

Guide for HCS006 - HCS Community Portal Pre-Approved Users (Wave 2)

The Community Portal Pre-Approved Users tool allows - HCS field teams to list pre-approved coalition members to the Portal Team to ensure timely approval of account requests - HCS field teams to track past and current roles of coalition members in the coalition (and, where applicable, the HCS-liaising arm of the coalition, such as the HCS subcommittee or coalition governing board) - the Portal Team to assess which coalition roles are engaged with which aspects of the community portals

Project Overview

Data pulled on: 2024-12-26 21:55:42

Total number of observations: 1022

All fields are counted among field types below even if they contain no data and/or are omitted from this report

radio fields: 81
text fields: 63
checkbox fields: 24
descriptive fields: 6
notes fields: 4
yesno fields: 3
dropdown fields: 2

Identifier fields: 11

first_name, last_name, email, email_2, email_3, email_4, portal_username, portal_username_2, current_email, new_email, new_email_repeat

Omitted fields (all blank): 35

email_4, func_liais_lead_end_date_v2, off_liais_lead_end_date_v2, func_comm_champ_end_date_v2, func_data_champ_end_date_v2, func_oend_champ_end_date_v2, func_safe_champ_end_date_v2, func_pwle_champ_end, off_pwle_champ_start, off_pwle_champ_end, off_other_end_date_v2, othercoal_start_v2, current_email, new_email, new_email_repeat, acc_cab_p2, acc_consort_p2, acc_smith_p2, acc_garfield_p2, acc_admin_p2, acc_ashtabula_p2, acc_athens_p2, acc_darke_p2, acc_greene_p2, acc_guernsey_p2, acc_hamilton_p2, acc_scioto_p2, acc_allen_p2, acc_brown_p2, acc_franklin_p2, acc_huron_p2, acc_jefferson_p2, acc_ross_p2, acc_williams_p2, acc_wyandot_p2

Each field in this annotated codebook gets an entry structured like this:

Field label	Field name	
Field type: (radio, text, etc)		
Observations with this field left blank: #		
Number of unique values: ##		
Branching logic: equation		
Choice value	Label	Frequency
value1	Choice 1 label	#
value2	Choice 2 label	#
value3	Choice 3 label	#

1. Instrument: user_identification

Record ID (text)	record_id
Field type: text	
Observations with this value left blank: 0	
Number of unique values: 1022	

Primary affiliation (dropdown)	county_affiliation
Field type: dropdown	
Observations with this value left blank: 2	
Number of unique values: 20	

Choice value	Label	Frequency
0	HCS	30
1	Ashtabula	35
2	Athens	20
3	Cuyahoga	77
4	Darke	24
5	Greene	105
6	Guernsey	28
7	Hamilton	22
8	Lucas	64
9	Scioto	20
10	Allen	31
11	Brown	42
12	Franklin	193
13	Huron	97
14	Jefferson	65
15	Ross	23
16	Stark	68
17	Williams	44
18	Wyandot	21
21	Ohio government agency	11
22	Other partner agency	0

First name (text)**first_name**

Identifier
Field type: text
Observations with this value left blank: 0
Number of unique values: 563

Last name (text)**last_name**

Identifier
Field type: text
Observations with this value left blank: 0
Number of unique values: 892

Email address 1 (text in matrix email)**email**

Identifier
Field type: text
Observations with this value left blank: 126
Number of unique values: 891

Email address 2 (text in matrix email)**email_2**

Identifier
Field type: text
Observations with this value left blank: 974
Number of unique values: 48

Email address 3 (text in matrix email)**email_3**

Identifier
Field type: text
Observations with this value left blank: 1018
Number of unique values: 4

Individual ID from HCS025 Ind PIM (text)**individual_id**

Field type: text
Observations with this value left blank: 271
Number of unique values: 746

• Mark entry as "Complete" if primary county**complete_guide_id**

affiliation, first name, last name, and email address are entered. • Mark entry as "Unverified" if primary county affiliation, first name, or last name is missing. • Mark entry as "Incomplete" if email address field is missing. (descriptive)

