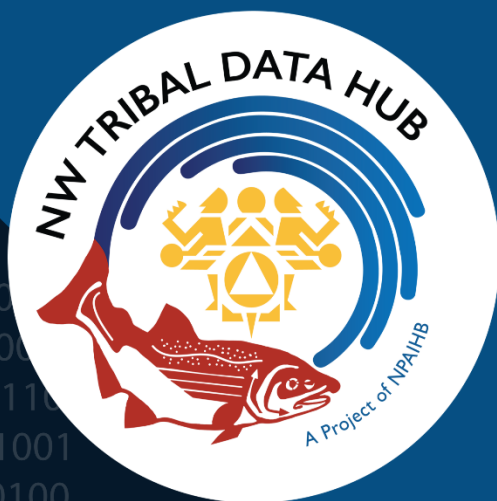


Northwest Tribal Data Hub User Guide



NORTHWEST PORTLAND AREA
INDIAN HEALTH BOARD

Indian Leadership for Indian Health



NWTEC
NPAIHB

A stylized blue mountain range with three peaks of varying heights. To the right of the mountains is a line graph with three circular nodes connected by straight lines, showing an upward trend. The background is a dark blue gradient with a diagonal split into a lighter blue section at the bottom right.

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

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With heartfelt gratitude, the Northwest Portland Area Indian Health Board (NPAIHB) and the Northwest Tribal Epidemiology Center (NWTEC) extend their deepest appreciation to the Tribal members, families, staff, and leadership whose invaluable contributions have enriched our understanding of health within Northwest Tribal communities.

We also honor the dedication of the NPAIHB delegates from our 43-member tribes, and staff at the Indian Health Service (IHS) and Tribal health facilities whose work serving NW Tribal communities is vital our shared goal of improving the health of Tribal communities.

Our sincere thanks go to the Portland Area IHS and the States of Idaho, Oregon, and Washington for their support, and to our project officers at funding agencies, who have all helped bring the NW Tribal Data Hub 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, on-demand, and easy access to public health data on topics such as substance use and overdose, suicide, and leading causes of death. These topics were identified as priorities by Tribal health leaders. Ultimately, the Data Hub will expand to provide Tribes with a comprehensive community health profile that includes additional health topics such as demographic data, cancer incidence, emergency department visits, hospitalizations, and more. Tribes gain access to the Data Hub through a secure login after completing a Data Sharing Agreement (DSA) with NPAIHB. Users can then view and interact with their data dashboards. Each Tribe can view aggregated data within their Tribal service area, state (Idaho, Oregon, and Washington), and the combined NW region.



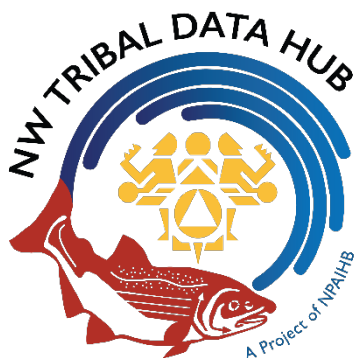
The primary function of the Data Hub is to connect NW Tribal communities with their data. Tribal communities



require accurate, timely data to inform health policy, communities, and leaders. Access to data improves a community's ability to focus public health programming, policy and inform funding proposals.

About the logo:

The Data Hub team wanted to ensure a cultural connection to the Tribal communities we serve while portraying the return of data to their communities of origin. Though there are vast differences in the 43 communities we serve, the



Pacific Northwest is connected by river systems and their traditional abundance of salmon. Therefore, we worked with NPAIHB's Communications team to develop the logo from the following analogy:

Salmon are born in the high mountain river systems of the Pacific Northwest and journey downriver to the Pacific Ocean. These baby salmon benefit from the large ocean ecosystem, growing large from the abundant marine nutrients. When the adult salmon return to their natal waters to spawn, they bring the essence of the Pacific Ocean back with them. These nutrients enrich a new generation of salmon and benefit every other organism in that ecosystem. Salmon play a critical role by providing reciprocity between the marine environment and high mountain streams a thousand miles away.



The goal of the Data Hub is to return enriched data to its community of origin, much like the journey of salmon back to high mountain river systems. Tribal communities are often left disconnected from the information generated by their people; health data often leave Tribal communities through hospital, state, and federal systems, but rarely return to benefit Tribal communities. NWTEC works to access and analyze these data on behalf of NPAIHB's 43-member Tribes. The Data Hub enhances the quality of data by performing record linkages to ensure American Indian and Alaska Native (AI/AN) people are counted in the data and then uses the corrected data to develop accurate data insights for NW AI/AN communities.

Data informs health policy and systems, communities, and leadership to improve health programming, funding proposals, and focuses interventions for the community's needs. The Data Hub provides reciprocity between tribal communities and their data.

The Data Hub ensures data complete their lifecycle, returning home to enrich the community by providing the 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. (National Congress of American Indians, 2020)
(The Network for Public Health Law, 2020) 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. For more information see [Tribal Data Sovereignty](#).

What is data sovereignty?

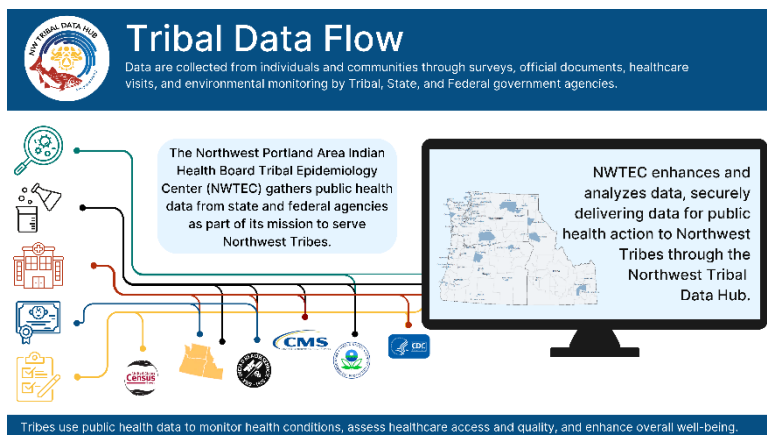
Tribal data sovereignty is the inherent right of Tribes to control the collection, ownership, and use of their data. Data are important for informing public health policies and decision-making. Data are key to building evidence-based Tribal health systems that protect and promote health for current and future generations.

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 nation 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. For more information see [Tribal Data Sovereignty](#).



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 has been improved by NWTEC for Tribal communities by correcting the misclassification of American Indian and Alaska Native (AI/AN) people as other races. For example, many AI/AN people are misclassified as “white” or another incorrect race in health



records and, without this correction process, would not be counted in public health reports for AI/AN people. This correction process helps ensure that the data provided to NW Tribes through the Data Hub is complete and accurate to better serve Tribal communities.

Most data sources lack reliable information on tribal affiliation. Because of this, the Data Hub reports data on all individuals classified as AI/AN within a Tribal area or state region. In the Data Hub, Tribal areas are defined as the county or counties



that are included in the Tribe's Indian Health Service (IHS) Purchased/Referred Care Service Delivery Areas (PRCDA). A listing of the counties included in each Tribal PRCDA are available on the IHS website. Tribes have access to view Data Hub dashboards for their Tribal PRCDA data, as well as the data for Washington, Oregon, Idaho, and the NW region combined. While tribe-specific data, such as data for enrolled Tribal members, or all people on Tribal lands, would be beneficial, PRCDA-level data is what can be provided due to data limitations.

