHI and PII, click the gray “Template” button to download the Excel template to your computer. The download should start shortly.

This is what the “Practice Survey” template looks like once downloaded.



IMPORTANT NOTE: TEMPLATES

Because each of the Excel templates include validation checks and guidance on coding, it is important that users download these templates for each instrument and use them for uploading all data. If the templates are not used, the system will not match responses to their corresponding columns, and data will not be validated. Once you have downloaded a template, the practice data can be copied and pasted into the template and then uploaded.

Uploading Data

Once you download the data collection instrument templates and populate them with your practices' data, you are ready to upload the data to NORC's site.



IMPORTANT NOTE: ORDER OF UPLOAD

When uploading data for the first time, the "Practice Survey—Baseline ONLY" template must be uploaded first before any other templates are uploaded.¹ Uploading this template first ensures that the system has the proper practice IDs assigned to each of your grantee profiles.

Step 1:

To upload data, first navigate to the "Upload Data" page using the same steps we followed above. From the "Data Collection Dashboard" page, select the instrument for which you will be uploading data. Select your team's name from the grantee list, and then click the orange "Upload Data" button.

Dashboard

Collection: Practice Survey - Baseline ONLY

Grantee: Test Colorado

Upload Data

Step 2:

From the Upload Data page, select whether you would like to upload baseline or post intervention data from the "Collection Type" dropdown menu. For this example, we will upload baseline data.

Upload Data

Collection Type

Baseline Data Collection

Baseline Data Collection

Post Intervention Data Collection

All

Process Measures - Baseline

Select file to upload

Choose File No file chosen

By clicking "Yes" below, you confirm that you are uploading only the NORC-provided template and that your submission does not contain any data elements considered protected health information (PHI) or personally identifiable information (PII).

☐ Yes

Back Template Upload

Step 3:

¹ This is a critical step, as the upload of the Practice Survey is what generates the practice IDs associated with each grantee in the system. If you upload other instruments first, the system will not recognize the practice IDs and will treat the associated data as "bad data" and will not upload it to the system.

Next, select the baseline data instrument you would like to upload. For this example, we will upload “Practice Survey—Baseline ONLY” data.

Upload Data

Collection Type
Baseline Data Collection

Select Instrument
Practice Survey - Baseline ONLY

Select file to upload
Choose File No file chosen

By clicking “Yes” below, you confirm that you are uploading only the NORC-provided template and that your submission does not contain any data elements considered protected health information (PHI) or personally identifiable information (PII).

Yes

Back Template Upload

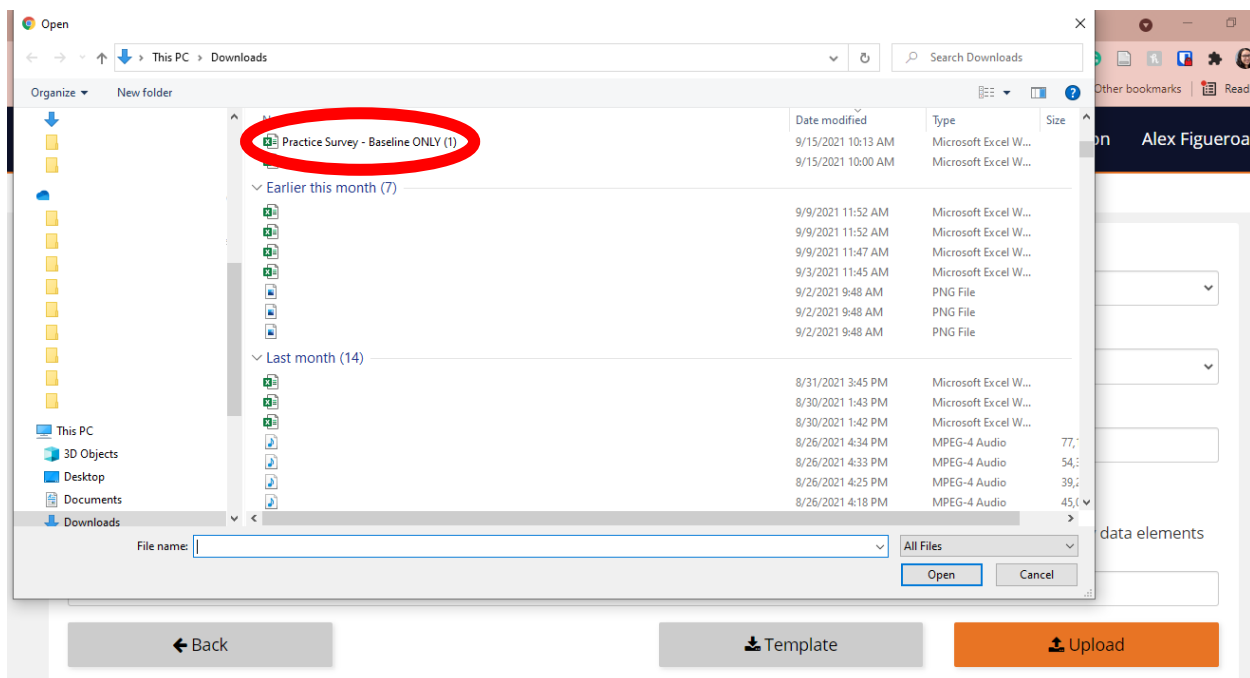
Step 4:

Next, in the “Select file to upload” section, select the “Practice Survey-Baseline ONLY” template that you populated with your practices’ data and saved to your computer. Select “Choose File” and navigate to where the file is saved on your computer.



IMPORTANT NOTE: FILE FORMATS

The selected file should be in the same format as the Excel template on NORC’s site. We also recommend saving data instrument templates with the date in the title so that if you have to re-upload the file in the future with updated data, you know which file is the most recent. Because each of the Excel templates include validation checks and guidance on coding, it is important that users download these templates for each instrument and use them for uploading all data. If the templates are not used, the system will not match responses to their corresponding columns and data will not be validated. Once you have downloaded a template, the data can be copied and pasted into the template and uploaded.



Step 5:

Click the “Yes” checkbox to confirm that your submission does not contain any data elements considered PHI or PII. Then click the orange “Upload” button to upload your “Practice Survey–Baseline ONLY” data file.

Upload Data

Collection Type
Baseline Data Collection

Select Instrument
Practice Survey - Baseline ONLY

Select file to upload
Choose File Practice Survey - Baseline ONLY (1).xlsx

By clicking “Yes” below, you confirm that you are uploading only the NORC-provided template and that your submission does not contain any data elements considered protected health information (PHI) or personally identifiable information (PII).

☒ Yes

Back Template **Upload**

Step 6:

You will receive a notification that your data file has successfully uploaded to the site. However, this does not ensure that all of your practices’ data were successfully uploaded.



IMPORTANT NOTE: CONFIRMING DATA

To ensure that all practice data was successfully uploaded, you must click on “Download Results” to review your data upload.

Collection Type
Baseline Data Collection

Select Instrument
Practice Survey - Baseline ONLY

Select file to upload
Choose File No file chosen

By clicking "Yes" below, you confirm that you are uploading only the NORC-provided template and that your submission does not contain any data elements considered protected health information (PHI) or personally identifiable information (PII).

☒ Yes

Back Template Upload

Successfully processed upload and loaded Practice Survey - Baseline ONLY data.
You can download the results from below link.
[Download Results](#)

Step 7:

After clicking on "Download Results," an Excel template will download to your computer. Open the document - all practice data that was successfully uploaded will show up in the "Processed Data" tab. Practice data that were not uploaded successfully will be in the "Bad Data" tab; error messages such as "Duplicate practice IDs" will show up at the top of the page in the "Bad Data" tab to let you know why the data could not be uploaded. Bad data can include numbers out of range, duplicate practice IDs, or invalid state abbreviations.



IMPORTANT NOTE: CONFIRMING DATA

Please confirm that all of your practice data are in the "Processed Data" tab. For any "Bad Data," please update the spreadsheet to fix any errors and re-upload the file. If you are unable to identify why some data are being categorized as "bad," please email the NORC UAU Evaluation team at UAUteam@norc.org with a detailed explanation and screen captures of the issue(s) you are experiencing.

Please ensure that checking your data uploads using this process becomes standard practice during your data uploads, as this is the main place to confirm that your practice data for a given instrument was uploaded successfully.