Field type: descriptive

Observations with this value left blank: 0

Number of unique values: 0

2. Instrument: preapproval_and_account_status

Select this option if you are making changes to access approvals to an existing portal account. Selecting this option will activate the form that allows you to request access changes. If you select this option by mistake, hit "reset". (radio)

access_change

Field type: radio
Observations with this value left blank: 1019
Number of unique values: 1

Choice value	Label	Frequency
1	This account already exists and needs changes to access approvals	3

Ashtabula (radio)

acc_ashtabula

Field type: radio
Observations with this value left blank: 970
Number of unique values: 2
Branching logic: [w1_county_portal(0)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	35
2	Editor access pre-approved	17
3	Administrator access pre-approved	0

Athens (radio)

acc_athens

Field type: radio
Observations with this value left blank: 983
Number of unique values: 2
Branching logic: [w1_county_portal(1)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	22
2	Editor access pre-approved	17
3	Administrator access pre-approved	0

Cuyahoga (radio)**acc_cuyahoga**

Field type: radio
Observations with this value left blank: 931
Number of unique values: 3
Branching logic: [w1_county_portal(2)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	4
1	Viewer (read-only) access pre-approved	66
2	Editor access pre-approved	21
3	Administrator access pre-approved	0

Darke (radio)**acc_darke**

Field type: radio
Observations with this value left blank: 975
Number of unique values: 3
Branching logic: [w1_county_portal(3)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	2
1	Viewer (read-only) access pre-approved	28
2	Editor access pre-approved	17
3	Administrator access pre-approved	0

Greene (radio)**acc_greene**

Field type: radio
Observations with this value left blank: 907
Number of unique values: 3
Branching logic: [w1_county_portal(4)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	3
1	Viewer (read-only) access pre-approved	96
2	Editor access pre-approved	16
3	Administrator access pre-approved	0

Guernsey (radio)**acc_guernsey**

Field type: radio

Observations with this value left blank: 975

Number of unique values: 2

Branching logic: [w1_county_portal(5)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	31
2	Editor access pre-approved	16
3	Administrator access pre-approved	0

Hamilton (radio)**acc_hamilton**

Field type: radio

Observations with this value left blank: 980

Number of unique values: 2

Branching logic: [w1_county_portal(6)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	27
2	Editor access pre-approved	15
3	Administrator access pre-approved	0

Lucas (radio)**acc_lucas**

Field type: radio

Observations with this value left blank: 942

Number of unique values: 3

Branching logic: [w1_county_portal(7)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	7
1	Viewer (read-only) access pre-approved	48
2	Editor access pre-approved	25
3	Administrator access pre-approved	0

Scioto (radio)**acc_scioto**

Field type: radio
Observations with this value left blank: 981
Number of unique values: 2
Branching logic: [w1_county_portal(8)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	24
2	Editor access pre-approved	17
3	Administrator access pre-approved	0

Allen (radio) **acc_allen**

Field type: radio
Observations with this value left blank: 969
Number of unique values: 3
Branching logic: [w2_county_portal(0)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	34
2	Editor access pre-approved	17
3	Administrator access pre-approved	2

Brown (radio) **acc_brown**

Field type: radio
Observations with this value left blank: 954
Number of unique values: 3
Branching logic: [w2_county_portal(1)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	46
2	Editor access pre-approved	21
3	Administrator access pre-approved	1

Franklin (radio) **acc_franklin**

Field type: radio
Observations with this value left blank: 802

Number of unique values: 4
Branching logic: [w2_county_portal(2)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	1
1	Viewer (read-only) access pre-approved	196
2	Editor access pre-approved	21
3	Administrator access pre-approved	2

Huron (radio) **acc_huron**

Field type: radio
Observations with this value left blank: 898
Number of unique values: 3
Branching logic: [w2_county_portal(3)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	101
2	Editor access pre-approved	22
3	Administrator access pre-approved	1

Jefferson (radio) **acc_jefferson**

Field type: radio
Observations with this value left blank: 933
Number of unique values: 3
Branching logic: [w2_county_portal(4)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	68
2	Editor access pre-approved	20
3	Administrator access pre-approved	1

Ross (radio) **acc_ross**

Field type: radio
Observations with this value left blank: 972
Number of unique values: 3
Branching logic: [w2_county_portal(5)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	27
2	Editor access pre-approved	22
3	Administrator access pre-approved	1

