



# Data Element Submission Tool

## Administrator User Guide

### Getting Started

#### Requesting Access

1. Send an **email** request to [gravityproject@emiadvisors.net](mailto:gravityproject@emiadvisors.net) with the subject line DATA ELEMENT SUBMISSION NEW ACCOUNT REQUEST. Include the following:

- |               |                 |
|---------------|-----------------|
| a. First Name | d. Organization |
| b. Last Name  | e. Email        |
| c. Title      |                 |

*You will receive an email from SDOH Form Administrator.*

2. Open the Account Activation **email** received from the SDOH Form Administrator.
3. Click on the **link** provided in the email to complete your user account.

**From:** SDOH Form Administrator <[sdoh@eval.md](mailto:sdoh@eval.md)>

**Sent:** Monday, March 30, 2020 8:35 PM

**To:** [user@max.md](mailto:user@max.md)

**Subject:** Account Activation

**Dear User,**

Please open the following link to activate your SDOH Data Element Collection Form account:

<https://sdoh.maxmdirect.com.eval.max.md/auth/activation.php?action=Account+Activation&p=cc0a82f76c37c27d89602be542671c8c4ffd1ca45568be7c40d408c97a3f4cd6>

Your token will expire at 2020-04-02 19:34:34 CDT.

Thank you

**NOTE:** Take action quickly as the token will expire in **24 hours**.

#### Logging In

1. Once you have your user login credentials set up, use this **URL** to access the online Data Element Submission Tool:  
<https://sdoh.maxmdirect.com.eval.max.md/auth/>

2. Enter your **credentials**.

3. Click the **Login** button.

**NOTE:** The **Forgot Password** button will prompt you to enter your email address and trigger a reset password email.

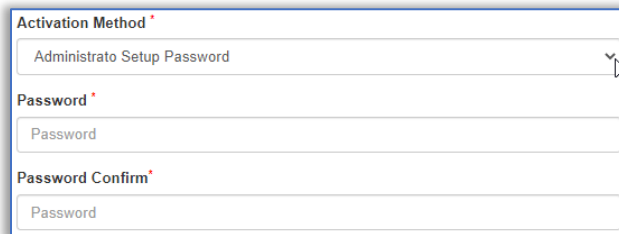
## User Management

### Create New User

1. From the User Management screen, click **Create New User**. The *Create New User* form displays.
2. Select appropriate **Role**.
  - Admin
  - User
3. Fill in form fields.
4. Select **Activation Method**.
  - **Activation Email To User** will send an Account Activation email with a link to complete the user account.

**NOTE:** Take action quickly, the token expires in 24 hours.

- **Administrator Setup Password** will display fields to set a password directly in the form.



