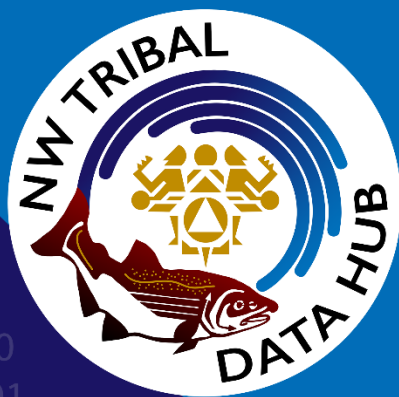



Northwest Tribal Data Hub User Guide



NORTHWEST PORTLAND AREA
INDIAN HEALTH BOARD

Indian Leadership for Indian Health

*Connecting Northwest Tribal
communities with accurate and
relevant data, on-demand.*

A stylized graphic featuring a dark blue background with a lighter blue mountain range silhouette. Overlaid on the left side of the mountains is a white line graph with four circular data points. The background is split diagonally from the bottom left to the top right, with the upper-left portion being dark blue and the lower-right portion being a lighter blue.

The Northwest Tribal Data Hub
is a project of the Northwest
Tribal Epidemiology Center.

This publication and the NW Tribal Data Hub were developed with funding support from the Centers for Disease Control and Prevention (Cooperative Agreement Numbers NU58DP007226 and NU38OT000255) and the Indian Health Service (Cooperative Agreement Number U1B1IHS0004). Its contents and solely the responsibility of the authors and do not necessarily represent the official views of the CDC, IHS, or the U.S. Department of Health and Human Services.

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Updated 10/9/2024

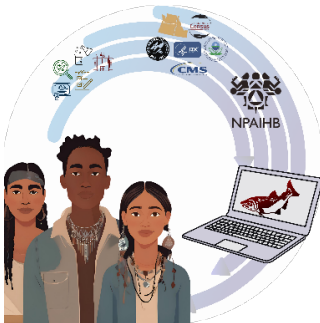


Acknowledgment

With heartfelt gratitude, the Northwest Portland Area Indian Health Board and the Northwest Tribal Epidemiology Center extend their deepest appreciation to the Tribal members and families whose invaluable contributions have enriched our understanding of health within the Northwest Tribal communities. We also honor the dedication of the NPAIHB delegates and staff at IHS and Tribal health facilities in the Portland area, whose work in Tribal communities is vital to the health outcomes we share through the NW Tribal Data Hub. Our sincere thanks go to the Portland Area IHS and State staff for their support, and to the project officers at funding agencies for their insightful guidance and funding, which have brought this project to life. Your collective efforts illuminate the path toward a healthier future for all.

About the Tribal Data Hub

The Northwest Tribal Data Hub (Data Hub), a project of the Northwest Portland Area Indian Health Board (NPAIHB) Northwest Tribal Epidemiology Center (NWTEC), provides Tribes in Idaho, Oregon, and Washington with secure, direct, and easy access to public health data on topics such as demographics, cancer, substance use and overdose, hospitalizations, leading causes of death, and other public health issues within their Tribal area. Tribes gain access to the Data Hub through a secure login and can view, interact with, and download data through visual and interactive dashboards. Each Tribe can view aggregated data within their Tribal service area, state, and the NW region.

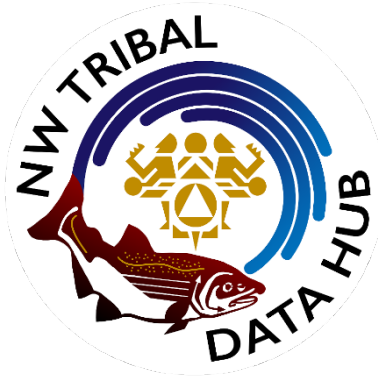


The primary function of the Data Hub is to connect Tribal communities with their data. Tribal communities require reliable, useable data to inform health policy,

communities, and leaders. Access to data improves a community's ability to focus public health programming and inform funding proposals. Ultimately, the Data Hub will expand to provide Tribes with additional health topics and a regularly updated, comprehensive community health profile.

About the logo:

Salmon are born in the high mountain river systems of the Pacific Northwest and journey downriver to the Pacific Ocean as a smolt. These small salmon benefit from the large ocean ecosystem, growing large from abundant marine nutrients. When these adult salmon return to their



natal waters to spawn they are bringing the essence of the Pacific Ocean with them. This marine subsidy provides nutrients to a new generation of salmon, and to every other organism in that riverine ecosystem. Salmon play a critical role by providing reciprocity between the marine environment and high mountain streams a thousand miles away.

Tribal communities are often left disconnected from the information generated by their people. Health data in the Pacific Northwest often leave Tribal communities through hospital, state, and federal systems, but rarely return to benefit Tribal communities. NWTEC works to access and analyze these health data on behalf of NPAIHB's 43-member Tribes. The purpose of the Data Hub is to enhance the quality of data,

by performing record linkages, developing data insights, and returning usable data to its community of origin, much like the journey of salmon back to high mountain river systems. Data informs health policy and systems, communities, and leadership to improve health programming, inform funding proposals, and focus interventions to the community's needs. The Data Hub provides reciprocity between tribal communities and their data. The NWTEC utilizes the Data Hub as a tool to ensure data complete their lifecycle, returning home to enrich the community by providing building blocks communities need to grow and thrive for future generations.

Tribal Data Sovereignty and Ownership

What is Sovereignty?

Tribes are sovereign nations with the power to govern their people, land, and resources without interference from other jurisdictions. (1) (2) Federally recognized Tribes have a government-to-government relationship with the U.S. government, and state-recognized Tribes have a government-to-government relationship with the states in which they are recognized.

What is data sovereignty?

Tribal data sovereignty is the inherent right of Tribes to control the collection, ownership, and use of their data. (3) Data are important for informing public health policies and decision-making. Data are key to building evidence-based Tribal health systems that protect and promote health for current and future generations. (3), (4) For more information about Tribal Data Sovereignty see the [Tribal Data Sovereignty Fact Sheet](#) (5). For more information about Public Health Authority Status of Tribes see the [Public Health Authority Status Fact Sheet](#) (6).

Direct and secure Tribal access to community-specific data, through the Data Hub, is an important step toward data sovereignty. Access to community-specific data ensures Tribal communities have the information they need as a sovereign to allocate resources, develop

policy, design healthcare systems, and collaborate with federal and state agencies. Tribal sovereignty is an inherent right that enables Tribal nations to exercise self-determination and develop innovative solutions to improve the health and well-being of present and future generations.

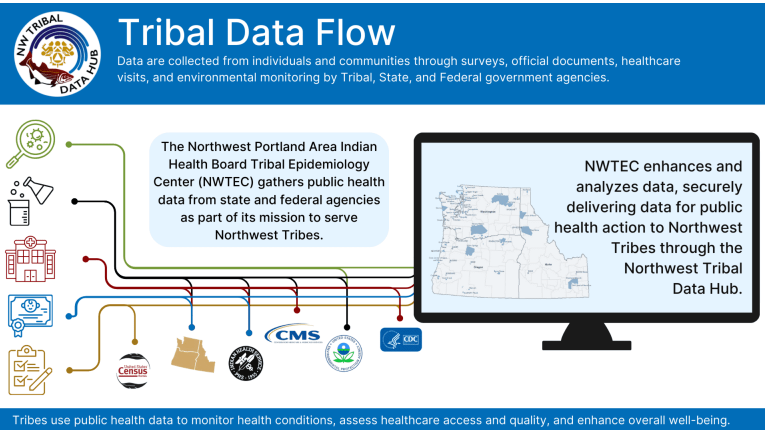
About the Data

The Data Hub utilizes data obtained from state and federal agencies, including vital records, disease registries, and health surveys. When possible, the data have been improved for Tribal communities by correcting the misclassification of AI/AN people as other races. Because most data sources lack reliable information on tribal affiliation, we report data on American Indians or Alaska Natives within a geographic area.

The Data Hub uses county or zip codes cross-referenced with Indian Health Service (IHS) Purchased/Referred Care Service Delivery Areas (PRCDA) to identify Tribal Areas. For more information about which counties are included in each Tribal PRCDA, use the [PRCDA Table](#). Note: PRCDA was formerly called Contract Health Service Delivery Area (CHSDA).