Data visualization is the visual representation of data through graphics, charts, and plain language messaging 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 visualizations are useful to identify existing health issues and health disparities among tribal communities, observe disease trends, and explore disease outcomes to develop data-driven policy, health programming, funding proposals, and focused interventions to improve health outcomes.

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](#).



Data Sources and Data Available

Where does the NW Tribal Data Hub get its data?

The Northwest Tribal Epidemiology Center (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 discharge data (inpatient hospitalizations)
- Syndromic surveillance data (emergency department, urgent care, and other healthcare visits),
- 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).

The Data Hub team is working to incorporate all of this data into the Data Hub through user-friendly, on-demand dashboards.

For specific information on the data sources used for each dashboard, please see the [Data Analysis Methods](#).



What data are available on the Data Hub?

All dashboards include Tribal area, state, and regional level data.

Dashboard topics include:

Data currently available:

- Drug overdose deaths
- Suicide deaths
- Leading causes of death.

Data coming soon:

- Cancer, racial misclassification, diabetes, heart disease, and more.

Access to the dashboards must be authorized by the Tribe for their individual users. For more information about accessing dashboards see: [Tribal Data Hub Access](#). Data cannot be released if it could potentially identify an individual. Data points with non-zero counts of less than 5 and estimates derived from these counts will be identified as “suppressed” or “unreliable” and will not be displayed in any of the visuals in dashboards. For more information about data suppression and small numbers please see the [NW Tribal Data Hub Data Analysis Methods](#) document.

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

If there is a type of data that would be helpful for your public health needs, please let us know. The Data Hub prioritizes which data to add based on Tribal feedback. Tribes can provide



feedback by emailing datahub@npaihb.org or completing the NW Tribal Data Hub Annual Evaluation and Priorities Survey.

If Tribes would like to provide their own data to be incorporated as a Data Hub dashboard, please contact us at datahub@npaihb.org. In most cases, an update to the Data Sharing Agreement with NWTEC/NPAIHB will need to be made prior to development of a dashboard. Depending on the type of data and timeline needed for the data, another project at NWTEC may help in developing a report. To ensure data security, please do **not** send data in the request email.

How does the NW Tribal Data Hub identify Tribal Areas?

Tribal areas include the county or counties that form the Tribe's PRCDA as defined by the Indian Health Service (IHS). These areas may occasionally change and are listed on the [IHS website](#) in the [PRCDA Table](#).

Many state and federal data systems do not collect reliable information on tribal affiliation or descendency, the NW Tribal Data Hub reports data on all American Indian or Alaska Native people within a Tribe's PRCDA.

Additionally, Northwest Tribal Epidemiology Center (NWTEC) staff reference the IHS PRCDA list and periodically scan [Federal Register notices](#) to identify recently approved expansions to Tribal areas that may not yet be reflected in the IHS list.

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 is the NW Tribal Data Hub data updated?

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



Tribal Data Hub Information Technology and Security

Is my data secure in the NW Tribal Data Hub?

Data security and protection are vital for supporting Tribal Data Sovereignty. We believe that your Tribe's data belongs to you. As data stewards, the NWTEC takes the protection of Tribal data very seriously and has designed the Data Hub with multiple layers of security in place. Maintaining the security of the Data Hub is a shared responsibility between NWTEC, Tribes, and the cloud provider that hosts the Data Hub (Amazon Web Services, or AWS).

AWS is responsible for protecting the security of the cloud by maintaining the physical security and health of the infrastructure that runs all the cloud services, staying current on the latest cybersecurity standards, and maintaining security certifications.

NWTEC is responsible for security in the cloud by following the latest recommendations for secure cloud architecture designs, defining data management policies and protocols, and enforcing strict access controls.

Tribes can protect the security of their data by defining which users have access to their Tribe-Area data, coordinating user access with NWTEC, and following the policies outlined in the [Terms of Use](#). These policies are in place to protect the security of Tribal data.



Individual users can protect the security of the Data Hub by following the security policies of their Tribes, the Data Hub [Terms of Use](#), and being mindful of general security best practices. We recommend the following guidelines:

- ✦ Access the Data Hub only from private, secure connections. Do not connect to the Data Hub while on an open public internet network. VPN (virtual private network) connections are strongly recommended.
- ✦ Ensure your device screen is not visible to others who do not have the Tribe's permission to access the Data Hub.
- ✦ When you have completed your session, log out of the Data Hub.
- ✦ Logging in to the Data Hub requires Multi-Factor Authentication. Protect the device used for MFA with strong passwords and/or biometric authentication.
- ✦ If you download a PDF report of your dashboard, protect it as you would any other sensitive information.

In the following sections, we outline in more detail the layers of security we employ to maintain the privacy, security, and integrity of the Data Hub.

How is the security of the NW Tribal Data Hub protected?

As mentioned in the previous section, there are multiple layers protecting the security of the Data Hub and protecting that security is a shared responsibility between the cloud provider, NWTEC, Tribes, and individual users. These layers can be



broken down into physical security, cloud architecture, identity and access management, data management, monitoring, and disaster recovery.

Physical Security

This layer of security is about protecting the health and security of the physical infrastructure (i.e., physical hardware such as the servers) that house the data and services that comprise the Data Hub.

These protections include:

- ✦ Perimeter protections (fencing, barriers, security guards, etc.),
- ✦ Security surveillance and monitoring for both interior and exterior. Real-time alerts and CCTV recording of activity,
- ✦ Intrusion detection and security alerts,
- ✦ Restricted access with multiple layers of security controls, including biometric authentication,
- ✦ Environmental controls to monitor and control temperature, humidity, and other environmental health factors,
- ✦ Automated fire detection and suppression,
- ✦ Security updates and maintenance.

Cloud Architecture

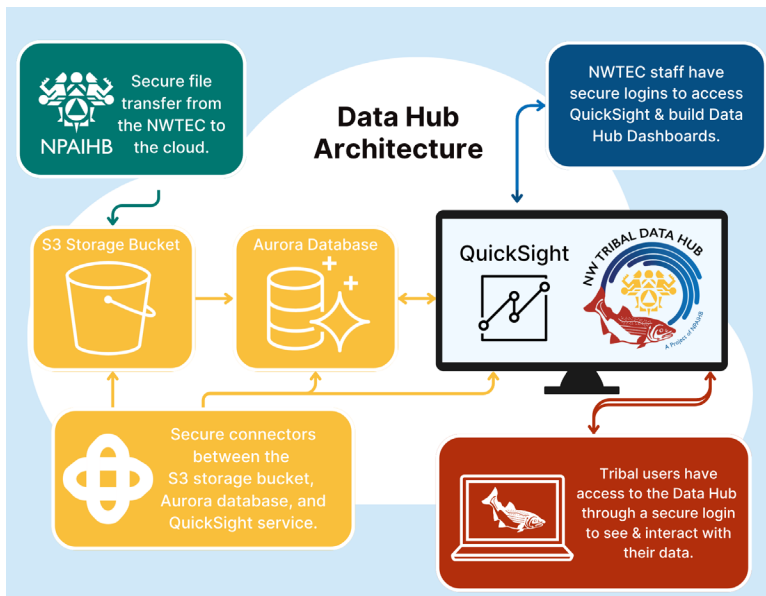
Cloud architecture refers to the overall design of how the system is built in the cloud. This is like the blueprint for the Data Hub. It defines how the rooms (services, such as our data visualization tool QuickSight), hallways (networks), locks



(security controls), and utilities (storage and computing) are arranged so the whole system is safe, reliable, cost-efficient, and easy to use.