Activation Method \*

Administrator Setup Password

Password \*

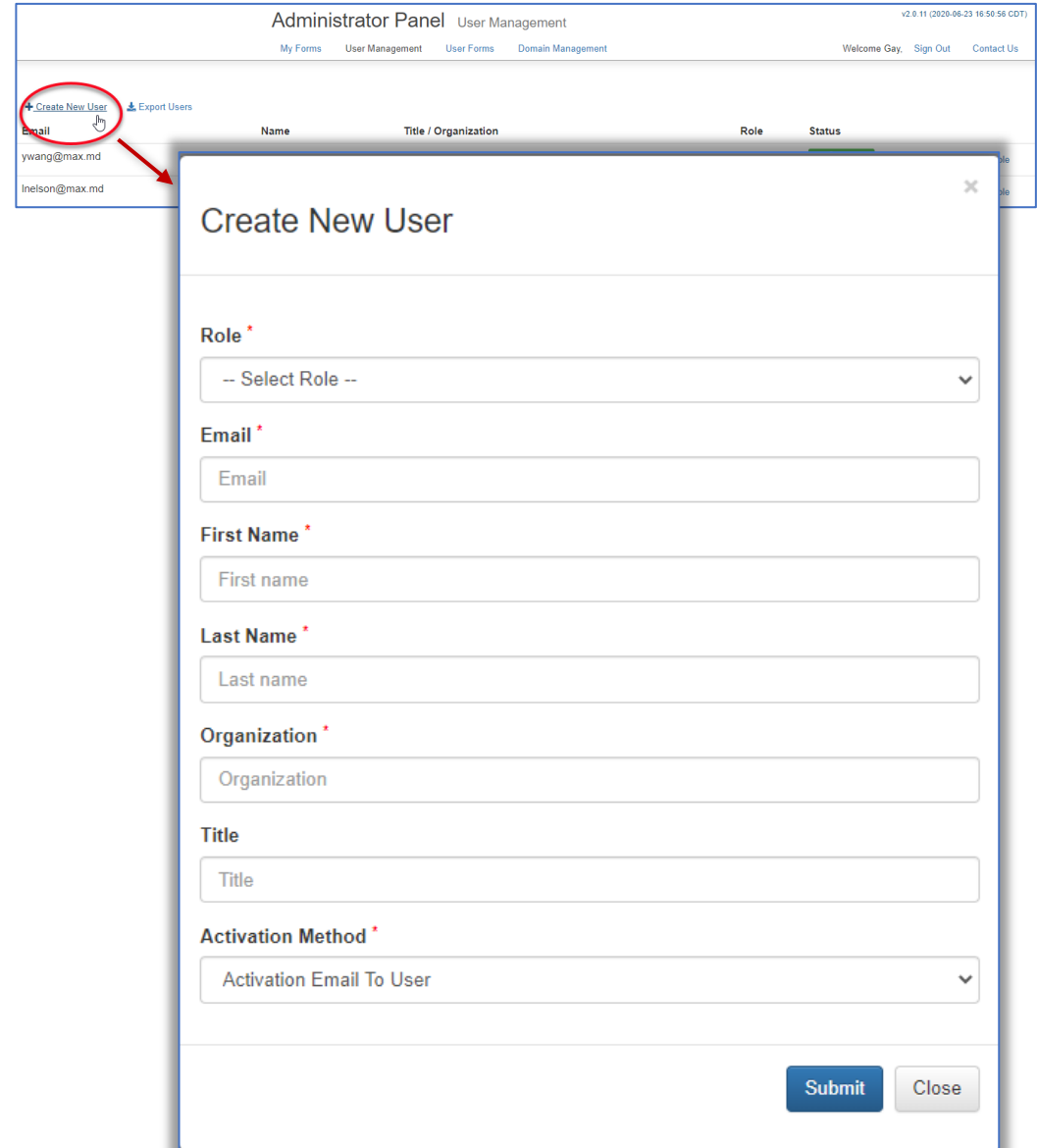
Password

Password Confirm \*

Password

5. Click the **Submit** button.

**NOTE:** Click the **Export Users** to download a .csv file of all your users. Fields include Name, Title, Organization, Role, and Email.



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My Forms User Management User Forms Domain Management Welcome Gay Sign Out Contact Us

+ Create New User Export Users

Email ywang@max.md Inelson@max.md

Name Title / Organization Role Status

### Create New User

Role \*  
-- Select Role --

Email \*  
Email

First Name \*  
First name

Last Name \*  
Last name

Organization \*  
Organization

Title  
Title

Activation Method \*  
Activation Email To User

Submit Close

## User Management Functions

From the User Management screen, you have the following available to manage your users:

### VIEW

- Email
- Name
- Title/Organization
- Role
- Status

### ACTIONS

- Export Users
  - Click the **Export Users** link to download a .csv file. Fields include: *Name, Title, Organization, Role, and Email.*
- Edit
  - Click the **Edit** link to reopen the Create New User form and make appropriate edits to the user.
- Disable
  - Click the **Disable** link to disable a user. The user will no longer have access to the Data Element Submission Tool

**NOTE:** Users who did not complete activation before the token expired, will have a **Resend Activation Email** option.