Data visualization is the visual representation of data through a variety of graphics and charts to communicate complex insights in ways that are easy to comprehend. Data visualization helps

Tribal public health authorities better understand and communicate data insights to staff, community members, leadership, and outside organizations. Data visualization illustrates relationships, health issues, disparities, and outcomes to develop policy, improve health programming, enhance funding proposals, and focus interventions to improve health outcomes. Types of visualizations included in the Data Hub are tables, pie charts, bar charts, line and area charts, histograms, scatter plots, heat maps, tree maps, and more.



For specific information on methodology and data sources for the NW Tribal Data Hub and each Data Hub dashboard please see the [NW Tribal Data Hub Data Analysis Methods](#) document.

Data Sources and Data Available

Where does the Data Hub get its data?

The Northwest Tribal EpiCenter (NWTEC) partners with state and federal entities to gather data for Tribes in Idaho, Oregon, and Washington.

As a steward of Tribal health data NWTEC receives data from **state sources** such as:

- Vital/Health Statistics (birth and death records),
- Cancer Registries (cancer records),
- Hospital data (discharge and syndromic surveillance data-Oregon and Washington only),
- Reportable communicable disease data
- Trauma data (Idaho only);

And federal sources such as:

- US Census Bureau (demographic, economic, and population data),
- EpiDataMart (IHS clinical encounter data).

For specific information on data sources for each dashboard please see the [NW Tribal Data Hub Data Analysis Methods](#) document.

What data are available on the Data Hub?

Data currently available:

Drug overdose (Tribal Area Specific)

Data coming soon:

Cancer, mortality, racial misclassification, suicide, diabetes, heart disease, demographics (Tribal Area Specific, State & Regional)

Community Health Profiles

Access to the dashboard must be authorized by the Tribe for individual persons (users). For more information about accessing the dashboard see: [Tribal Data Hub Access](#). Data cannot be released if it could potentially identify an individual. Data with small numbers (non-zero counts of less than 5) will be identified as “suppressed” or “unreliable” and will not be provided in dashboard reports.

Can Tribes request additional data be added to their Data Hub Dashboard?

Tribes can request to add additional data sets to their dashboard. Please send a request to DataHub@npaihb.org. To ensure data security, please do **not** send data in the request email.

How does the Data Hub identify the Tribal Area?

The Data Hub uses county or zip codes cross-referenced with Indian Health Service (IHS) Purchased/Referred Care Service Delivery Areas (PRCDA) to identify Tribal Area. For more information about PRCDA see the [PRCDA Table](#). Because many state and federal data systems do not collect reliable information on tribal affiliation or descendance, we report data on American Indian or Alaska Native people living within a Tribe's PRCDA. Understandably, this is not a perfect system for reporting data on Tribal members or residents; however, this approach provides an approximation of health risks and outcomes within a Tribal service area. Note: PRCDA was formerly called Contract Health Service Delivery Area (CHSDA).

How often are Data Hub data updated?

The NPAIHB is dedicated to ensuring Tribes have updated data available. The Data Hub team regularly updates dashboard data as new data is received. Update times vary by data source (tribal, state, or federal) and depend on data sharing agreements and the frequency data is received from the source.

Tribal Data Hub Information Technology and Security

How do I know my Tribal Area data is secure in the Northwest Tribal Data Hub (Data Hub)?

Data security and protection are vital for supporting Tribal Data Sovereignty. As data stewards, the NPAIHB works to ensure the protection of Tribal data. Amazon Web Services (AWS – the cloud platform that hosts the Data Hub), NPAIHB, and Tribes all play a role in ensuring the security of the Data Hub. AWS protects the *security of the cloud* by providing the physical security of hardware and the technical security of the software. NPAIHB protects the *security in the cloud* by ensuring sound security design and architecture, encryption of data, and industry best practices in identity and access management. Tribes can protect and secure their dashboards by coordinating user access with NPAIHB.

Protecting Tribal Data: Two Security Focus Areas

Architecture

Defines all the places in a cloud ecosystem that security controls need to be considered.

- ✦ The main way we protect data is through **encryption and access management**, regardless of whether the data is in the

database ('at rest') or being uploaded or moved ('in motion').

- ✦ The Data Hub's architecture protects data from unwanted access or accidentally exposed to unauthorized users.

Access

Access refers to which individuals and applications have access to any given data.

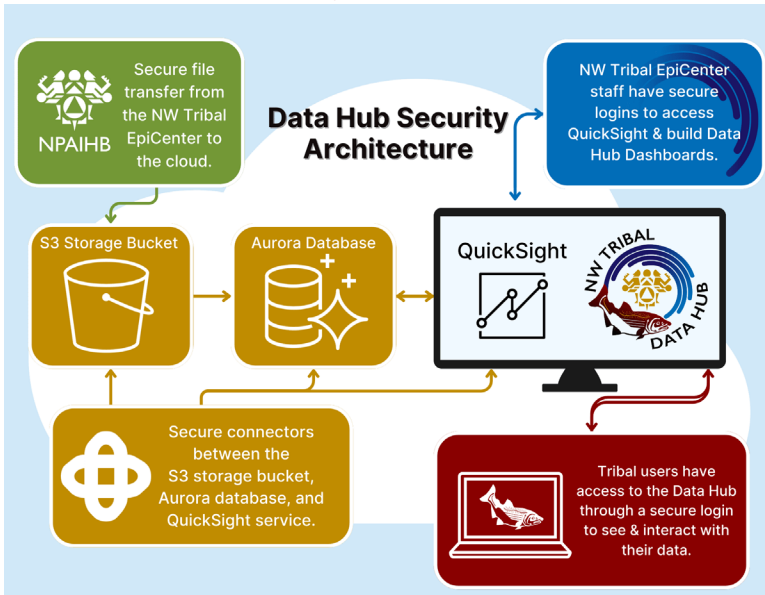
- ✦ The security control that enforces access are accounts (logins) and authentication codes (passwords). We created a security groups model that allows appropriate access to users based on their security group.
- ✦ Our Access Security Model protects Tribal data from being shared with the wrong internal/external viewer.

Who has access to the Data Hub?

Tribes complete a Data Sharing Agreement and Data Hub Addendum with the NPAIHB and identify individuals who will have access to the data. Each individual identified must complete appropriate user agreement forms before receiving access to the Data Hub Dashboard for their Tribal Area. Each Tribe will only have access to their Tribal Area level data and aggregate state and regional data. Tribes will not have access to another Tribal Area's data.

For more information on gaining access see [Tribal Data Hub Access](#).

Data Hub Security Architecture



Physical protections

- ✦ Storage of data: Data is stored in an Amazon Web Services (AWS) Data Center, providing 24/7 protection with perimeter fencing, restricted access, monitoring, security guards, video feeds, intrusion detection technology, backup power grids, fire suppression, and encryption of data at rest and in motion.
- ✦ Data backups (raw data backup on-site, at NWTEC, and in the AWS cloud).

Administrative protection

- ✚ User logins require complex password protection.
- ✚ Tribal Area-specific data access is limited to only individuals specified by the Tribe to have access to their Tribal area-specific data.
 - No one except NWTEC Data Hub staff and individuals specified by the Tribe can access Tribal area data. Tribes cannot view another Tribe's area-specific data.
- ✚ NPAIHB access is limited to only NWTEC Data Hub staff – the staff that design, support, and protect the Data Hub.
- ✚ All Data Hub users sign in to the Data Hub via a secure access portal using their user logins (no group or shared logins).
- ✚ Log records and activity monitoring of all individual users who accessed the system.
- ✚ Data are de-identified and aggregated (grouped) so individuals cannot be identified.
- ✚ Small number standards - statistical analyses based on a small number of cases will not be released to ensure individuals' confidentiality and statistical reliability.

Technical protections

- ✦ Virtual Private Computing and Network layer security.
- ✦ Firewall protection.
- ✦ No public access database and storage.
- ✦ Identity Access Management (IAM) technology.
- ✦ FedRAMP and [HIPAA-certified technology](#).
- ✦ Encryption at rest and in motion - *Methods used to transfer data are encrypted using AES-256. Industry-standard mechanisms and algorithms, such as those validated by the National Institute of Standards and Technology (NIST) are required.*
- ✦ NWTEC staff with access to the Data Hub infrastructure are required to use multifactor authentication (MFA) and Virtual Private Networks to access the Data Hub.

