Data Element Submission Tool

gravity PROJECT®

Administrator User Guide

Getting Started

Requesting Access

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

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

   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>
Sent: Monday, March 30, 2020 8:35 PM
To: 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.
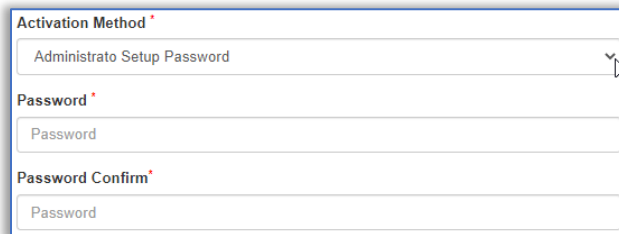
User Management

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.
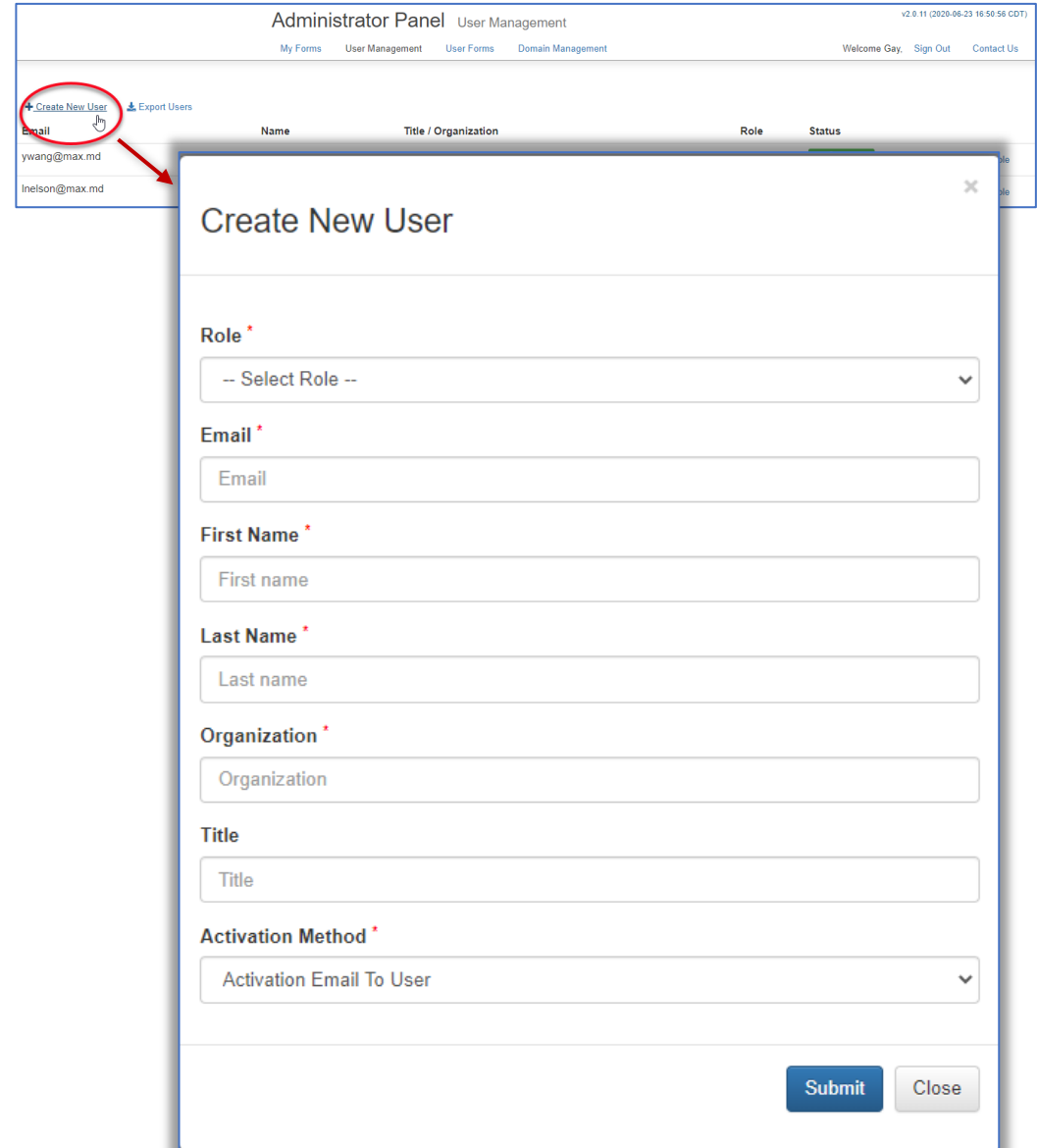
5. Click the **Submit** button.

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

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.

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

Closed

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 Doman 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

Enter domain name

Status

-- Select Status --

✓ Create Domain

Social Contacts   ＋ Create Schedule   Lisa Nelson <lnelson@max.md>   2020-06-23 16:48:58
Created domain

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 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.