Administrator Panel

User Management

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My Forms

User Management

User Forms

Domain Management

Welcome Gay,

Sign Out

Contact Us

+ Create New User

Export Users

Email	Name	Title / Organization	Role	Status		
ywang@max.md	Yan Wang	MaxMD	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
lnelson@max.md	Lisa Nelson	Principal Informaticist / MaxMD	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
u1@aaa.com	U1 Test	TitleA / MaxMD Eval	User	<div>Disabled</div>	<div>Edit</div>	
kdfinlay@max.md	Keith Finlay	MaxMD	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
ywang@eval.md	Test User	AAA / MaxMD	User	<div>Not Activated</div>	<div>Edit</div>	<div>Resend Activation Email</div> <div>Disable</div>
u2@bbb.com	U2 BBB	AAA / MaxMD	User	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
u3@aaa.com	U3 AAA	AAA / MaxMD	User	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
sdohsystem@max.md	SDOH System	Adminstrator / SDOH	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
linda.hyde@emiadvisors.net	Linda Hyde	Coding Terminologist / EMI Advisors LLC	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
nkreisle@max.md	Natasha Kreisle	MaxMD	User	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
gstahr@max.md	Gay Stahr	Consultant / MaxMD	Admin	<div>Valid</div>	<div>Edit</div>	<div>Disable</div>
Gay.Stahr@DocStahr.com	Gay Stahr	Program Analyst / Some Healthcare IT Organization	User	<div>Disabled</div>	<div>Edit</div>	



## User Forms

The User Forms screen displays activities associated with Forms.





### VIEW

- **Form Info**
  - Domain
  - Id/Version
  - Last Admin Download
- **User Info**
  - User
  - Organization
- **Created Time**
  - Created Time
  - Updated Time
- **Updated Time**
  - Active
  - Submitted
- **Status**
  - CreateForm
  - Submit
  - AdminDownload
  - UserDownload



### ACTIONS

- View 
- Export to Excel 
  - The exported Excel spreadsheet is appropriate for adjudication.
- Include Closed Domains

### Open

Administrator Panel User Forms		v2.0.11 (2020-06-23 16:50:56 CDT)		
My Forms User Management User Forms Domain Management		Welcome Gay, Sign Out Contact Us		
Form Info	User Info	Created Time	Updated Time	Status
DOMAIN Housing Instability (Open) ID/VERSION RMBHd1Lw620200406123220 (ver: 1) LAST ADMIN DOWNLOAD 2020-06-26 00:57:43	USER Lisa Nelson (lnelson@max.md) ORGANIZATION Principal Informaticist / MaxMD	CREATED TIME 2020-04-06 12:32:20 UPDATED TIME 2020-06-26 00:57:43	Active	<div>CreateForm Created Housing Instability form 2020-04-06 12:32:20  </div> <div>AdminDownload Admin Gay Stahr (gstahr@max.md) downloaded the form 2020-06-26 00:57:43</div>
DOMAIN Housing Instability (Open) ID/VERSION teah4Tat620200401093305 (ver: 1)	USER Lisa Nelson (lnelson@max.md) ORGANIZATION Principal Informaticist / MaxMD	CREATED TIME 2020-04-01 09:33:05 UPDATED TIME 2020-04-01 09:45:40	Submitted	<div>CreateForm Created Housing Instability form 2020-04-01 09:33:05  </div> <div>Submit Submitted the form 2020-04-01 09:45:31</div> <div>UserDownload User downloaded the form 2020-04-01 09:45:40</div>

### Closed

DOMAIN Education Level (Closed) ID/VERSION mDNqIbKs520200401224639 (ver: 1)	USER Yan Wang (ywang@max.md) ORGANIZATION MaxMD	CREATED TIME 2020-04-01 22:46:39 UPDATED TIME 2020-04-01 22:46:45	Active	<div>CreateForm Created Education Level form 2020-04-01 22:46:39  </div> <div>UserDownload User downloaded the form 2020-04-01 22:46:45</div>
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## Domain Management

### Create Domain

1. From the Domain Management screen, click **Create Domain**. The *Create New Domain form displays*.
2. Enter the domain name.
3. Select the **Status**:
  - Testing
  - Open
  - Closed
4. Click the **Create Domain** button. *Newly created Domain appears in Domain Management screen.*

### Update Status

1. Click the **Update Status** link to change the status of the Domain.
2. Select the **Status**:
  - Testing
  - Open
  - Closed
3. Click the **Save** button.