Tribal Data Hub Access

Step 1. Complete a Data Sharing Agreement and Data Hub Addendum

A Data Sharing Agreement (DSA) is a formal document signed by organizations that are sharing, receiving, or exchanging data. This agreement covers important information about the data, such as describing the data to be shared, the purpose of sharing the data, acceptable uses for the data, how long the agreement will be in place, who can use or access the data, and how the data will be protected and secured. DSAs protect against data misuse by ensuring everyone is clear on their roles and responsibilities before any data is shared.

To complete a DSA with the NPAIHB, complete the [NWTEC DSA and Data Hub Addendum](#) and return to datahub@npaihb.org for NPAIHB signature and implementation.

[Appendix A: Data Sharing Agreement and Data Hub Addendum](#) provides an example and overview of the documents.

If you already have an active DSA and Data Hub Addendum with NPAIHB, move to step 2.

Step 2. Identify who will have access and complete the User Request Form

An authorizing official at the Tribe will be identified as part of the DSA. Once the DSA is complete, this official will identify who will have access to their Tribal Data Hub Dashboards. To grant access to individuals, or “users,” the user and authorizing official (AO) must complete the User Request Form ([Appendix B: Data Hub User Request Form](#)). This form can also be used when renewing user access, or to remove users who no longer need access to the Tribal Data Hub Dashboard. See [Terms of Use](#) before submitting your user request.

New Users

For each new user, the user and authorizing official will complete the upper portion of [Appendix B: Data Hub User Request Form](#), including:

- Enter your **organization name**.
- Check the **new user** box
- Enter information about the new user and authorizing official (AO), including their **name, job title, email, and phone number**;
- **Date and signature attestations** from both the new user and the AO are required for access, signatures can be provided electronically.

- Complete point of contact (POC) information identifying a POC in case the AO or user cannot be reached: **name**, **job title**, **email**, and **phone number**.
- Leave the lower portion of the form blank as it will be completed by the NPAIHB.

Email the completed form to
datahub@npaihb.org.

Renewing Users

Each user will have access to the Data Hub for the term specified in the DSA or 1 year, whichever comes first. For each existing user, the user and authorizing official will need to renew access by completing the upper portion of [Appendix B: Data Hub User Request Form](#) at least 30 days before their access lapses, including:

- Enter your **organization name**.
- Check the **renewing user** box.
- Enter information about the new user and authorizing official (AO), including their **name**, **job title**, **email**, and **phone number**;
- **Date** and **signature attestations** from both the new user and the AO are required for access,

signatures can be provided electronically.

- Complete point of contact (POC) information identifying a POC in case the AO or user cannot be reached: **name, job title, email, and phone number**.
- Leave the lower portion of the form blank it will be completed by the NPAIHB.

Email the completed form to datahub@npaihb.org.

Removing Users

It is vital to the security of your organization's data to notify the NPAIHB Data Hub staff as soon as possible when users should no longer have access to the Tribal Data Hub Dashboard, such as when users change positions or leave employment with the Tribe. To remove a user the authorizing official will complete the upper portion of [Appendix B: Data Hub User Request Form](#) and submit for each user's access they would like to remove. Removing access does not require complete information for the user, but does require basic information:

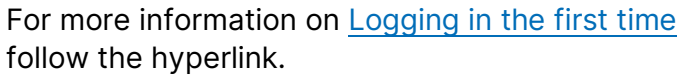
- Enter your **organization name**.
- Check the **removing user** box.

- Complete the section on user information: **name**, and **email**
 - User job title, email, phone number, and signature attestation are not required for user removal.
- Complete the authorizing official (AO) section including: **name**, **job title**, **email**, **phone number**;
 - The authorizing official signature, and **date** are required and can be provided electronically.
- Complete point of contact (POC) information identifying a POC in case the AO cannot be reached: **name**, **job title**, **email**, and **phone number**.
- Leave the lower portion of the form blank it will be completed by the NPAIHB.

Email the completed form to datahub@npaihb.org. If there is a situation where you need an individual removed urgently please contact us via phone (503) 228-4185 x 397.

Step 3. Log into your Data Hub account.

Data Hub staff will create a Data Hub account for each authorized Tribal user. Their new login information will be emailed to the address provided on the [Data Hub User Request Form](#).



Using Your Tribal Data Hub Dashboard

Terms of Use

All Authorized Data Hub Users are subject to the following terms and conditions for Northwest Portland Area Indian Health Board (NPAIHB), Northwest Tribal Epidemiology Center (NWTEC), Northwest Tribal Data Hub:

These terms and conditions ("Terms") govern TRIBE's authorized users (also referred to as "you") use of the Northwest Tribal Data Hub application (the "App"), operated by NPAIHB (also referred to as "we", "our", or "us") on behalf of NPAIHB's member Tribes.

By using the App, you agree to these Terms. If you do not agree to these Terms, please do not use the App.

1. Acceptance of Terms
 - a. By accessing or using the App, you agree to be bound by these Terms and our Privacy Policy.
2. Eligibility
 - a. Before receiving access to the App, the TRIBE and NPAIHB will complete a Data Sharing Agreement (Agreement). The Tribal Data Hub was developed for Northwest Tribes and TRIBE's use.

- b. Individual logins will be provided upon completion of the Agreement and approval of user request forms by the TRIBE's Authorizing Official.
- 3. User Accounts
 - a. You will request a user account to access the App. You are responsible for maintaining the confidentiality of your account information.
- 4. Use of Data
 - a. The Tribal Data Hub was developed to allow Tribal Users to access and utilize community-level data on their communities. The data included in the Data Hub are not to be used to identify individuals for any purpose.
- 5. Privacy
 - a. Data accessed in the Tribal Data Hub is property of the TRIBE and agencies providing Data to NPAIHB.
 - b. Data provided through the Tribal Data Hub is subject to federal, state, or tribal laws, as applicable, that protect confidential information from public disclosure.
 - c. Use of the App and data is governed by the Agreement and NPAIHB and NWTEC policy.

- d. The Tribal Data Hub was designed to allow TRIBE's Users to access and utilize Data. You will have the ability to print and download the TRIBE's data. As a TRIBE's authorized user, it is your responsibility to understand and follow your TRIBE's policy and procedure for data storage and sharing.
 - e. Logins are for **individual use only by TRIBE's authorized users**. Do not share login information with other non-authorized individuals at the TRIBE. If additional individuals need access, please complete the Data Hub User Request Form to request a new user account.
 - f. You will notify the Tribal Data Hub team as soon as possible if there is a change in status or employment to ensure user access is removed in a timely fashion to prevent unauthorized access to your TRIBE's data.
6. User Content
- a. You may have the opportunity to submit content, such as TRIBE's data. The content submitted will be governed by the Agreement.
7. Prohibited Activities
- a. You agree not to:

- i. Use the App for any unlawful purpose.
 - ii. Attempt to identify individuals represented in the data or data sources included in the Data Hub.
 - iii. Post, transmit, or share any content that violates applicable laws or infringes upon third-party rights.
 - iv. Attempt to interfere with the proper functioning of the App.
8. In-app Monitoring
 - a. As a TRIBE's authorized user, you understand and acknowledge that your use of the app may be monitored by NPAIHB for system management and to ensure protection against unauthorized access or use.
9. Termination
 - a. NPAIHB, the TRIBE's Authorizing Official, or TRIBE reserves the right to terminate or suspend your access to the App.
 - b. Unauthorized use of the App may result in immediate termination of an account.
10. Intellectual Property
 - a. All content and materials available on the App, including but not limited to text, graphics, logos,

images, and software, are maintained by NPAIHB or its licensors and are protected by intellectual property laws.

- b. All inventions, technological improvements, and educational or professional materials are the property of NPAIHB (unless they have been designated as belonging to another entity through written Agreement).
11. Disclaimers
 - a. The App is provided on an "as-is" and "as-available" basis. We make no warranties, express or implied, regarding the App's accuracy, reliability, or fitness for a particular purpose.
12. Limitation of Liability
 - a. To the fullest extent permitted by law, we shall not be liable for any direct, indirect, incidental, special, consequential, or punitive damages.
13. Changes to Terms
 - a. We reserve the right to update or modify these Terms at any time. We will notify you of any changes via the App or through other means.
14. Governing Law
 - a. These Terms are governed by the laws as identified in the

Agreement and by other state and federal laws governing the disclosure and release of data, without regard to conflict of law principles.

- b. Unauthorized use or disclosure of confidential Data provided through the Tribal Data Hub will result in immediate closure of your user account. You may also be subject to administrative, civil, and criminal penalties identified in law.
15. Contact Information
- a. If you have any questions or concerns about these Terms, please contact us at DataHub@npaihb.org.