- ✦ Network firewalls and security protocols,
- ✦ Continuous, centralized logging and monitoring,
- ✦ Strict access controls and centralized identity and access management,
- ✦ Data protection and encryption algorithms validated by National Institute of Standards and Technology (NIST),
- ✦ Access to the database or data storage is strictly controlled and restricted to within our Virtual Private Cloud (VPC),
- ✦ [FedRAMP](#) and [HIPAA-compliant](#) services and architecture,
- ✦ Automated backups and disaster recovery.

This multi-layered design protects the privacy, security, and availability of the NW Tribal Data Hub.



Identity and Access Management

Identity and Access Management refers to the management of users and their privileges within a system. The Data Hub uses centralized Identity and Access Management for both NWTEC staff and Tribal users of the Data Hub with Single Sign-On (SSO) enabled. This simplifies the task of user and permissions management, provides a better user experience, and enables additional layers of security.

- ✦ Enforced session time-outs help us protect against unauthorized access because someone forgot to sign out of their account on a shared device.
- ✦ Multifactor authentication and/or one-time passwords are required for all users – this adds an extra layer of



authentication and protects against unauthorized use of credentials to gain access to the system.

- ✦ All users are federated through configured identity providers with enforced MFA (see above). Only after an identity is authenticated through the identity provider (for example, Microsoft Entra ID) is access granted to the system.
 - There are **no passwords stored** within AWS.
- ✦ Role-based security groups follow the principle of least privilege – each user has access only to the resources and actions required for their role.
- ✦ Row-level security groups protect Tribal-Area data at the row level by restricting access to only the individuals specified by the Tribe.
 - No one except NWTEC staff and individuals specified by the Tribe can access Tribal-Area data.
 - **Tribes cannot view another Tribe's area-specific data.**

Data Management

The Data Hub has defined multiple data management policies and protocols to protect data throughout the data lifecycle.

- ✦ Data in the cloud are encrypted using extremely secure industry-standard AES-256 encryption algorithms both at rest (i.e., in the database) and while in transit (i.e., when data are uploaded to cloud storage). Encryption



keys are securely stored, strongly protected, and automatically rotated regularly.

- ✦ Data are uploaded to the cloud from secure, encrypted connections.
- ✦ Data are stored in a Virtual Private Cloud with no public access.
- ✦ Access to data is restricted and strictly controlled.
- ✦ The privacy of individuals is protected by presenting only de-identified and aggregated (grouped) data in data visualizations to prevent individuals from being identified.
- ✦ Small number standards are followed. Statistical analyses based on a small number of cases will not be released to ensure individuals' confidentiality and statistical reliability. See [NW Tribal Data Hub Data Analysis Methods](#) for additional details on small numbers suppression.

Artificial Intelligence (AI) Restrictions

NPAIHB has a strict policy prohibiting the use of generative AI to protect Tribal data sovereignty. While many companies and cloud providers such as AWS continue to push new AI features, NWTEC has explicitly disabled the use of any of these features at the account, security group, and user level. We continuously monitor new features and adjust our security policies as needed to keep the Data Hub protected.

Users may occasionally see messages about AI features in the data visualization tool. These can be ignored because the AI features are disabled. At no point in time does any generative



All models have visibility or access to any Tribal data through the Data Hub.

Centralized Auditing, Logging, and Monitoring

The Data Hub continuously logs all network traffic and user access and activities within the Data Hub. These logs are stored in a centralized, isolated, and immutable environment with restricted access.

Automated alerts inform our IT team immediately if suspicious activity, security issues, or issues with the health of the environment are detected.

Disaster Recovery

Disaster recovery refers to the ability to restore access and functionality to the system in the event of a disaster, whether this is a natural event (such as a fire), human error (such as deleting infrastructure by accident), or a technical failure (such as a health issue with a compute instance).

The secure NPAIHB server contains raw backups of data files. These files are backed up:

- ✦ Locally:
 - Twice a day,
 - To an external on-site storage nightly,
 - To a secured off-site storage location weekly.
- ✦ In the cloud:
 - ✦ Uploaded files are archived and retained in encrypted, secured storage for recovery purposes.



- ⌘ Automated backups of the database are created multiple times a day. These backups are encrypted with protected keys.
- ⌘ The database and other services are deployed in multiple availability zones, allowing for automated failover if a disaster were to impact one region.
- ⌘ Automated scaling of multiple services allows the Data Hub to dynamically adjust to the needs of users.

For more information about how NWTEC manages and stewards data, see the NWTEC [Data Governance Handbook](#).

Who has access to the Data Hub?

Tribes must complete a Data Sharing Agreement and Data Hub Addendum, to identify the Tribe's Authorizing officials who approve individuals who will have access to the data. Everyone identified must complete appropriate user agreement forms before receiving access to the NW Tribal Data Hub. Each Tribe will have access to only their Tribal Area level data and aggregate state and regional data. Tribes will not have access to another Tribe's area data. For more information on gaining access to the NW Tribal Data Hub, see [Tribal Data Hub Access](#).



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 are shared.

The [Data Sharing Agreement Overview Document](#) provides an example and overview of the documents. To begin collaboration in developing an agreement contact the team datahub@npaihb.org.

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,” and authorizing official (AO) must complete and sign 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. See the Terms of Use in the [User Request Form](#) before submitting your user request.

New Users

For each new user, the user and authorizing official will complete the upper portion of the [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 the [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 the [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 **(971) 430-2607**.



Step 3. Log into your Data Hub account.

Once Data Hub staff receive a completed user request form, we will email the new user to set up an onboarding appointment. Once the appointment has been scheduled, Data Hub staff will create an account for each authorized Tribal user and email them a link to accept the invitation to the Data Hub. During the onboarding appointment, the new user will be walked through login process, be granted access to their Tribal data, and be oriented to the platform and dashboards. Their new login information, and additional resources, will be emailed to the address provided on the [User Request Form](#). See [Logging in the first time](#) for more information on how to login to the Data Hub.



Using Your Tribal Data Hub

Terms of Use

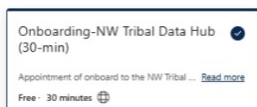
All Authorized Data Hub Users are required to agree to the Terms of Use for NW Tribal Data Hub located the [User Request Form](#) and [Data Hub Addendum of the Data Sharing Agreement](#) when completing the User Request Form.

Getting Started

After completing the Data Sharing Agreement, Data Hub Addendum, and User Request Form(s) each user will receive an email from the Data Hub Team to book an appointment for onboarding. Once you book your appointment, our team will submit a ticket to create your account.