Stark (radio)
acc_stark

Field type: radio
 Observations with this value left blank: 929
 Number of unique values: 4
 Branching logic: [w2_county_portal(6)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	1
1	Viewer (read-only) access pre-approved	71
2	Editor access pre-approved	20
3	Administrator access pre-approved	1

Williams (radio)
acc_williams

Field type: radio
 Observations with this value left blank: 954
 Number of unique values: 3
 Branching logic: [w2_county_portal(7)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	47
2	Editor access pre-approved	20
3	Administrator access pre-approved	1

Wyandot (radio)
acc_wyandot

Field type: radio
 Observations with this value left blank: 977
 Number of unique values: 3
 Branching logic: [w2_county_portal(8)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	23
2	Editor access pre-approved	21
3	Administrator access pre-approved	1

CAB portal group (for CAB members) (radio) acc_cab

Field type: radio
Observations with this value left blank: 972
Number of unique values: 3
Branching logic: [portal_type(2)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	1
1	Viewer (read-only) access pre-approved	41
2	Editor access pre-approved	8
3	Administrator access pre-approved	0

Consortium portal group (radio) acc_consortium

Field type: radio
Observations with this value left blank: 1011
Number of unique values: 2
Branching logic: [hcs_staff_portal(1)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	4
2	Editor access pre-approval	7
3	Administrator access pre-approved	0

HCS Steering Committee portal group (radio) acc_hcs_sc

Field type: radio
Observations with this value left blank: 1011
Number of unique values: 3
Branching logic: [hcs_staff_portal(2)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	1
1	Viewer (read-only) access pre-approved	4
2	Editor access pre-approval	6
3	Administrator access pre-approved	0

Smith training portal group (radio)
acc_smith

Field type: radio
 Observations with this value left blank: 903
 Number of unique values: 3
 Branching logic: [hcs_practice_portals(1)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	3
1	Viewer (read-only) access pre-approved	115
2	Editor access pre-approval	1
3	Administrator access pre-approved	0

Garfield sandbox portal group (radio)
acc_garfield

Field type: radio
 Observations with this value left blank: 962
 Number of unique values: 2
 Branching logic: [hcs_practice_portals(2)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	1
1	Viewer (read-only) access pre-approved	0
2	Editor access pre-approval	59
3	Administrator access pre-approved	0

Admin Training portal group (radio)
acc_admin

Field type: radio
 Observations with this value left blank: 1011
 Number of unique values: 1
 Branching logic: [hcs_practice_portals(3)] = '1'

Choice value	Label	Frequency
0	No access pre-approval	0
1	Viewer (read-only) access pre-approved	0
2	Editor access pre-approval	0
3	Administrator access pre-approved	11

Should this user have Administrator-level access to all HCS Ohio portal groups? (radio) **acc_univ_admin**

Field type: radio
 Observations with this value left blank: 1020
 Number of unique values: 1
 Branching logic: [portal_type(8)]=1

Choice value	Label	Frequency
0	No	0
1	Yes	2

Note about pre-approval or account status (notes in matrix note) **note**

Field type: notes
 Observations with this value left blank: 955
 Number of unique values: 61

Account Authorization section to be completed by Portal Admins only (descriptive in matrix portal_admin_only) **portal_admin_only**

Field type: descriptive
 Observations with this value left blank: 0
 Number of unique values: 0

Select this option if you are a Portal Admin marking information about an existing account. Selecting this option will activate the section of the form that allows you to describe account access as granted on the HCS portal. If you select this option by mistake, hit "reset". (radio) **admin_confirmation**

Field type: radio
 Observations with this value left blank: 733
 Number of unique values: 1

Choice value	Label	Frequency
1	Portal administrator: Mark this when initially entering information about an existing account. All: Leave marked.	289

Account authorization status (descriptive)	header_account_auth
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Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0

Portal account authorized (yesno)	access_granted_yn
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Field type: yesno
Observations with this value left blank: 674
Number of unique values: 2
Branching logic: [admin_confirmation] = '1'

Portal User ID (text in matrix portal_user_id)	portal_user_id
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Field type: text
Observations with this value left blank: 617
Number of unique values: 401
Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1'

