Non-Site Admin Edit Multiple Primary Facility Instructions

**Summary**

NSSP CoP Data Quality Subcommittee has added “Facility\_Edit” template spreadsheet to the Slack workspace files. The intent is to help those who are NOT site admin become active stewards of Syndromic data while also improving communication with the site administrators. Site admin might have difficulty keeping up to date with the various facility changes that take place throughout the year. By reaching out to your site administrator and completing the instructions below, you can help improve data quality and cut down on data cleaning steps in your jurisdiction.

**Instructions for Data User**

1. Reach out to your Site Administrator. Respectfully let the Admin know that there are updates needed to your jurisdiction’s Master Facility Table and that you would like to work with them to complete the “Edit Multiple Primary Facilities” process.
2. Fill out the “Facility\_Edit” spreadsheet in this file with the correct information. The C\_BioSense\_Facility\_ID is necessary for each facility, which can be found in the MFT or ESSENCE.
3. Rename the document with the following format: Facility\_Edit\_{State}\_{Date}
   1. Example: Facility\_Edit\_KS\_2023-06-07
4. Send the completed Facility Edit document back to the Site Administrator for review and submission. Instructions for the Site Admin are below.

**Instructions for Site Admin**

1. Review the completed Facility Edit document for errors and save document.
2. Sign in to BioSense AMC.
3. Click MFT.
4. Click “Edit Multiple Primary Facilities”.
5. Scroll down, click on “Browse”, and select the completed Facility\_Edit spreadsheet from file explorer.
6. Click “Submit”.