NW Tribal Data Hub Onboarding

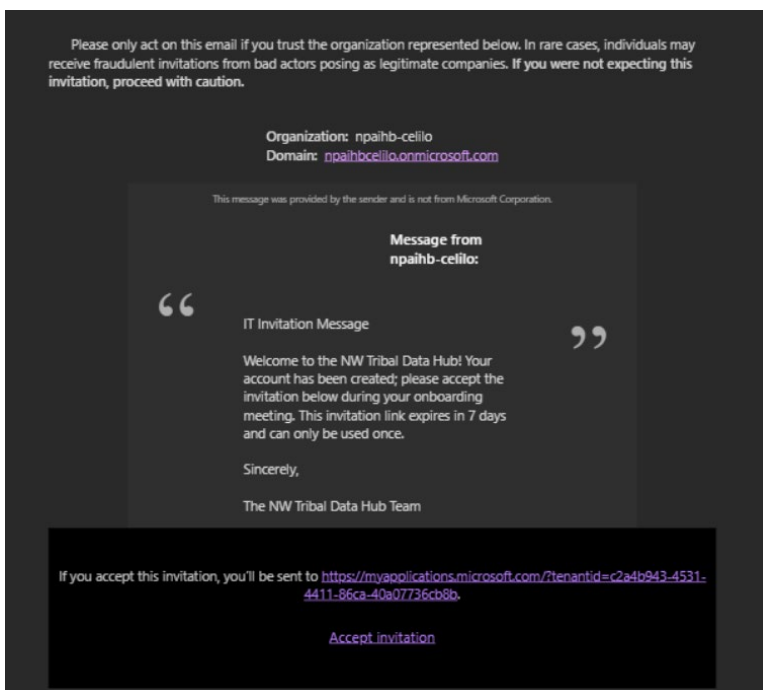


Booking for Onboarding-NW Tribal Data Hub (30-min)

Our IT department will create access to the application using single sign-on through our Microsoft identity and access



management system, NPAIHB-Celilo, before our onboarding session. You will receive an invitation email from invites@microsoft.com which looks like this:



When you click ‘Accept invitation’, you will see this warning message:



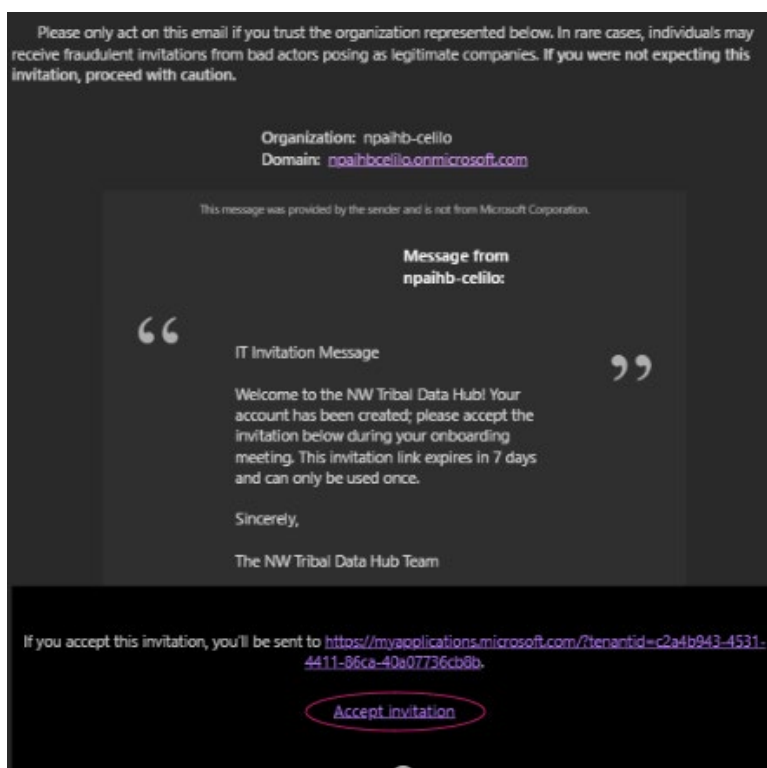
Your email and name are stored in the system to verify your identity and ensure the security of Tribal data. Your information is not used for any purpose other than to grant you access to the NW Tribal Data Hub. You can access our privacy policy [here](#).



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 invitation” to QuickSight from the QuickSight Team.



2. Follow the prompts to gain access through single sign on.



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

After our onboarding meeting, you will receive an email with the following information:

Please save the following information:

This information will be used for subsequent logins after you create a password using the email invitation mentioned above:

- Account Name
- Username
- You may want to bookmark these 2 pages:
 - Data Hub dashboard login:
https://quicksight.aws.amazon.com/sn/auth/signin?directory_alias=NWTribalDataHub
 - Data Hub informational website:
<https://datahub.npaihb.org/>

Here are a few links to [get started](#):

We have a detailed [Tribal Data Hub User Guide](#) to help you navigate the platform.

If you ever run into any issues, please attend [office hours](#) on Tuesdays at 1:00 pm (PT) or set up a time for technical support using this [bookings link](#).

Your participation and feedback are crucial to the success of this project.

Please provide us with feedback in any of the following ways:

- Contact us: via email at datahub@npaihb.org, or directly from the dashboard by clicking this image:



- Share feedback about a dashboard: by clicking this image within the dashboard:



- Complete our New User Survey: you will get an email 30 days from today with a new user survey to share your onboarding and platform experiences.
- Help us set priorities with our annual survey: Annually, we will send surveys to new users and Authorizing Officials to set priorities for new dashboards.

Interacting with your Tribal Data Hub Dashboards

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



Note: AWS changes branding and user interfaces frequently without warning, so images and instructions in this guide may vary slightly from the application.

NWTEC biostatisticians and epidemiologists are “Authors” of the Data Hub. Authors load, clean, and analyze data; then utilize available data to develop and publish dashboards to provide you with an interactive visualization of your data. The years of data included on your dashboard are the most recent data available to NWTEC. Dashboards are updated when most recent data become available from state and federal partners. When you interact with your dashboard data, such as changing the years or age categories displayed in a chart, your changes will only be seen by you. You will also be able to download or print a copy of the dashboard for your Tribe’s use.

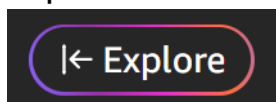
Homepage

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

Top Left



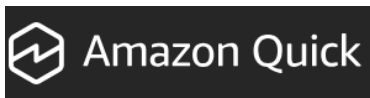
Explore button





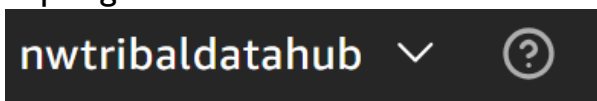
The Explore button opens and closes the Left panel. This button is accessible throughout the application.

QuickSight home button

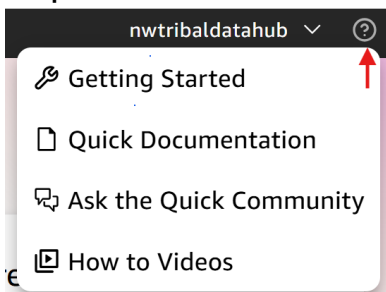


The QuickSight home button will take you back to the home page from anywhere on the platform. Sometimes Amazon Web Services changes the title of this button, so be aware that even if it says “Quick”, “QuickSuite”, or “QuickSight” the function is the same.

Top Right



Help

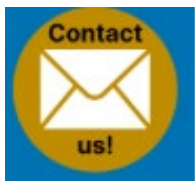


Help is the general QuickSight help feature.