By using the App, you acknowledge that you have read, understood, and agree to these Terms and our Privacy Policy.

Getting Started

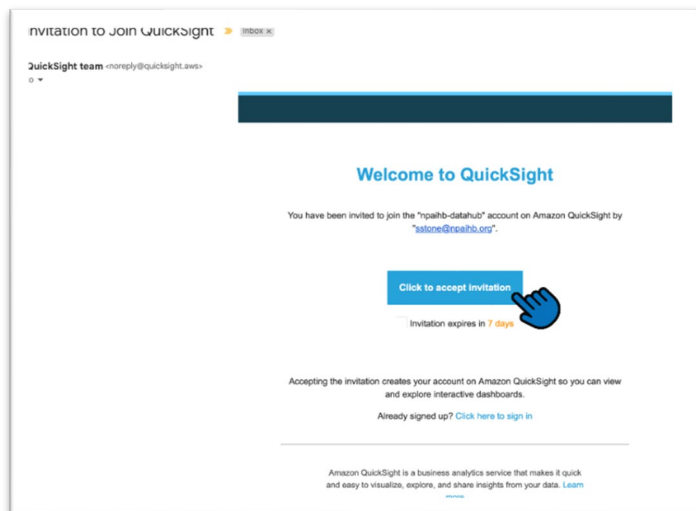
After completing the Data Sharing Agreement, Data Hub Addendum, and User Request Form(s) each user will receive an email from the QuickSight Team with an invitation to join QuickSight. The email will include the:

- Account name, and
- A link to accept the invitation.

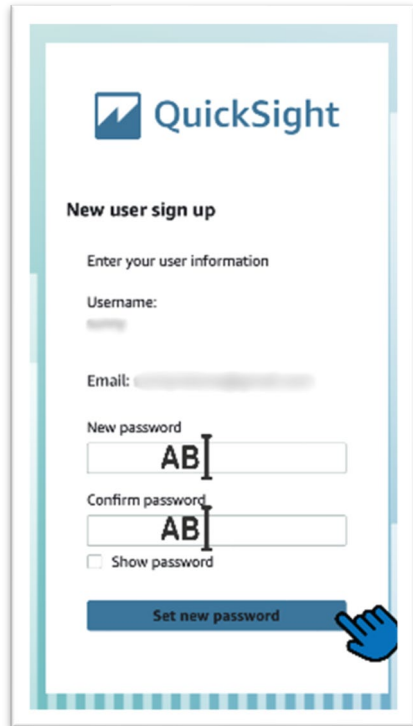
Each user must have a unique login, which will not be shared with any other individual.


Logging in for the first time

1. Click the link to accept the invitation to QuickSight from the QuickSight Team.



2. Follow the prompts to create your account. Tip: Note your username in this step.



 **QuickSight**

New user sign up

Enter your user information


Username:

Email:

New password

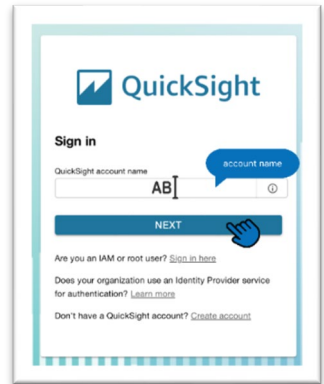
Confirm password

☐ Show password

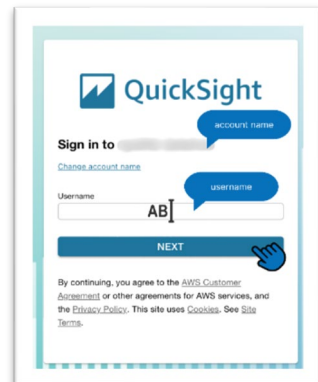
Set new password 

3. Create a strong password.
 - a. **Your new password must meet the following requirements:**
 - i. **At least 8 characters long;**
 - ii. **Include each of the following elements (at least once):**
 1. UPPERCASE
letter(s): ABCD...,
 2. lowercase letter(s):
abcd...,
 3. number(s):
0123456789,
 4. special character(s):
!@#\$%^&*();
 - iii. Your password can **NOT** contain any of the following:
 1. User name, User ID, or any form of the user's name, or
 2. consist of a single complete dictionary word
 - iv. Your password will need to be **changed at least every 90 days.**
 - b. After setting your password, you will be prompted to log in again.

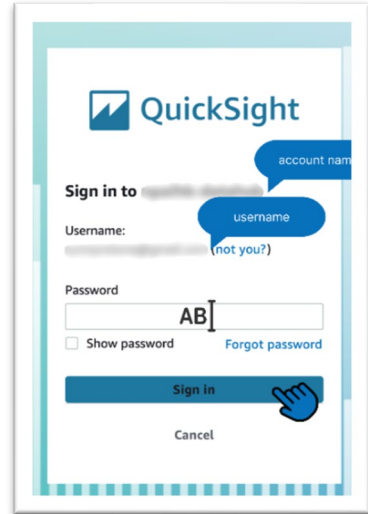
5. You will first be prompted to enter the QuickSight **account name** to login. This is the Data Hub account name, **not** your username.
Tip: It's a good idea to bookmark the [login link](#) for future use.



6. Then you will be prompted to enter your username.
7. Finally, you will be prompted to enter



your password.



The screenshot shows the QuickSight login interface. At the top is the QuickSight logo. Below it is a 'Sign in to' section with a blurred account name. The 'Username:' field contains the text 'AB' and is labeled 'username' with a callout. Below the username field is a 'Password' field with a callout '(not you?)'. To the left of the password field is a checkbox labeled 'Show password'. To the right is a link labeled 'Forgot password'. At the bottom is a blue 'Sign in' button with a hand cursor icon, and a 'Cancel' link below it.

8. *Congratulations, you are ready to start interacting with your Tribal Data Hub Dashboard!*

Interacting with your Tribal Data Hub Dashboard

AWS QuickSight is a cloud-based business intelligence (BI) and data visualization tool. QuickSight offers different user roles, Tribal Users will have a “Reader” role. A Reader in QuickSight has access to view and interact with published dashboards and analyses created by “Authors” or Admins at the NPAIHB. Currently, Tribal users will not be able to add additional data or create new visualizations or dashboards, however, please contact the Data Hub staff DataHub@npaihb.org with requests.

NPAIHB biostatisticians and epidemiologists are “Authors” of the Data Hub. Authors load, clean, & analyze data; then utilize available data to develop & publish your dashboard to provide you with an interactive visualization of your data. Information on your dashboard is the most recent data available. When you interact with your dashboard data, such as changing the years or race categories displayed in a chart, your changes will only be seen by you. You will also be able to download or print files from the dashboard for your Tribe’s use.

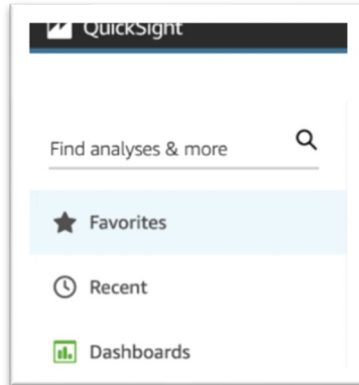
After logging in, you will see the QuickSight Dashboards homepage. The **Dashboards homepage** displays all of the dashboards you have access to.



At the top left side of the page, you will find a **search bar** where you can search dashboards.

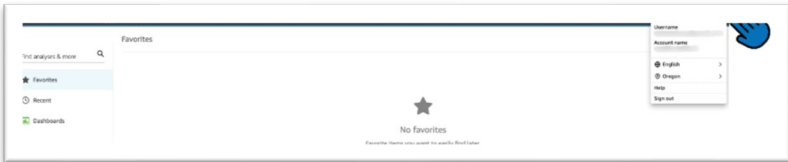


Below the search bar, you will see 3 tabs:



- **Favorites** show all of the dashboards you have identified as your favorite.
 - To make a dashboard a favorite, click the star at the bottom right-hand corner of the dashboard. Once a dashboard is open you can click the star at the top of the screen to make it a favorite.
- **Recent** shows all of the dashboards you have recently viewed.
- **Dashboards** shows all the dashboards you have access to.