## Administrator Panel

[My Forms](#)
[User Management](#)
[User Forms](#)
[Domain Management](#)

[Refresh](#)
[+ Create Domain](#)

Domain / Status

Form Info

Schedule

Updates

Create New Domain

Domain Name

Status

-- Select Status --

✓ Create Domain

Social Contacts

+ Create Schedule

Lisa Nelson <lnelson@max.md>

Created domain

2020-06-23 16:48:58

Testing

✎ Update Status

Update Status for Social Contacts

Update Status for Domain Social Contacts

Status

Testing

✓ Save

## Create Schedule

1. Click the **Create Schedule** link.
2. Enter the desired time to open the Domain. *A calendar and 24-hour time scheduler window displays.*
3. Enter the desired time to close the Domain. *A calendar and 24-hour time scheduler window displays.*
4. Click the **Save** button. *A confirmation window will display.*
5. Click the **OK** button to complete the Domain schedule.

## Update Schedule

1. Click the **Update Schedule** link. *The Update Schedule for [Domain Name] window displays.*
2. Adjust the schedule as needed.
6. Click the **Save** button. *A confirmation window will display.*
3. Click the **OK** button to complete the Domain schedule.

## Remove Schedule

1. Click the **Remove Schedule** link. *A confirmation window will display.*
2. Click the **OK** button to remove the Domain schedule

The screenshots illustrate the workflow for managing domain schedules in the Social Contacts tool.

**Top Screenshot:** The 'Social Contacts' header shows a 'Testing' status and a '+ Create Schedule' link. A red arrow points from this link to the 'Update Schedule for Social Contacts' window.

**Middle Screenshot:** The 'Update Schedule for Social Contacts' window displays 'Schedule Status Updates for Domain Social Contacts'. It includes input fields for 'Schedule Domain Open Time (Local Time)' and 'Schedule Domain Close Time (Local Time)'. A red arrow points from the 'Open Time' field to a calendar and time picker.

**Bottom Screenshot:** The 'Social Contacts' header now shows the domain 'OPEN at 2020-06-28 23:45 -0400' and 'CLOSE at 2020-06-29 04:00 -0400'. It includes 'Update Status', 'Update Schedule', and 'Remove Schedule' links. Red arrows point to the 'Update Schedule' and 'Remove Schedule' links.

**Calendar and Time Picker:** The calendar shows June 2020. The time picker shows a list of times: 22:15, 22:30, 22:45, 23:00, 23:15, 23:30, and 23:45. The time 23:45 is selected.



### The Gravity Project

The Gravity project is a direct response to recommendations and calls to action around creating national standards for representing Social Determinants of Health (SDOH) data in EHRs. Growing evidence demonstrates strong links between social risk and an individual's health and health care utilization. This correlation has increasingly led health systems to incorporate social risk data into clinical decision making to improve health outcomes and help reduce costs.

The Gravity Project seeks to identify coded data elements and associated value sets to represent social determinants of health data documented in EHRs across four clinical activities: screening, diagnosis, planning, and interventions.

### Join the Gravity Project

The success of the Gravity Project depends on the contribution of volunteers who are eager to make rapid progress on the standardization of social determinants of health data. We need experts to contribute to and validate definitions for SDH related data elements and value sets.

Participants are asked to [join the project](#) at any time either as a **Committed Member** or **Other Interested Party** as part of the [HL7 Consensus Process](#). To join the project, [sign up here](#).

#### Gravity In the News

[New HL7® FHIR® Accelerator Project Aims to Improve Interoperability of Social Determinants of Health Data](#)

[Social determinants of health program Gravity Project joins HL7 FHIR accelerator](#)

#### Gravity on Confluence

The Gravity Project maintains a space in Confluence where all information is shared with the community. [Please visit us on Confluence](#)

## Consensus-Driven Standards on Social Determinants of Health

The Gravity Project is developing a standardized set of health data classes and constituent data elements for nationwide, interoperable information exchange that includes SDOH information. The Data Element Submission Tool supports a predictable, transparent, and collaborative process to expand the United States Core Data for Interoperability (USCDI). This automated data element submission tool provides stakeholders the opportunity to comment on expansion of the USCDI.