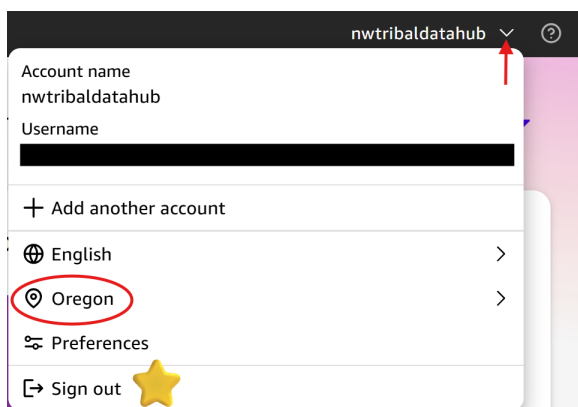
If you need assistance, you can book with us using this [bookings link](#), or click on the “Contact us!” icon (displayed below) at the



bottom of any dashboard tab/sheet or top of the resource tab/sheet.



Account information



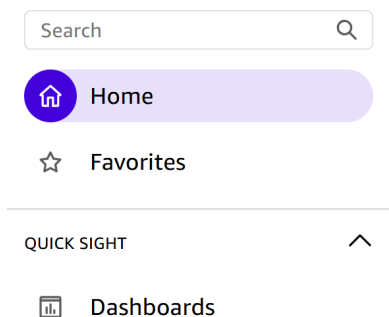
The account information menu has your username, the NW Tribal Data Hub's account name, language selection, region, preference, help and sign out.

- The region should always say Oregon.
- Don't forget to sign out when you are done.

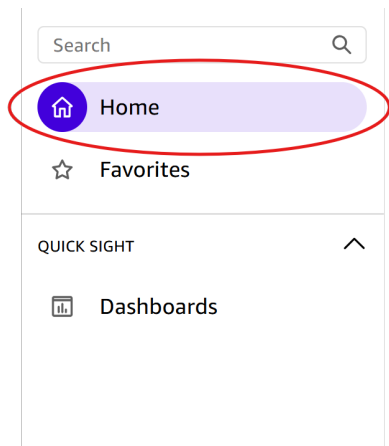


Left panel

The left panel may have less options depending on your level of access to the NW Tribal Data Hub. Each user should have access to the search bar, home, favorites, and dashboards.



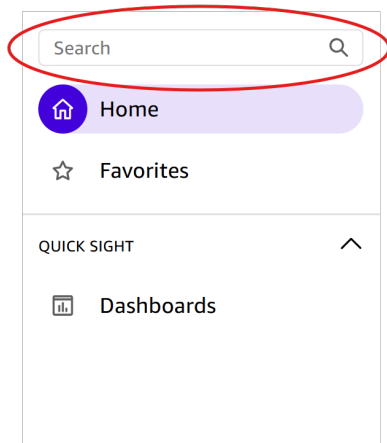
Home





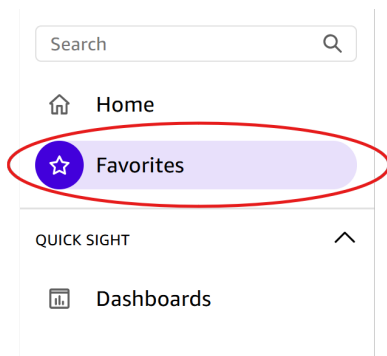
Home will take you to the QuickSight home page where you can access widgets.

Search bar



The Search bar allows you to search for specific dashboards or data visualizations.

Favorites





Favorites displays your saved favorite dashboards. You can make a dashboard a favorite by clicking the star in the bottom right corner from the dashboards page, or within the open dashboard on the top left.

Search

Home

Favorites

QUICK SIGHT

Dashboards

Dashboards

Name

- ★ Drug Overdose Deaths
- ★ Suicide Deaths
- ★ Leading Causes of Death

Explore Amazon Quick Dashboards > ★ Drug Overdose Deaths

Reset to original

Shared folders

Find analyses to view

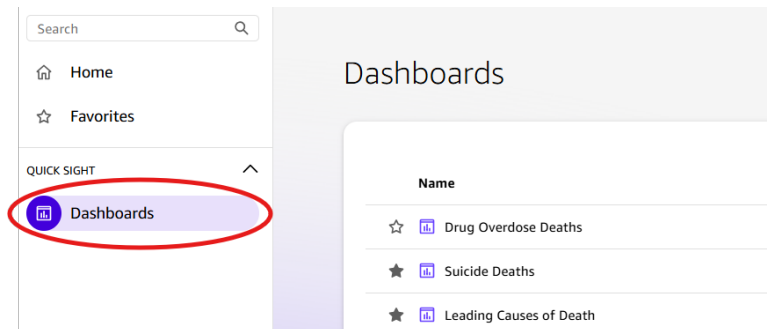
Shared folders

Name	Owner	Last Modified
Drug Overdose Deaths	Others	5 hours ago

Shared folders includes all the dashboards we have shared with your group. All dashboards are shared through folders, so you can find dashboards through here, but it's easier to find them in dashboards.

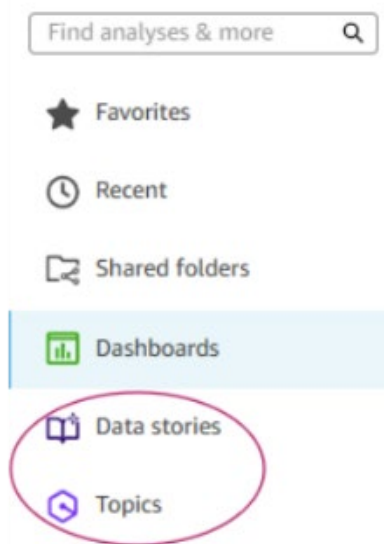


Dashboards



All dashboards you have access to will be available in the Dashboards section.

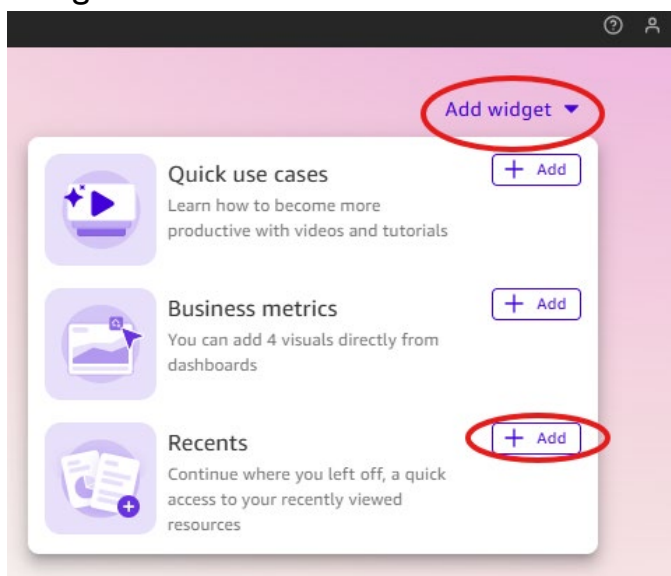
Data Stories and Q Topics





NPAIHB has a strict policy prohibiting the use of AI with Tribal data to protect Tribal sovereignty, therefore Data Stories and Q Topics are turned off as they require AI to function. If you receive a message to use an AI feature you can just ignore it, since we have turned off those features at an administrative level.

