

LMP National Dashboard Handout #1: Logging In

If you've logged into UBT Tracker before, you'll find the process of logging into the National Dashboard very easy.

NOTE: Users of Internet Explorer 8 should follow the directions on the back of this handout.

Step 1: Log in to MyHR the same way you would when accessing UBT Tracker, using your NUID and Password. Again, just as you would for Tracker, click on the <u>Workspace</u> tab and then the <u>Team</u> <u>Tools</u> link on the left hand navigation column.

Step 2: Under the UBT Tracker links, you will see a link entitled "Organizational Performance." Click on this link to start the process of logging into the National Dashboard.

National LMP Dashboard	
Confidentiality Agreement	
The National Labor Itanagement Pathership Agreement (Pathership) provides for participation by various union representatives and Kaiser Permanente emolyoses in discussions regarding cattain business operations. Under the Pathership, union representatives and employees will have access to information beyond that which is normally shared with employees and their union representatives including the National LNP Dashboard. The confidentiality discus information is what to the free and candic communications necessary for effective activities under Pathership. As a result, it is necessary for all pathers to all pathers the and candic communications necessary for effective activities under Pathership. As a result, it is necessary for all pathers to agree to maintain confidentiality of such information and provide remedies if it is improperly disclosed. Labor and Management have entered into a comprehensive Confidentiality Agreement that request all pathicipants execute individual Confidentiality Agreements. This Confidentiality Agreement is entered into as a part of that Agreement and it <u>must</u> be signed by all participants in any Pathership Committee or project as a condition of participants, wiving and use of the contents of the National LNP Dashboard.	
"Confidential" information (which may include labels such as "Extremely Confidential" or "Privileged") may be in any form (oral, written, or electronic) and may include information regarding:	
PATIENTS AND/OR FAMILY MEMBERS (e.g., patient records, test results, conversations, financial information)	
QUALITY OF CARE (e.g., quality of patient care data and trending information, metrics data, improvement targets, performance results of quality targets at any level of organizational detail)	
OIIALITY OF SERVICE (e.o. national member satis	ta at 💌
By clicking "I Accept" you are a Click here to	
accept	



Step 3: Once you click on the Organizational Performance link, you will be taken to a page that says "Confidentiality Agreement." If this is your first time logging into the Dashboard, please read this document before clicking "I Accept." Returning users can simply click "I accept."

Step 4: After accepting the Confidentiality

Agreement, you will be taken to the "home page" for the National Dashboard. This home page has information about the Dashboard, including a set of Frequently Asked Questions. From the home page, click on the "Access the National Dashboard



Step 5: You've arrived! You are now inside the National Dashboard! From here, you can look at key performance indicators for KP across all four points of the Value Compass.

For more information on using the Dashboard and navigating around, please see National LMP Dashboard Handout #2 in this series.



IMPORTANT INFORMATION FOR USERS OF INTERNET EXPLORER VERSION 8

There is an issue with Internet Explorer 8 that causes the National Dashboard to crash at the point where users click on one of the Value Compass headings. There is a work around for this that requires a different log in procedure.

Step 1: Rather than clicking on the Organizational Performance link as in Step 1 above, click on the <u>UBT</u> <u>Tracker Admin</u> link (just under the Team Tools link). This will take you to the UBT Tracker Admin page.

Step 2: On the main part of the page (the part colored white), scroll down to the first link under the line that says "UBT Tracker Reports." This will take you to the home page of URDU, the UBT Tracker Reporting and Data Utilities system.

Step 3: In the lower right hand corner of the URDU home page, there is a link that reads "National Dashboard." Clicking this link will bring you to the National Dashboard home page.

If you wish to fix the problem in IE8 that requires this login procedure, you can disable a filter in IE8 that is causing the problem:

Step 1: With Internet Explorer open, click on the "Tools" menu, scroll to the bottom and select "Internet Options." This will bring up a dialogue box.

Step 2: Click on the "Security" tab in the dialogue box and then on the "Custom Levels" button below.

Step 3: Scroll to the bottom of the list to find the "XSS Filter" and click "Disable"

Step 4: Close your browser, relaunch, and then follow Steps 1-5 on page 1.

For more information, please contact Peter Nixon in the Office of Labor Management Partnership at Peter.Nixon@kp.org