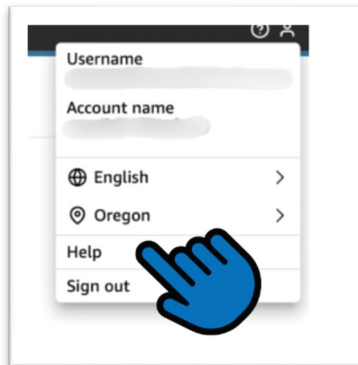
On the top right of the screen, by clicking the **person icon with your name**, you will find your account settings.



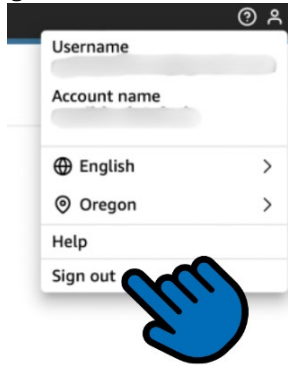
- You can use this icon to change the language by selecting the **right arrow** next to the language,



- ask for **help**, or



- sign out.



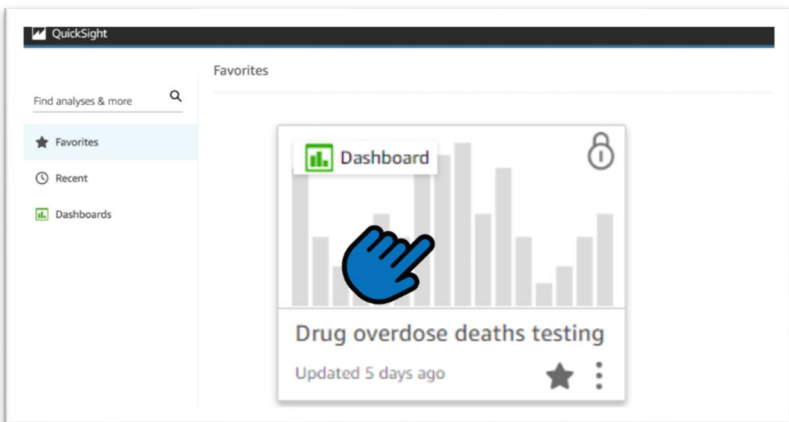
- Tip: there is an option to select region, for best speed and connectivity keep the region set to Oregon.

Viewing your Dashboard

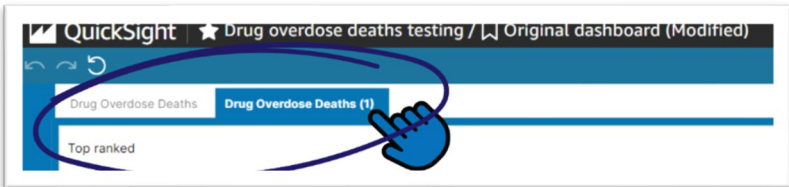
Dashboards in QuickSight contain visualizations and data insights. You can view dashboards and interact with them, but cannot create or modify them. Dashboards may include charts, graphs, tables, and other visual elements.

To open a specific dashboard,

- from the **dashboards homepage**, **favorites**, or **recent**, simply click on the dashboard you would like to view and/or interact with.



- At the top of the dashboard, you may see tabs - each of the tabs is a sheet or page for that specific dashboard.
- To access data from the sheet simply click the tab and the data will populate.



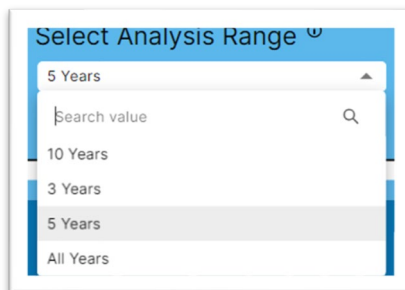
Filtering and Sorting Data

In a dashboard, you can interact with visualizations by:

- Hovering over data points to see tooltips.
- Clicking on data points to view more details.
- Using slicers and filters to change displayed data.

At the top of the dashboard, you can select the **Select Analysis Range**, which allow you to filter all data on the dashboard sheet.

- Choose year range you would like to filter and data in the dashboard sheet will automatically update.
- Note: Analysis includes the most recent years of data.
- Tip: Using smaller analysis ranges can result in limited visualizations for smaller Tribes (due to small numbers, less than 5, in the data).



Finally, some visualizations may have a **controls/filters** to add or remove items from the visual.

- To use this feature, **check** the items you want to appear in the visual.

Drug Overdose Death Rates by Age

Age-specific rates per 100,000 population

☒ AI/AN
 ☐ NON-AI/AN

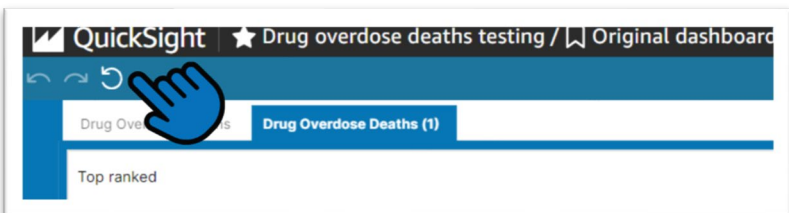
Select Race

☒ AI/AN

☒ NON-AI/AN

For table data, you can **sort by** clicking the top of the column you would like to sort. You can sort the column in ascending or descending order.

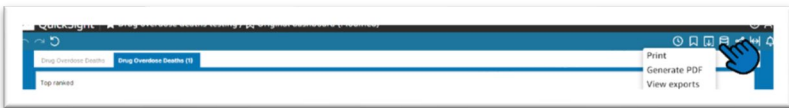
If you would like to **undo, redo, or reset** any changes use the icons on the top left of the screen.



Printing and Downloading Files

Printing and downloading data will be enabled, so Tribes can use data and visualizations as needed for offline sharing, presentations, and appropriate dissemination per your Tribe's policies and procedures.

Once the dashboard is open you will see a **download** icon at the top right of the screen.



- To print data simply click the **download** button (square with arrow pointing down).
- Select **print** to print the sheet
- A dialogue box will open, choose paper size, orientation, and whether you would like to print the background color.

Prepare for printing

Paper size

US letter

Paper orientation

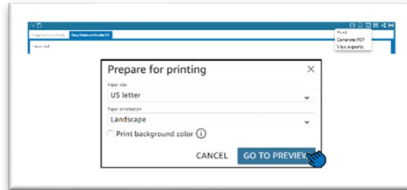
Landscape

☐ Print background color

CANCEL

GO TO PREVIEW

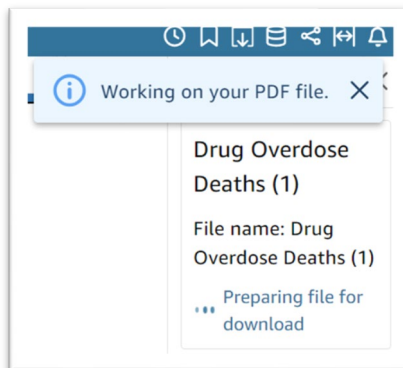
- Once you have identified those selections, click **Go to Preview**.



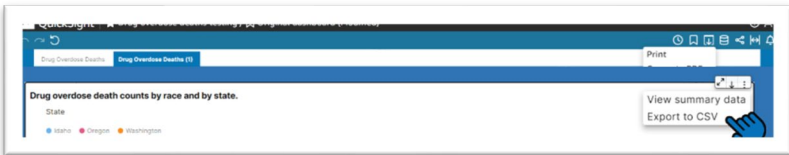
- This will open a preview of the print job, click **print** on the top right and follow the commands to select your local printer.



- Tip: If you would like to create a PDF, you can save the print job or view it as a PDF in your local printer dialogue box by selecting **save as PDF** and when prompted select a file location appropriate to your internal policies for file storage.
 - Or select **Generate PDF** instead of print to download a PDF file.
 - Once selected the file will be prepared for download on the right-hand side of the dashboard.



To download data from the dashboard in CSV or Excel format, go to the toolbox on the right side of the visualization you would like to export and click the ellipses (...) button to download the file. Follow commands to save the file(s) to a location appropriate to your internal policies for file storage.



Returning to the Home Screen

To return to the home screen click the QuickSight icon on the top left side of the screen.