Widgets



You can customize your home screen with widgets. On the upper right-hand side of the screen, you can add widgets to your home screen, by clicking the add button next to the widget you wish to add.



There is no need to add the Quick Use Cases and Business Metrics widgets; however, Recents provides access to recently used resources such as dashboards directly on your home screen.

Welcome to Quick

Recents				
Name	Type	Last viewed		
Drug Overdose Deaths	 Dashboard	5 minutes ago		
Leading Causes of Death	 Dashboard	2 days ago		
Suicide Deaths	 Dashboard	2 days ago		

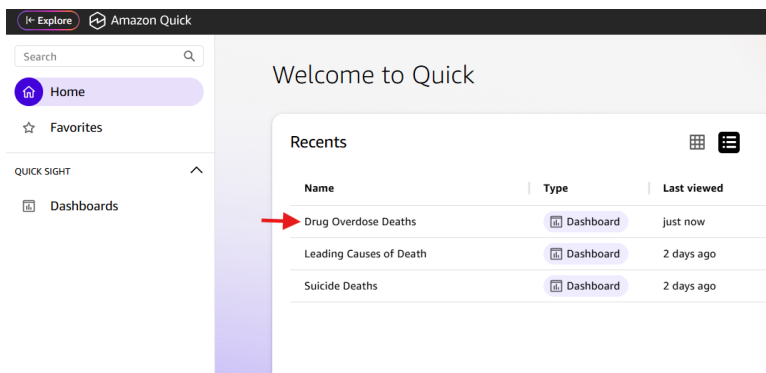
Viewing your Dashboard

Dashboards in QuickSight contain visualizations and data insights. You can view dashboards and interact with them by using the controls at the top of the dashboard to update the data displayed. The controls available differ by dashboard but generally include options to update the region (such as changing the dashboard to display data for your Tribal PRCDA to displaying data for all of the NW Region), and a year control to change the number of years included in the data. Dashboards may include charts, graphs, tables, and other visual elements.

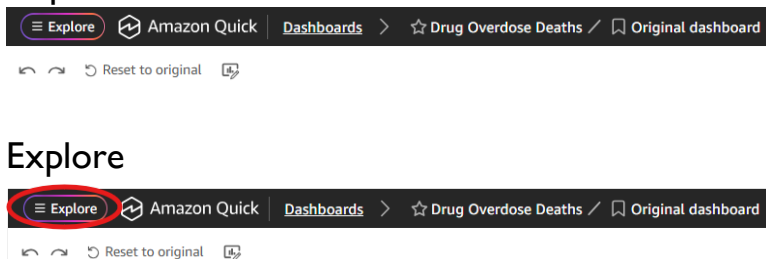
To open a specific dashboard,



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



Top Left

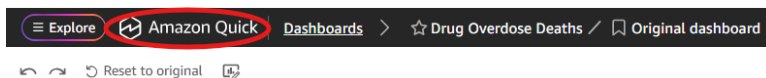


Explore

The Explore button opens and closes the Left panel. This button is accessible throughout the application.

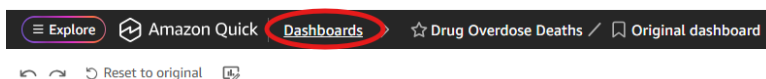


QuickSight home button



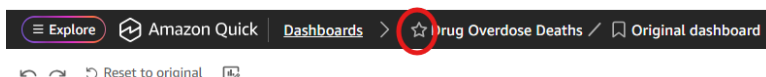
The QuickSight home button will take you back to Favorites/Dashboards from anywhere on the platform.

Dashboards



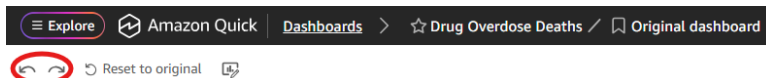
All dashboards you have access to will be available in the Dashboards section.

Favorites



Clicking the star on the top left of any dashboard will save the dashboard to your favorites.

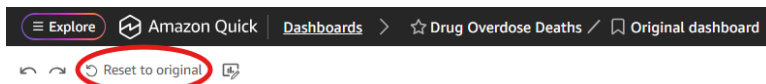
Undo and Redo



Currently, with the limited settings there aren't many changes that would need to be undone/redone.



Reset



Reset will undo all the selections you have made and take you back to default view of the dashboard (generally your Tribal region, all years, with no prior years included).

Top Right



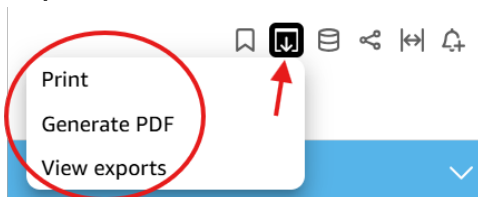
Bookmarks



Bookmarks allows you to save set controls and bookmark them for easy access.

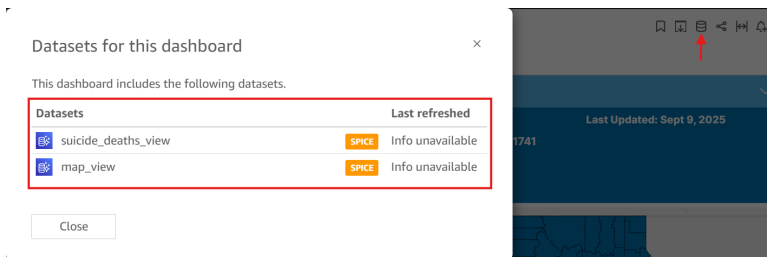


Export



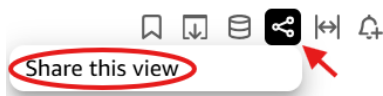
Export allows you to print, generate a PDF, or view a PDF you have generated. The export will be frozen to the controls you have set. If you would like to have a PDF of each sheet, you will need to generate a PDF and download EACH SHEET separately. For more information see [Printing and Downloading Files](#).

Datasets



Datasets allows you to view a list of datasets used in the dashboard; you cannot download them at this time.

Share





Share using a link

Only people with dashboard permissions can access this link.

Link

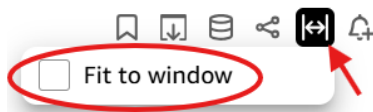
https://us-west-2.quicksight.aws.amazon.com/sn/account/nwtribaldatabhub/da...

Copy link

Done

Sharing this view provides a link you can copy to share a view with others; however, all viewers need to have an account and appropriate security group access to see the shared view.

Fit to Window



By checking the fit to window box, the dashboard will automatically resize to fit your window. Unchecking the box allows you to zoom in/out on dashboards.

Alerts



There is no permission to create an alert at this time.

Tabs/Sheets





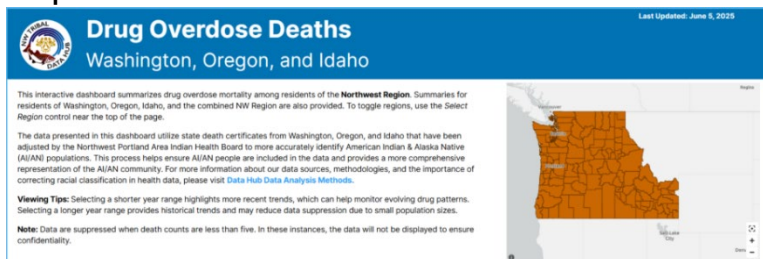
Tabs/Sheets



Navigate between tabs/sheets by clicking the tab/sheet you want to navigate to.