Portal Username (text in matrix portal_username)	portal_username
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Identifier
Field type: text
Observations with this value left blank: 836
Number of unique values: 186
Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1'

Initial account authorization date (text)	initial_auth_date
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Field type: text
Observations with this value left blank: 797
Number of unique values: 106
Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1'

Does the user have more than one account in the	secondary_acct
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portal? (yesno)

Field type: yesno

Observations with this value left blank: 1004

Number of unique values: 2

Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1'

**Secondary Portal User ID (text in matrix
portal_user_id)****portal_user_id_2**

Field type: text

Observations with this value left blank: 1019

Number of unique values: 3

Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1' AND [secondary_acct]='1'

**Secondary Portal Username (text in matrix
portal_username)****portal_username_2**

Identifier

Field type: text

Observations with this value left blank: 1019

Number of unique values: 3

Branching logic: [access_granted_yn] = '1' AND [admin_confirmation] = '1' AND [secondary_acct]='1'

CAB portal group (radio)**status_cab**

Field type: radio

Observations with this value left blank: 993

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_cab] = '0' or [acc_cab] = '1' or [acc_cab] = '2' or [acc_cab] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	2
1	Viewer (read-only) access	21
2	Editor access	3
3	Administrator access	3

HCS Consortium portal group (radio)**status_consortium**

Field type: radio

Observations with this value left blank: 1016

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_consortium] = '0' or [acc_consortium] = '1' or [acc_consortium] = '2' or [acc_consortium] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	1
2	Editor access	3
3	Administrator access	2

HCS Steering Committee portal group (radio) status_hcs_sc

Field type: radio

Observations with this value left blank: 1016

Number of unique values: 2

Branching logic: ([admin_confirmation] = '1') and ([acc_hcs_sc] = '0' or [acc_hcs_sc] = '1' or [acc_hcs_sc] = '2' or [acc_hcs_sc] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	4
1	Viewer (read-only) access	0
2	Editor access	0
3	Administrator access	2

Ashtabula County portal group (radio) status_ashtabula

Field type: radio

Observations with this value left blank: 1001

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_ashtabula] = '0' or [acc_ashtabula] = '1' or [acc_ashtabula] = '2' or [acc_ashtabula] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	1
1	Viewer (read-only) access	11
2	Editor access	6
3	Administrator access	3

Athens County portal group (radio) status_athens

Field type: radio

Observations with this value left blank: 1004

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_athens] = '0' or [acc_athens] = '1' or [acc_athens] = '2' or [acc_athens] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	8
2	Editor access	7
3	Administrator access	3

Cuyahoga County portal group (radio) **status_cuyahoga**

Field type: radio

Observations with this value left blank: 988

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_cuyahoga] = '0' or [acc_cuyahoga] = '1' or [acc_cuyahoga] = '2' or [acc_cuyahoga] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	3
1	Viewer (read-only) access	20
2	Editor access	8
3	Administrator access	3

Darke County portal group (radio) **status_darke**

Field type: radio

Observations with this value left blank: 996

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_darke] = '0' or [acc_darke] = '1' or [acc_darke] = '2' or [acc_darke] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	3
1	Viewer (read-only) access	12
2	Editor access	8
3	Administrator access	3

Greene County portal group (radio) **status_greene**

Field type: radio

Observations with this value left blank: 991

Observations with this value left blank: 995

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_lucas] = '0' or [acc_lucas] = '1' or [acc_lucas] = '2' or [acc_lucas] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	2
1	Viewer (read-only) access	14
2	Editor access	8
3	Administrator access	3

Scioto County portal group (radio)**status_scioto**

Field type: radio

Observations with this value left blank: 997

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_scioto] = '0' or [acc_scioto] = '1' or [acc_scioto] = '2' or [acc_scioto] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	2
1	Viewer (read-only) access	12
2	Editor access	8
3	Administrator access	3

Allen County portal group (radio)**status_allen**

Field type: radio

Observations with this value left blank: 991

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_allen] = '0' or [acc_allen] = '1' or [acc_allen] = '2' or [acc_allen] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	1
1	Viewer (read-only) access	18
2	Editor access	7
3	Administrator access	5