Helpful Tips

- NPAIHB is dedicated to returning data to Tribes and must ensure data are protected by setting permissions on dashboards to prevent unauthorized access to data. Please respect data and dashboard permissions set by NPAIHB Authors and Admins, the permissions are there to protect all Tribes' data.
- Be sure to understand your Tribe's policy and procedure on storage and sharing of data when downloading, printing, or sharing data from the Data Hub dashboards.
- If you encounter issues or need assistance, contact the helpdesk at DataHub@npaihb.org.
- Remember that the features and functionality available to a QuickSight Reader may vary depending on the permissions granted by NPAIHB. Always follow your organization's data governance and security guidelines when using QuickSight.
- For detailed instructions or specific questions about QuickSight, refer to the official [AWS QuickSight documentation](#) or seek guidance from the Data Hub team at DataHub@npaihb.org.

Additional Resources

- [AWS QuickSight Online User Guide](#)
- Data Hub [Technical Assistance webpage](#)

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3. *Indigenous Data Governance: Strategies from the United States Native Nations.* **Rodriguez-Lonebear, Desi, Martinez, Andrew and Russo Carroll, Stephanie.** 2019, Data Science Journal, pp. 1-15.
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Arizona. [Online] 2017.

<https://nnigovernance.arizona.edu/sites/nnigovernance.arizona.edu/files/resources/Policy%2520Brief%2520Indigenous%2520Data%2520Sovereignty%2520in%2520the%2520United%2520States.pdf>.

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<https://natedata.npaihb.org/resource/tribal-data-sovereignty/>.

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<https://natedata.npaihb.org/resource/public-health-authority-status/>.

7. Amazon Web Services. Amazon QuickSight User Guide. *AWS*. [Online] 2023. [Cited: September 7, 2023.]

<https://docs.aws.amazon.com/quicksight/latest/user/welcome.html>.

Appendix A: Data Sharing Agreement and Data Hub Addendum

Data Sharing Agreement Overview (click [here to get electronic document](#))

Appendix B: Data Hub User Request Form

Tribal User Request Form (click to get [electronic form](#))

Data Hub User Request Form

Data Hub User Request Form Instructions

To grant access to individuals, or "users," the authorizing official and user must complete the User Request Form. This form can also be used when renewing user access, or to remove users who no longer need access to the Tribal Data Hub Dashboard.

Select the type of user this form is addressing (New User, Renewing User, Removing User) Select one of the following 3 options.

- **New User**-Any user who does not currently have Data Hub access.
- **Renewing User**-A user with current Data Hub User access. Each user will have access to the Data Hub for 1 year.
- **Removing User**-Removes user access in the event the user change positions, leave employment with the Tribe, or needs access removed to prevent inappropriate access to the dashboard. Removing access does not require complete information for the user, but does require basic information
 - Check removing user;
 - Complete left column of the form with the minimum of the following User information: user name and email;
 - Complete the right column of the form: name, job title, email, phone number, authorizing signature, and date.

For each new/renewed/removed user, the user and Authorizing Official will complete the top section of this form including

- **New Renewing User information (left column):** Information about the user, including their name, job title, email, and phone number.
 - Select type of access requested (raw database access, data cleaning access, dashboard access, and/or billing access). Access will be granted based on the least necessary to complete job functions. This request will be reviewed internally to ensure appropriate access for job function and agreement attestation for data sets, appropriate to the access.
 - User signature attestation and date must be provided. The form can be printed and signed or signed electronically.
- **Authorizing Official Information (right column):** An authorizing official at the Tribe will be identified as part of the Data Sharing Agreement (DSA) and Data Hub Addendum. Once the DSA is complete, this official will identify who else, if anyone, at their organization, will have access to their Tribal Data Hub Dashboards. Information about the Authorizing Official, including their name, job title, email, and phone number. Authorizing Official signature attestation and date must be provided. The form can be printed and signed or signed electronically.
 - Authorizing Official signature attestation and date must be provided. The form can be printed and signed or signed electronically.
- **Organization Point of contact (bottom 2 rows):** Complete point of contact (POC) information identifying a POC in case the AO or user cannot be reached including name, job title, email, and phone number.

Leave the lower portion of the form blank (it will be completed by the Data Hub staff) and email the completed form to datahub@npaihb.org.





NW Tribal Data Hub User Guide



Data Hub User Request Form

Terms and Conditions for Northwest Portland Area Indian Health Board, Tribal Epidemiology Center, Northwest Tribal Data Hub

These terms and conditions ("Terms") govern your use of the Northwest Tribal Data Hub application (the "App"), operated by Northwest Portland Area Indian Health Board ("NPAIHB", "we", "our", or "us") on behalf of NPAIHB's member Tribes. By using the App, you agree to these Terms. If you do not agree to these Terms, please do not use the App.

Acceptance of Terms

By accessing or using the App, you agree to be bound by these Terms and our Privacy Policy.

Eligibility

Before receiving access to the App, the Tribe and NPAIHB will complete a Data Sharing Agreement (DSA) and Data Hub Addendum. The Tribal Data Hub was developed for Tribal use.

Individual logins will be provided upon completion of the DSA and approval of user request forms by the Tribe's Authorizing Official.

User Accounts

You will need to request a user account to access the App. You are responsible for maintaining the confidentiality of your account information.

Use of Data

The Tribal Data Hub was developed to allow Tribal Users to access and utilize community-level data on their communities. The data included in the Data Hub are not to be used to identify individuals for any purpose.

Privacy

Data accessed in the Tribal Data Hub is the property of the Tribe and agencies providing data to NPAIHB.

Data provided through the Tribal Data Hub is subject to federal and state laws that protect confidential information from public disclosure.

Use of the App and data is governed by the DSA and organization policy.

The Tribal Data Hub was designed to allow Tribal Users to access and utilize data. Tribal Users will have the ability to print and download the Tribe's data. As a Tribal User, it is your responsibility to understand and follow your organization's policy and procedure for data storage and sharing.

Logins are for individual use only. do not share login information with others. If additional individuals need access, please complete Data Hub User Request Form to request a new user account.

The Tribe/user will notify the Tribal Data Hub team as soon as possible if there is a change in status or employment of the Tribal User to ensure user access is removed in a timely fashion to prevent unauthorized access to your Tribal data.

User Content

You may have the opportunity to submit content, such as Tribal data. The content submitted will be governed by the DSA.

Prohibited Activities

You agree not to:

Use the App for any unlawful purpose.

Attempt to identify individuals represented in the data or data sources included in the Data Hub.

Post, transmit, or share any content that violates applicable laws or infringes upon third-party rights.

Attempt to interfere with the proper functioning of the App.

In-app Monitoring

As an authorized user, you understand and acknowledge that your use of the app may be monitored by NPAIHB for system management and to ensure protection against unauthorized access or use.

Termination

NPAIHB, the Authorizing Official, or Tribe reserves the right to terminate or suspend your access to the App at our sole discretion.

Unauthorized use of the App may result in immediate termination of a user's account.

Intellectual Property

All content and materials available on the App, including but not limited to text, graphics, logos, images, and software, are maintained by NPAIHB or its licensors and are protected by intellectual property laws.

All inventions, technological improvements, and educational or professional materials are the property of NPAIHB (unless they have been designated as belonging to another entity through written agreement):

Disclaimers

The App is provided on an "as-is" and "as-available" basis. We make no warranties, express or implied, regarding the App's accuracy, reliability, or fitness for a particular purpose.

Limitation of Liability

To the fullest extent permitted by law, we shall not be liable for any direct, indirect, incidental, special, consequential, or punitive damages.

Changes to Terms

We reserve the right to update or modify these Terms at any time. We will notify you of any changes via the App or through other means.

Governing Law

These Terms are governed by the laws as identified in the DSA and by other state and federal laws governing the disclosure and release of data, without regard to its conflict of law principles.

Unauthorized use or disclosure of confidential data

provided through the Tribal Data Hub will result in immediate closure of your user account. You may also be subject to administrative, civil, and criminal penalties identified in law.

Contact Information

If you have any questions or concerns about these Terms, please contact us at DataHub@NPAIHB.org.

By using the App, you acknowledge that you have read, understood, and agree to these Terms and our Privacy Policy.