The selected tab will turn blue when active.

Map and Introduction



Last Updated



Last updated is the date the dashboard was last published.

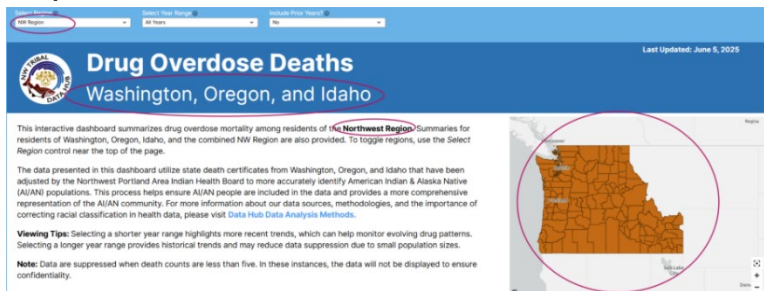
Updates include additional data or features within the dashboard.



NW Tribal Data Hub User Guide



Map and Titles



The map and titles will indicate the region you have currently selected. The map will show all the counties associated with the region you selected or your tribal area. The introduction section of each dashboard includes some important tips and notes specific to that dashboard.

Data Hub Data Analysis Methods Document



The Data Hub Data Analysis Methods document is linked within the introduction. This document describes the datasets used, the analysis methods, data suppression details, a brief description of statistical terms used in the dashboard, and data limitations.



NW Tribal Data Hub User Guide



Footer

About the Data:
The data presented in this dashboard utilizes state death certificates from Washington, Oregon, and Idaho that have been adjusted by the Northwest Portland Area Indian Health Board (NPAIHB) to correct for racial misclassification among American Indian & Alaska Native (AI/AN) populations. For more information about our data sources, methodologies, and the importance of correcting racial classification in health data, please visit [Data Hub Data Analysis Methods](#).

Comparability Notice:
Please note that data presented in this dashboard may not align with figures published by state or federal agencies. These differences arise from our rigorous process of correcting racial misclassification within the AI/AN demographic. Many AI/AN people are misclassified as another (document) race in health records. NPAIHB aims to provide a clearer, more accurate representation of AI/AN in the community.

Data Confidentiality Notice:
In adherence to confidentiality agreements, any death counts below five and estimates derived from counts below five are suppressed to ensure individual privacy. Some data points may not be displayed or may be generalized to prevent identification.

The Northwest Tribal Data Hub is a project of the Northwest Tribal Epidemiology Center (NWT-EC) a division of the Northwest Portland Area Indian Health Board (NPAIHB).

About the Data

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About the Data provides a brief overview of the data presented and a link to the Data Hub Data Analysis Methods Document. This document describes the methods to complete the analysis and any analysis limitations.

Comparability Note

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NW Tribal Data Hub User Guide



The Comparability Note clarifies the data provided have had correction for racial misclassification and may not align with state and federal data.

Data Confidentiality Notice

About the Data:
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Comparability Notice:
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The Northwest Tribal Data Hub is a project of the Northwest Tribal Epidemiology Center (NWTEDC), a division of the Northwest Portland Area Indian Health Board (NPAIHB).

The Data Confidentiality Notice states our requirements for small numbers suppression.

Contact us!

About the Data:
The data presented in this dashboard utilizes state death certificates from Washington, Oregon, and Idaho that have been adjusted by the Northwest Portland Area Indian Health Board (NPAIHB) to correct for racial misclassification among American Indian & Alaska Native (AIAN) populations. For more information about our data sources, methodologies, and the importance of correcting racial classification in health data, please visit [Data Hub Data Analysis Methods](#).

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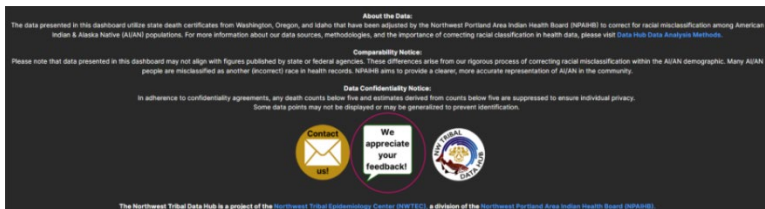
Clicking “Contact us!” in any dashboard populates an email pop-up to communicate with the Data Hub team if you have any questions or feedback.



NW Tribal Data Hub User Guide

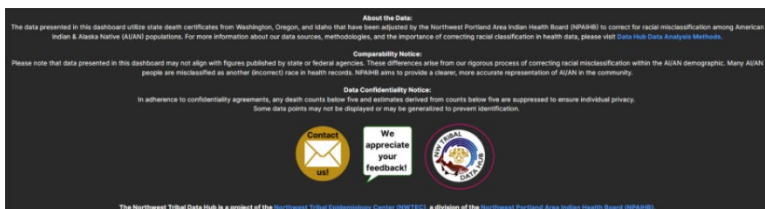


We appreciate your feedback!



Clicking “We appreciate your feedback!” takes you to the SurveyMonkey to provide any feedback to the dashboard. Each dashboard has a unique link to provide feedback.

NW Tribal Data Hub Website link



Clicking our Data Hub logo within the dashboard will take you to our website. The website has a variety of resources, including a link to the Data Hub application login, technical assistance, and a new user guide.

Links to the NWTEC and NPAIHB websites.





General tips for Sharing Visuals

For optimal use of the dashboard visuals or insights in your presentations or reports:

- Download each data sheet as PDF document to share.
- Currently, there is no option for users to download datasets or individual visuals due to data-sharing agreements in place. Use the ‘snipping tool’ or other tools to capture a visual to use in a PowerPoint presentation or a report. If a citation is required, one can be found for each dashboard in the [Data Hub Data Analysis Methods Document](#).
- Be sure to follow your organization’s privacy rules and regulations when sharing community-level data.

Controls

Controls

Select Region ① NW Region

Select Year Range ① All Years

Include Prior Years? ① No

In a dashboard, you can interact with visualizations by:

- Using controls to change displayed data.

At the top of each dashboard, you can select a variety of controls which vary from dashboard to dashboard. Controls may include region, year range/year(s), including prior years, and ages, which allow you to filter all data on the dashboard sheet.

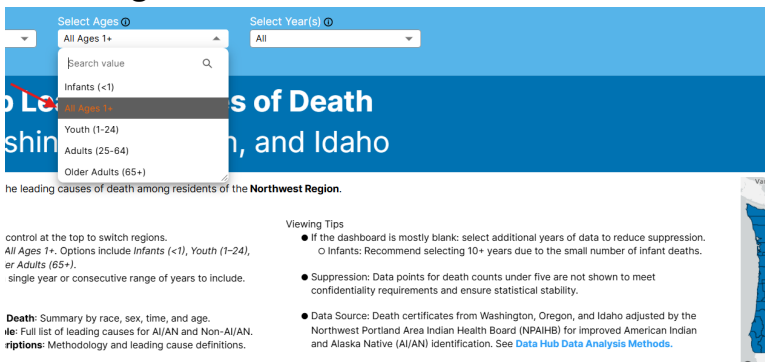


Select Region



Select Region allows you to change from state (Idaho, Oregon, and Washington), NW Region, and your Tribal Region.

