

# DTBE SYSTEMS ADMINISTRATION UPDATE FORM

State:

Submitter  
Name:

## User Information Section

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First Name:

Last Name:

Email Address:

Phone #:

*Check here to add to TB Data User External SharePoint Site*

*Check here to DELETE user from ALL systems listed below and SharePoint Site*

## TB Application Access Update Section

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If adding a new or updating a current user, please indicate the total access for this user (NOT just the modifications):

### NTIP Application User

NTIP Jurisdiction(s):

Action:

NTIP User Role: NTIP Reports User  
ARPE User  
NTIP Line List User  
EDN Reports User  
EDN Line List User

### NTSS Application User

Action:

NTSS User Role:

NTSS  
County  
Access:

### TB-GIMS Application User

Action:

TB-GIMS User Role:

TB-GIMS  
County  
Access:

Cluster Alert:

Notifications Group:

Watch List:

Lab Name:

### NTSS-CR Application User

Action:

NTSS-CR User Role:

NTSS-CR  
County  
Access:

PII Access:

NTSSCR Case Type:

HIV Access:

RVCT (2009)  
RVCT\_V3 (2020)  
MDSTR  
MDR

Delete Access:

Notify Access:

## Surveillance System Roles and Access Levels

Access to the TB applications is limited to registered users and to user roles designed specifically for each system. Use the <CTRL> key to select multiple Jurisdictions and/or Counties. The user roles by system are as follows:

### National Tuberculosis Indicator Project (NTIP) User Roles (SAMS Access Level I)

- **NTIP Reports User** can generate, view and print NTIP reports for their authorized jurisdiction(s).
- **ARPE User** can submit ARPE data through NTIP via data entry, upload or export for their authorized jurisdiction(s).
- **NTIP Line List User** can export line listed NTIP indicator data for their authorized jurisdiction(s).
- **Electronic Disease Notification system (EDN) Reports User** can generate, view and print EDN reports for their authorized jurisdiction(s).
- **Electronic Disease Notification system (EDN) Line List User** can export line listed EDN indicator data for their authorized jurisdiction(s).

### National Tuberculosis Surveillance System (NTSS) User Roles (SAMS Access Level I)

- **State User** can generate, view, print reports and export data files for their authorized state.
- **County User** can generate, view, print reports and export data files for their authorized counties.

### National Tuberculosis Surveillance System – Case Reporting (NTSS-CR) User Roles (SAMS Access Level III)

- **State User** can enter, maintain and submit case data to CDC for their authorized state.
- **County User** can enter, maintain and submit case data to CDC for their authorized counties.

This system provides access to the following Case Types for each user:

- **RVCT** user has access to the 2009 RVCT variables.
- **RVCT\_V3** user has access to the 2020 RVCT variables.
- **MDSTR - Molecular Drug Susceptibility Testing Results** user can enter, maintain and submit MDSTR case data to CDC for their authorized state.
- **MDR - Multiple Drug Resistant** user has access to the MDR Supplemental form to enter, maintain and submit MDR case data to CDC.

This system also provides the following additional rights for each user:

- **Access PII** - user can view, edit and enter personal identifiable information.
- **Access HIV** - user can view, edit and enter HIV information.
- **Delete** - user can Delete case data.
- **Notify** - user can Notify case data and send it to CDC.

## TB-GIMS System Roles and Access Levels

Access to the TB-GIMS application is limited to registered users and to user roles designed specifically for the system. The user roles are as follows:

### TB Genotyping Information Management System (TB GIMS) User Roles (SAMS Access Level II)

- **TB Lab-Program Super Users** have all the functions of the TB Lab Super User and the TB Program Super User combined into one user role (please see the descriptions of those user roles for specific information about them). This Lab-Program user role may be helpful for TB programs where one person is performing both lab and program data management functions in TB GIMS. It can also be helpful for jurisdictions where program staff are serving as a backup to Lab staff, or vice versa, around genotyping data management.
- **TB Lab Super Users** play a crucial role in ensuring that *Mycobacterium tuberculosis* isolates are properly entered and submitted to the genotyping laboratories. TB GIMS notifies the genotyping laboratories of incoming isolates and TB Lab Super Users of new genotype results. The most important functions of the TB Lab Super User are to create a new isolate record with all available information about the isolate, submit the isolate record (transmit the isolate record) to the genotyping lab when the isolate is physically shipped, and monitor the isolate records to ensure that the isolates are received, genotyped, and reported back to the state Lab in a timely fashion. TB Lab Super Users can also collaborate with TB Program Super Users to manage genotype result data for their states, export data for analysis, and request additional follow-up testing as needed. Every state is encouraged to have two (2) TB Lab Super Users (one primary and one secondary).
- **TB Program Super Users** play a crucial role in ensuring that isolate genotyping results are properly linked to TB surveillance data. TB GIMS allows TB Lab Super Users and TB Program Super Users to link the genotyping records, which enables TB programs to more effectively use genotyping data results to surveillance (i.e., RVCT) data. The most important function of the TB Program Super User is to ensure that isolate records are linked to the correct State case number (i.e., RVCT numbers) so that TB GIMS can display surveillance data and generate reports based on these data. TB Program Super Users also collaborate with TB Lab Super Users to manage genotype result data for their states, export data for analysis by epidemiologists, and request additional testing as needed. Every state is encouraged to have two (2) Program Super Users (one primary and one secondary).
- **TB Program Standard Users** play an important role in reviewing and analyzing genotyping and surveillance data contained within TB GIMS. While TB Program Super Users are responsible for managing TB GIMS data for their jurisdictions and linking genotype and surveillance data, TB Program Standard Users are frequently the TB program staff that use TB genotyping data on a regular basis. TB Program Standard Users can view genotype results and individual TB patient surveillance data. They can also produce reports and maps based on aggregate data for specific genotype clusters. TB Program Standard Users are also able to export individual TB patient results in a line-list format for analyses in other programs, such as Excel or SAS.
- **TB Program Restricted Users** cannot view patient-level data nor are they able to export individual TB patient results in a line-list format for analyses in other programs, such as Excel or SAS.
- **Genotyping Lab Super Users** are users at the national lab level that have limited, read, write, edit access of line listed data on a National Level.