Created By: Sstene

Ver. 4.0

Updated: 08/07/24

Data Hub User Request Form

Please complete the top portion of this form and email to: datahub@NPAIHB.org

Organization Name			
Select the type of action being applied to the User:			
<input type="radio"/> New User		<input type="radio"/> Renew User	
<input type="radio"/> Remove User			
User Information		Authorizing Official (AO) Information	
User Name (First Middle Last)		AO Name (First Middle Last)	
User Job Title		AO Job Title	
User email		AO email	
User Phone Number		AO Phone Number	
I have read and agree to abide by Data Hub Terms of Use :		As the organization's authorizing official, I hereby approve user access to the Data Hub on behalf of my organization:	
Attestation		Authorizing Signature	
Date		Date	
Organization Point of Contact (POC)			
POC Name (First Middle Last)		POC email	
POC Job Title		POC Phone Number	



Data Hub Internal Use

Account Name:	Ticket#	Account Created

NPAIHB User Request Form

Data Hub User Request Form

Data Hub User Request Form Instructions

To grant access to individuals, or "users," the NPAIHB supervisor and user must complete the User Request Form. This form can also be used when renewing user access, or to remove users who no longer need access to the Tribal Data Hub Dashboard.

Select the type of user this form is addressing (New User, Renewing User, Removing User) Select one of the following 3 options.

- New User-Any user who does not currently have Data Hub access.
- Renewing User-A user with current Data Hub User access. Each user will have access to the Data Hub for 1 year.
- Removing User-Removes user access in the event the user change positions, leave employment with the Tribe, or needs access removed to prevent inappropriate access to the dashboard. Removing access does not require complete information for the user, but does require basic information
 - o Check removing user;
 - o Complete left column of the form with the minimum of the following User information: user name and email;
 - o Complete the right column of the form: name, job title, email, phone number, authorizing signature, and date.

For each new/renewed/removed user, the user and supervisor will complete the top section of this form including

- New Renewing User information (left column): Information about the user, including their name, job title, email, and phone number.
 - o Select type of access requested based on your job function (dashboard reader-this will expand in the future to additional roles), and security group (aggregate data for NW Region, State, or specific Tribe). Access will be granted based on the least necessary to complete job functions. This request will be reviewed internally to ensure appropriate access for job function and agreement attestation for data sets, appropriate to the access.
 - o User signature attestation and date must be provided. The form can be printed and signed or signed electronically.
- Supervisor Information (right column): Information about the supervisor, including their name, job title, email, and phone number. Supervisor signature attestation and date must be provided. The form can be printed and signed or signed electronically.
 - o Supervisor reviews the access requested to ensure the least necessary to complete job functions.
 - o Supervisor signature attestation and date must be provided. The form can be printed and signed or signed electronically.

Leave the lower portion of the form blank (it will be completed by the Data Hub staff) and email the completed form to datahub@npaihb.org.





NW Tribal Data Hub User Guide



Data Hub User Request Form

Terms and Conditions for Northwest Portland Area Indian Health Board, Tribal Epidemiology Center, Northwest Tribal Data Hub

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Acceptance of Terms

By accessing or using the App, you agree to be bound by these Terms and our Privacy Policy.

Eligibility

Before receiving access to the App, the Tribe and NPAIHB will complete a Data Sharing Agreement (DSA) and Data Hub Addendum. The Tribal Data Hub was developed for Tribal use.

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Privacy

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Data provided through the Tribal Data Hub is subject to federal and state laws that protect confidential information from public disclosure.

Use of the App and data is governed by the DSA and organization policy.

The Tribal Data Hub was designed to allow Tribal Users to access and utilize data. Tribal Users will have the ability to print and download the Tribe's data. As a Tribal User, it is your responsibility to understand and follow your organization's policy and procedure for data storage and sharing.

Logins are for individual use only. do not share login information with others. If additional individuals need access, please complete Data Hub User Request Form to request a new user account.

The Tribe/User will notify the Tribal Data Hub team as soon as possible if there is a change in status or employment of the Tribal User to ensure user access is removed in a timely fashion to prevent unauthorized access to your Tribal data.

User Content

You may have the opportunity to submit content, such as Tribal data. The content submitted will be governed by the DSA.

Prohibited Activities

You agree not to:

Created By: Sstene

Use the App for any unlawful purpose.

Attempt to identify individuals represented in the data or data sources included in the Data Hub.
Post, transmit, or share any content that violates applicable laws or infringes upon third-party rights.

Attempt to interfere with the proper functioning of the App.

In-app Monitoring

As an authorized user, you understand and acknowledge that your use of the app may be monitored by NPAIHB for system management and to ensure protection against unauthorized access or use.

Termination

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Governing Law

These Terms are governed by the laws as identified in the DSA and by other state and federal laws governing the disclosure and release of data, without regard to its conflict of law principles.

Unauthorized use or disclosure of confidential data provided through the Tribal Data Hub will result in immediate closure of your user account. You may also be subject to administrative, civil, and criminal penalties identified in law.

Contact Information

If you have any questions or concerns about these Terms, please contact us at DataHub@NPAIHB.org.

By using the App, you acknowledge that you have read, understood, and agree to these Terms and our Privacy Policy.

Ver. 4.0

Updated: 08/07/24

Data Hub User Request Form

Please complete the top portion of this form and email to: datahub@NPAIHB.org

Select the action being applied to the User:			
<input type="radio"/> New User		<input type="radio"/> Renew User	
<input type="radio"/> Remove User			
User Information		Supervisor Information	
User Name (First Middle Last)		Supervisor Name (First Middle Last)	
User Job Title		Supervisor Job Title	
User email		Supervisor email	
User Phone Number		Supervisor Phone Number	
User Access to (select all that apply):		As the NPAIHB user's supervisor, I hereby approve user access to the Data Hub:	
AWS Access:			
<input type="checkbox"/> Dashboard Reader			
QS Security Group: <input type="checkbox"/> NW Region <input type="checkbox"/> Idaho <input type="checkbox"/> Oregon <input type="checkbox"/> Washington <input type="checkbox"/> Tribe:			
<input type="checkbox"/>			
User Signature		Supervisor Signature	
Date		Date	



Data Hub Internal Use

Account Name:	Ticket#	Account Created

Appendix C: Frequently Asked Questions

How does the Data Hub identify the Tribal Area?

The Data Hub uses county or zip codes cross-referenced with Indian Health Service (IHS) Purchased/Referred Care Service Delivery Areas (PRCDA) to identify Tribal Area. For more information about PRCDA use the [PRCDA Table](#). Because many state and federal data systems do not collect reliable information on tribal affiliation or descendency, we report data on American Indian or Alaska Native people living within a Tribe's PRCDA. Understandably, this is not a perfect system for reporting data on Tribal members or residents; however, this approach provides an approximation of health risks and outcomes within a Tribal service area. Note: PRCDA was formerly called Contract Health Service Delivery Area (CHSDA).

How is the Data Hub updated?

The NPAIHB is dedicated to ensuring Tribes have updated data available. The Data Hub team regularly updates dashboard data as new data is received. Update times vary by data source (tribal, state, or federal) and are dependent on data sharing agreements and the frequency data is received from the data source.

Can Tribes request additional data be added to their Data Hub Dashboard?

Tribes can request to add additional data sets to their dashboard. Please send a request to datahub@npaihb.org. To ensure data security, please do **not** send data in the request email.

Where does the Data Hub get its data?

The Northwest Tribal EpiCenter (NWTEC) partners with state and federal entities to gather data on behalf of Tribes in Idaho, Oregon, and Washington.

As a steward of Tribal health data NWTEC receives data from **state sources** such as:

- Vital/Health Statistics (birth and death records),
- Cancer Registries (cancer records),
- Hospital data (discharge and syndromic surveillance data-Oregon and Washington only)
- Reportable communicable disease data
- Trauma data (Idaho only);

And **federal sources** such as:

- US Census Bureau (demographic, economic, and population data)
- EpiDataMart (IHS clinical encounter data)

What data are available on the Data Hub?

Data currently available:

- Drug overdose (Tribal Area Specific)

Data coming soon:

- Cancer, mortality, racial misclassification, suicide, diabetes, heart disease, demographics (Tribal Area Specific, State, & Regional)
- Community Health Profiles

Access to the dashboard must be authorized by the Tribe for individual persons (users). For more information about how to access the dashboard see: [Tribal Data Hub Access](#). Data cannot be released if it could potentially identify an individual. Data with small numbers (non-zero counts of less than 5) will be identified as “suppressed” or “unreliable” and will not be provided in dashboard reports.

How does the Data Hub ensure Data is secure?

Data security and protection are vital for supporting Tribal Data Sovereignty. As data stewards, the Northwest Portland Area Indian Health Board (NPAIHB) works to ensure the protection of Tribal data. Amazon Web Services (AWS – the cloud platform that hosts the Data Hub), NPAIHB, and Tribes all play a role in ensuring the security of the Data Hub. AWS

protects the *security of the cloud* by ensuring the physical security of hardware and the technical security of the software. NPAIHB protects the *security in the cloud* by ensuring sound security design and architecture, encryption of data, and limited access and authentication for users. Tribes can protect the security of their dashboards by limiting access for users and notifying NPAIHB of any changes to users promptly.