Brown County portal group (radio)**status_brown**

Field type: radio

Observations with this value left blank: 983

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_brown] = '0' or [acc_brown] = '1' or [acc_brown] = '2' or [acc_brown] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	23
2	Editor access	12
3	Administrator access	4

Franklin County portal group (radio)**status_franklin**

Field type: radio

Observations with this value left blank: 967

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_franklin] = '0' or [acc_franklin] = '1' or [acc_franklin] = '2' or [acc_franklin] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	1
1	Viewer (read-only) access	37
2	Editor access	12
3	Administrator access	5

Huron County portal group (radio)**status_huron**

Field type: radio

Observations with this value left blank: 982

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_huron] = '0' or [acc_huron] = '1' or [acc_huron] = '2' or [acc_huron] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	23
2	Editor access	13
3	Administrator access	4

Jefferson County portal group (radio)**status_jefferson**

Field type: radio

Observations with this value left blank: 979

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_jefferson] = '0' or [acc_jefferson] = '1' or [acc_jefferson] = '2' or [acc_jefferson] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	29
2	Editor access	10
3	Administrator access	4

Ross County portal group (radio)**status_ross**

Field type: radio

Observations with this value left blank: 985

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_ross] = '0' or [acc_ross] = '1' or [acc_ross] = '2' or [acc_ross] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	20
2	Editor access	13
3	Administrator access	4

Stark County portal group (radio)**status_stark**

Field type: radio

Observations with this value left blank: 955

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_stark] = '0' or [acc_stark] = '1' or [acc_stark] = '2' or [acc_stark] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	2
1	Viewer (read-only) access	51
2	Editor access	11
3	Administrator access	3

Williams County portal group (radio)**status_williams**

Field type: radio

Observations with this value left blank: 984

Number of unique values: 3

Branching logic: ([admin_confirmation] = '1') and ([acc_williams] = '0' or [acc_williams] = '1' or [acc_williams] = '2' or [acc_williams] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	22
2	Editor access	12
3	Administrator access	4

Wyandot County portal group (radio)**status_wyandot**

Field type: radio

Observations with this value left blank: 993

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_wyandot] = '0' or [acc_wyandot] = '1' or [acc_wyandot] = '2' or [acc_wyandot] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	1
1	Viewer (read-only) access	12
2	Editor access	12
3	Administrator access	4

Smith County (Training) portal group (radio)**status_smith**

Field type: radio

Observations with this value left blank: 937

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_smith] = '0' or [acc_smith] = '1' or [acc_smith] = '2' or [acc_smith] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	10
1	Viewer (read-only) access	52
2	Editor access	20
3	Administrator access	3

Garfield County (Sandbox) portal group (radio) status_garfield

Field type: radio

Observations with this value left blank: 973

Number of unique values: 4

Branching logic: ([admin_confirmation] = '1') and ([acc_garfield] = '0' or [acc_garfield] = '1' or [acc_garfield] = '2' or [acc_garfield] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	5
1	Viewer (read-only) access	2
2	Editor access	39
3	Administrator access	3

Admin Training portal group (radio) status_admin

Field type: radio

Observations with this value left blank: 1010

Number of unique values: 1

Branching logic: ([admin_confirmation] = '1') and ([acc_admin] = '0' or [acc_admin] = '1' or [acc_admin] = '2' or [acc_admin] = '3' or [acc_univ_admin]='1')

Choice value	Label	Frequency
0	No access	0
1	Viewer (read-only) access	0
2	Editor access	0
3	Administrator access	12

End of account authorization section (descriptive in matrix portal_admin_only) portal_admin_only_2

Field type: descriptive

Observations with this value left blank: 0

Number of unique values: 0

• Mark entry as “Unverified” when preapproval fields are entered. It will stay unverified (yellow status) until the user creates an account, at which point Portal Admins will change the completion status. • Only Portal Admins mark the entry as “Complete” if the account is created and access is

**granted. This will show as a green account status. •
Only Portal Admins mark entry as “Incomplete” if
the account is created and access is denied by
Portal Admins. This will show as a red account
status. (descriptive)**

Field type: descriptive

Observations with this value left blank: 0

Number of unique values: 0

3. Instrument: user_coalition_and_hcs_roles

CAB member? (radio)		cab_yn_v2
Field type: radio		
Observations with this value left blank: 1		
Number of unique values: 3		
Choice value	Label	Frequency
1	Yes	53
0	No	967
99	Don't know	1