	A	B	C	
1	GRANTEE	PRACTICE_ID	ZIPCODE	SURVEY_CONS
2	MW	1	60601	1
3	MW	245	60601	0
4	MW	2532	60602	999
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

ProcessedData BadData

	A	B	C	D	E
1	The following Grantee(s) do not exist or you are not an authorized user for the Grantee(s):				
2	There are some duplicate Practices; please make sure there is only one record per Practice: 1				
3	Following Practices do not exist in the system: 44,				
4	GRANTEE	PRACTICE_ID	SCREENING_PROCESS	TOOL_SASQ	TOOL_AUDIT3
5	MW	1	3	1	999
6	MW	1	4		
7	MW	44			
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

ProcessedData BadData

Data Validation Checks Within the NORC Templates

The NORC data collection templates have built-in data validation checks. This is to ensure successful upload of your practice data.

For example, in the “Process Measures” spreadsheet, the grantee column has a dropdown menu with all six grantee team name abbreviations. The entry typed into the cell must match the two-letter format shown in the dropdown menu. Other cells will provide data validation checks such as allowing only a ‘1’/‘0’ format for ‘Yes’/‘No’ questions. These coding mechanisms are also reflected in the PDF versions of all data instruments.

	A	B	C	D	E	F
1	GRANTEE	PRACTICE_ID	M1_NUMBER	M2_NUMBER	M2_PERCENT	M3_NUM
2	CO	1	5	9	75	
3	CO					
4	MI					
5	MW					
6	NC					
7	OR					
8	VA					
9						
10						

If a measure requires an integer entry, the validation check will require that a number is entered.

	A	B	C	D	E	F	G	H	I	J
1	GRANTEE	PRACTICE_ID	M1_NUMBER	M2_NUMBER	M2_PERCENT	M3_NUMBER	M3_PERCENT	M4_NUMBER	M4_PERCENT	M5_NUM
2	CO	1	5	9	75	25	100	75	100	
3			aaa							
4										
5										
6										
7										
8										
9										
10										

Invalid Value

Please provide an integer.

Retry Cancel Help

If the data entry in a cell does not match the validated format, an error message and guidance will pop up.

	A	B	C	D	E	F	G	H	I	J
1	GRANTEE	PRACTICE_ID	M1_NUMBER	M2_NUMBER	M2_PERCENT	M3_NUMBER	M3_PERCENT	M4_NUMBER	M4_PERCENT	M5_NUM
2	CO	1	5	9	75	25	100	75	100	
3	AZ									
4										
5										
6										
7										
8										
9										
10										
11										
12										

Invalid Value

Please provide your capitalized two-letter state abbreviation.

Retry Cancel Help

Updating Data Files

NORC expects that grantee teams will upload data that is considered “complete” at the time of upload. However, grantee teams may update their data if they receive additional data or revised data from practices. To update previously uploaded data, users may simply re-upload the corresponding data instrument template. The upload process will be the same as that noted above in the [“Upload Data” section](#).



IMPORTANT NOTE: CONFIRMING DATA

For practices with updated data, once a template is uploaded with new or revised data using the same practice IDs, all older data will be overwritten by the new data.

If new practices are added to the template, remember to first upload the “Practice Survey—Baseline” template so that a practice ID is generated in the NORC system. If a practice ID is not first generated via the Practice Survey template, that practice’s data will not successfully upload to the system. After you have re-uploaded a revised data template, please confirm the data was successfully uploaded by downloading and reviewing the upload results.

To delete practices or practice data, please reach out to the NORC team.

Website Security

This document serves as a guide for uploading and updating practice-level data on NORC's Data Collection website. Each of the six grantee teams will collect their own data from practices that are participating in the AHRQ UAU Initiative.

The confidentiality of grantee and practice responses on the data site is protected by Sections 944(c) and 308(d) of the Public Health Service Act [42 U.S.C. 299c-3(c) and 42 U.S.C. 242m(d)]. Information that could identify you will not be disclosed unless you have consented to that disclosure. Please note that we are not requesting or accepting any data elements considered PHI or PII.

For an overview of this project and grantees, visit:

<https://integrationacademy.ahrq.gov/about/opioids-substance-use/ahrq-alcohol-initiative>