Physical protections

- ✦ Storage of data: Data is stored in an Amazon Web Services (AWS) Data Center, providing 24/7 protection with perimeter fencing, restricted access, monitoring, security guards, video feeds, intrusion detection technology, backup power grids, fire suppression, and encryption of data at rest and in motion.
- ✦ Data backups (raw data backup on-site, at NWTEC, and in the AWS cloud).

Administrative protection

- ✦ User logins require complex password protection.
- ✦ Tribal Area-specific data access is limited to only individuals specified by the Tribe to have access to their Tribal area-specific data.
- No one except NWTEC Data Hub staff and individuals specified by the Tribe

can access Tribal area data. Tribes cannot view another Tribe's area-specific data.

- ✦ NPAIHB access is limited to only NWTEC Data Hub staff – the staff that design, support, and protect the Data Hub.
- ✦ All Data Hub users sign in to the Data Hub via a secure access portal using their user logins (no group or shared logins).
- ✦ Log records and activity monitoring of all individual users who accessed the system.
- ✦ Data are de-identified and aggregated (grouped) so that individuals cannot be identified.
- ✦ Small number standards - statistical analyses based on a small number of cases will not be released to ensure individuals' confidentiality and statistical reliability.

Technical protections

- ✦ Virtual Private Computing and Network layer security.
- ✦ Firewall protection.
- ✦ No public access database and storage.
- ✦ Identity Access Management (IAM) technology.
- ✦ NWTEC staff with access to the Data Hub infrastructure are required to use multifactor authentication (MFA) and

Virtual Private Networks to access the Data Hub.

- ✦ Encryption at rest and in motion - *Methods used to transfer data are encrypted using AES-256. Industry-standard mechanisms and algorithms, such as those validated by the National Institute of Standards and Technology (NIST) are required.*
- ✦ FedRAMP and [HIPAA - certified technology](#).

Who has access to the Data Hub?

[Data Sharing Agreement \(DSA\)](#) and [Data Hub Addendum](#) are completed to identify individuals who will have access to the data. Each individual identified must complete appropriate user agreement forms before receiving access to the Data Hub Dashboard for the Tribal Area. Each Tribe will only have access to their Tribal Area level data and aggregate state and regional data. Tribes will not have access to another Tribal Area's data.

What is sovereignty?

Tribes are sovereign nations with the power to govern their people, land, and resources without interference from other jurisdictions (1), (2). Federally recognized Tribes have a government-to-government relationship with the U.S. government, and state-recognized Tribes have a government-to-government

relationship with the states in which they are recognized.

What is data sovereignty?

Tribal data sovereignty is the inherent right of Tribes to control the collection, ownership, and use of their data (3). Data are an important tool for informing public health policies and decision-making. Data are key to building evidence-based Tribal health systems that protect and promote health for current and future generations (3), (4). For more information about Tribal Data Sovereignty see the [Tribal Data Sovereignty Fact Sheet](#) (5). For more information about Public Health Authority Status of Tribes see the [Public Health Authority Status Fact Sheet](#) (6).

How do I gain access to my Tribal Area Data Hub Dashboard?

1. Complete a [Data Sharing Agreement and Data Hub Addendum](#)
 - a. A Data Sharing Agreement (DSA) and Data Hub Addendum are documents that outline the roles of organizations bound by the agreement, what data will be shared, how long the agreement is in place, how the data will be used, who owns the data, identifies authorizing official(s) and their roles, and processes for

confidentiality and security of the data.

2. Identify who will have Access and complete the [User Request Form](#)
 - a. Once the DSA is complete and an authorizing official(s) has been identified. The authorizing official will need to identify who will have access to the Tribal Data Hub Dashboard. The User Request Form is a document authorizing, renewing, or removing users from the dashboard. Be sure to review the [Terms of Use](#) before submitting your user request.
3. Log into your Data Hub account
 - a. Once you have completed your new user form with the appropriate authorization from the Tribe's Authorizing Official, Data Hub staff will create a Data Hub account to complete your access request. The Data Hub will then email your login information to the email provided on your Data Hub User Request Form. When you receive the email, you will be able to log in. For more information on Logging in the first time follow the hyperlink.

Who should have access to the Data Hub Dashboard?

It is up to Tribal leadership and the Authorizing Official identified on the [Data Sharing Agreement and Data Hub Addendum](#) to identify who will have access to their Data Hub Dashboard. Generally, users include:

- Public health staff,
- Tribal Health Director,
- Grant writers,
- Data analysts, and/or
- Anyone else identified by the Authorizing Official or leadership with a need to access the Tribal Area Specific data regularly.

How do I remove access to a user on the Data Hub Dashboard?

It is vital to the security of your organization's data to notify the NPAIHB Data Hub staff as soon as possible when users should no longer have access to the Tribal Data Hub Dashboard, such as when users change positions or leave employment with the Tribe. To remove a user the authorizing official will complete the upper portion of [Appendix B: Data Hub User Request Form](#) and submit for each user's access they would like to remove. Removing access does not require complete information for the user, but does require basic information:

- Enter your **organization name**.
- Check the **removing user** box.
- Complete the section on user information: **name**, and **email**
 - User job title, email, phone number, and signature attestation are not required for user removal.
- Complete the authorizing official (AO) section including: **name**, **job title**, **email**, **phone number**;
 - The authorizing official **signature**, and **date** are required and can be provided electronically.
- Complete point of contact (POC) information identifying a POC in case the AO cannot be reached: **name**, **job title**, **email**, and **phone number**.
- Leave the lower portion of the form blank it will be completed by the NPAIHB.

Email the completed form to datahub@npaihb.org. If there is a situation where you need an individual removed urgently please contact us via phone (503) 228-4185 x 397.

How do I use the Data Hub Dashboard?

The Tribal Data Hub User Guide provides instructions for the use of the Data Hub. See [Using Your Tribal Data Hub Dashboard](#).

Where can I get training or support on the Data Hub Dashboard?

The Data Hub team has provided a user guide to provide basic instructions on the use of the Data Hub Dashboard. See [Using Your Tribal Data Hub Dashboard](#). The Data Hub team also provides updated training information on the Data Hub [Technical Assistance Page](#). For additional training and technical assistance please contact the Data Hub team at datahub@NPAIHB.org.

How can I learn more about the data and analysis methods used in the dashboards?

Detailed information on the data sources and analysis methods used for producing the dashboards can be found in the [NW Tribal Data Hub Data Analysis Methods](#) document.

How do I cite data from a Data Hub Dashboard?

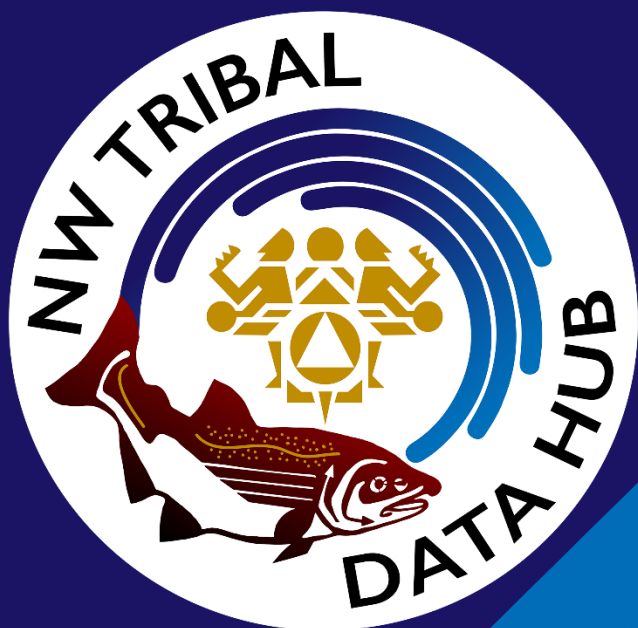
Suggested citations for each dashboard can be found in the [NW Tribal Data Hub Data Analysis Methods](#) document.



**For Questions or inquiries contact
the NW Tribal Data Hub:
DataHub@NPAIHB.org
(503)228-4185 ext. 397**



NORTHWEST PORTLAND AREA
INDIAN HEALTH BOARD
Indian Leadership for Indian Health



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