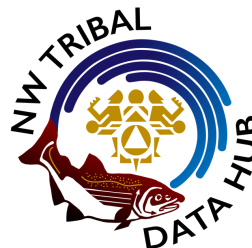# NORTHWEST TRIBAL DATA HUB
Access Fact Sheet

The Northwest Tribal Data Hub (Data Hub), developed by the Northwest Portland Area Indian Health Board (NPAIHB), provides secure access to public health data for Tribes in Idaho, Oregon, and Washington. Through interactive dashboards, Tribes can log in to view and download data on demographics, health issues, and more. This resource aids in the development of health policies, community programs, and funding proposals. Over time the Data Hub will offer more health topics and community health profiles.

Who should get access?

Tribal leadership and the Authorizing Official (designated by Tribal leadership) decide who will access the Data Hub Dashboard. Typical users include:

- Public health staff
- Tribal Health Directors
- Grant writers
- Data analysts
- Others identified by the Authorizing Official or leadership who need regular access to Tribal Area Specific data to complete job duties.

How to get access:

1. **Complete DSA and Data Hub Addendum with NPAIHB:**
The Data Sharing Agreement (DSA) outlines data sharing details, agreement duration, data usage, ownership, authorizing officials, and confidentiality/security processes.

2. **Identify access and complete the User Request Form:**
After completing the DSA, the Authorizing Official identifies users for the Data Hub Dashboard. The User Request Form authorizes, renews, or removes users. Review the Terms of Use before submission.

3. **Log into your Data Hub account:**
After submitting the User Request Form with authorization, Data Hub staff will create an account and email login information. Users can then log in.

Using the Data Hub

Getting Started:

- Complete the DSA and User Request Form.
- Receive an email with username, temporary password, and login link.
- Each user has a unique login.

Training & Support:

- Refer to the Tribal Data Hub User Guide for instructions.
- Visit the Data Hub Get Started Page for updated training.
- Contact the Data Hub team at datahub@NPAIHB.org for additional assistance.

Feedback & Improvement:

- We value your feedback! Please share your experiences and suggestions for improving the Data Hub. Your input helps us enhance the service to better meet your needs.
- For general inquiries, contact the Data Hub team at datahub@NPAIHB.org.
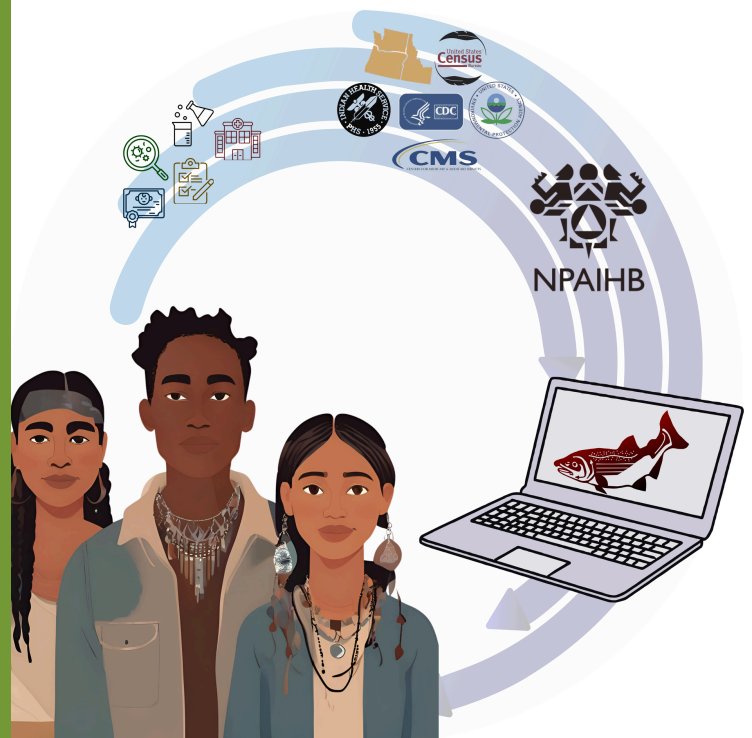
REMOVING ACCESS

1. Notify Data Hub staff:
- Inform Data Hub staff immediately to revoke access for users changing positions or leaving.

2. Complete the User Request Form:
- Provide basic information: Organization Name, select "removing user," and user's name and email.
- The Authorizing Official fills in their details and signs.
- Include a point of contact with their details.

3. Submit form:
- Email the form to datahub@NPAIHB.org.
- For urgent removals, contact (503) 228-4185 x 397.

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