Select Ages



Top 10 Causes by Race, 2010 - 2023, All Ages 1+

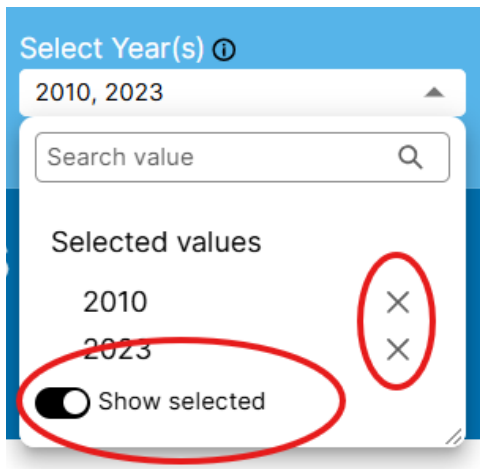
Select ages allows you to change data visualizations within the dashboard to meet your selected criteria. Choose the age group you would like to filter, and the dashboard will update automatically.



Select Year(s)

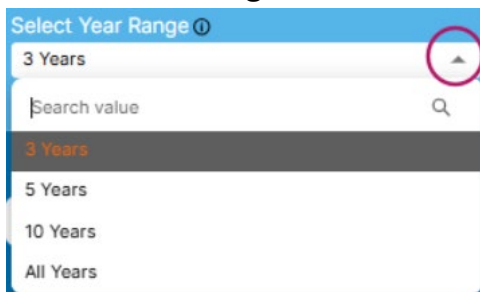
Select all, the year, or consecutive year range you would like to filter and click apply; the data in the dashboard will update automatically.

- Options include a single year, a consecutive range of years, or all years.
- Note: When selecting more than one year using this control, all years between the years selected will be included. If 2014 and 2023 are selected, the visuals will include data from 2014 *through* 2023.
- **Tip: Using fewer years can result in limited visualizations for smaller Tribes (due to data suppression for small numbers, less than 5). Selecting a greater number of years can help to reduce suppression.**



- You can toggle the show selected to identify which years are selected and deselect using the “X” or checkbox.

Select Year Range



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).**

Include Prior Years

Include Prior Years? ⓘ

No

Search value

No

Yes

Include Prior Years allows you to compare the current and prior time period, this feature is available only for 3-, and 5-year options. This feature doesn't do anything when you select 10, or all years as we do not have sufficient data to include previous 10 or all year options.

Resources Page



The Resources Page provides NPAIHB, State, and Federal resources specific to the dashboard topic.

- *Some of the NPAIHB resource links are currently out of commission but should be back online in the future. If the link doesn't work, use the contact button associated with*



the resource, or contact us, and the Data Hub team will attempt to link you with the correct resource.

PDF Download

The resources provided are for information purposes only and do not constitute an endorsement of programs or services outside of the Northwest Portland Area Indian Health Board (NPIHB). If there are additional resources to benefit this page, please use the feedback box at the bottom right of this page to share them. Your input is valuable and helps us improve our dashboards. Thank you to all the NPIHB, Tribal, Federal, and State partners who generously provided resources for this page. Your collaboration and support are invaluable in advancing our shared goals and improving the health and well-being of our communities. To download this resource page with links click [here](#).



Download the Resources Page with links using the link at the bottom of the page.

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 view your download, select view exports.



- 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

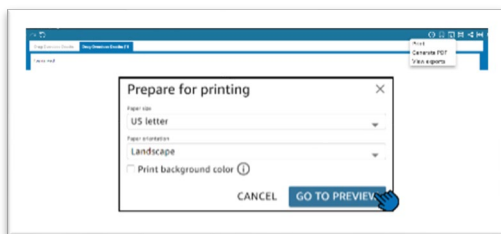
Paper size
US letter

Paper orientation
Landscape

☐ Print background color ⓘ

CANCEL GO TO PREVIEW

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



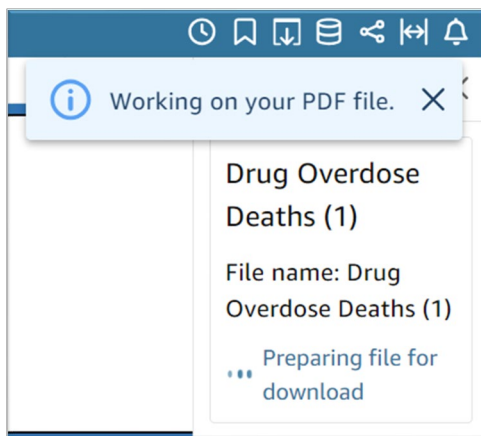
- This will open a preview of the print job, click **print** on the top right and follow the commands to select your local printer.



- 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 printing to download a PDF file.
- Once selected the file will be prepared for download on the right-hand side of the dashboard.



Helpful Tips

- NWTEC 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 NWTEC 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 NWTEC. Always follow your organization's data governance and security guidelines when using QuickSight.
- If you need additional assistance or have questions and want to meet with the team please attend [office hours](#) on Tuesdays at 1:00 pm (PT), set up a time for technical support using this [bookings link](#), or email the team at datahub@npaihb.org.



Additional Resources

- [AWS QuickSight Online User Guide](#)
- NW Tribal Data Hub [FAQs webpage](#)

References

- Amazon Web Services. (2023). *Amazon QuickSight User Guide*. Retrieved September 7, 2023, from AWS:
<https://docs.aws.amazon.com/quicksight/latest/user/welcome.html>
- Carroll Rainie, S., Rodriguez-Lonebear, D., & Martinez, A. (2017). *Policy Brief: Indigenous Data Sovereignty in the United States*. Retrieved from Native Nations Institute, University of Arizona:
<https://nnigovernance.arizona.edu/sites/nnigovernance.arizona.edu/files/resources/Policy%2520Brief%2520Indigenous%2520Data%2520Sovereignty%2520in%2520the%2520United%2520States.pdf>
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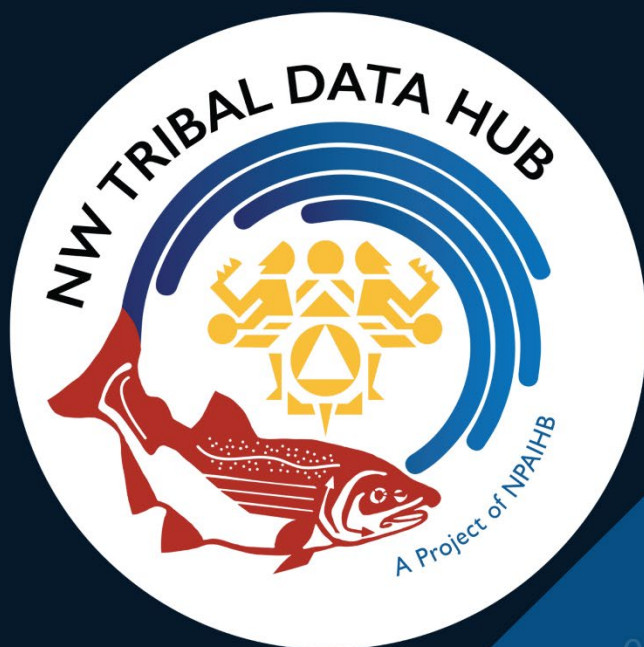
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