Specify "Other" CAB role (text)		other_cab_role_v2
Field type: text		
Observations with this value left blank: 1013		
Number of unique values: 1		
Branching logic: [cab_role_v2(3)] = '1'		

National or state agency/partner organization role? (radio)		agency_yn
Field type: radio		
Observations with this value left blank: 231		
Number of unique values: 3		
Choice value	Label	Frequency
1	Yes	19
0	No	664
99	Don't know	108

What other organization/agency? (notes)		agency_other
Field type: notes		
Observations with this value left blank: 1015		
Number of unique values: 5		
Branching logic: [agency_member(7)] = '1'		

Has HCS paid for their time? (radio)		hcs_paid_yn_v2
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Field type: radio
Observations with this value left blank: 190
Number of unique values: 3

Choice value	Label	Frequency
1	Yes	77
0	No	753
99	Don't know	2

Specify "Other" HCS paid role (text)

other_hcs_paid_role_v2

Field type: text
Observations with this value left blank: 1017
Number of unique values: 3
Branching logic: [hcs_paid_role_v2(3)] = '1'

Currently in paid position with HCS? (radio)

current_hcs_paid_yn_v2

Field type: radio
Observations with this value left blank: 945
Number of unique values: 2
Branching logic: [hcs_paid_yn_v2] = '1'

Choice value	Label	Frequency
1	Yes	70
0	No	7
99	Don't know	0

**If HCS paid for their time, HCS employer:
(dropdown)**

hcs_paid_employer_v2

Field type: dropdown
Observations with this value left blank: 946
Number of unique values: 5
Branching logic: [hcs_paid_yn_v2] = '1'

Choice value	Label	Frequency
0	Unknown	0
1	OSUMC	47
2	UC	25

Choice value	Label	Frequency
3	CWRU	1
4	University of Toledo	2
5	Other	1

If "other" employer, please name the employer: (text) **hcs_paid_other_v2**

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [hcs_paid_employer_v2] = '5'

If HCS paid for their time, start date: (text) **hcs_paid_start_v2**

Field type: text
Observations with this value left blank: 1006
Number of unique values: 16
Branching logic: [hcs_paid_yn_v2] = '1'

If HCS no longer pays for their time, end date: (text) **hcs_paid_end_v2**

Field type: text
Observations with this value left blank: 1015
Number of unique values: 6
Branching logic: [current_hcs_paid_yn_v2] = '0'

Coalition member? (radio) **coalition_member_yn**

Field type: radio
Observations with this value left blank: 73
Number of unique values: 3

Choice value	Label	Frequency
1	Yes	833
0	No	113
99	Don't know	3

Coalition leadership role? (radio) **coalition_leadership_yn**

Field type: radio
Observations with this value left blank: 595
Number of unique values: 3
Branching logic: [coalition_member_yn]='1'

Choice value	Label	Frequency
1	Yes	44
0	No	381
99	Don't know	2

HCS champion? (radio) **champion_yn**

Field type: radio
Observations with this value left blank: 551
Number of unique values: 2

Choice value	Label	Frequency
1	Yes	64
0	No	407
99	Don't know	0

Specify other role(s): (text) **hcs_liaise_other_v2**

Field type: text
Observations with this value left blank: 977
Number of unique values: 25
Branching logic: [role_other_v2(1)] = '1' or [role_other_v2(2)] = '1'

Start date of functional role as Coalition Lead (text) **func_coal_lead_start_date_v2**

Field type: text
Observations with this value left blank: 1018
Number of unique values: 4
Branching logic: [role_coalition_lead_v2(1)] = '1'

End date of functional role as Coalition Lead (text) **func_coal_lead_end_date_v2**

Field type: text
Observations with this value left blank: 1021

Number of unique values: 1
Branching logic: [role_coalition_lead_v2(1)] = '1'

Start date of official role as Coalition Lead (text)	off_coal_lead_start_date_v2
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Field type: text
Observations with this value left blank: 1017
Number of unique values: 5
Branching logic: [role_coalition_lead_v2(2)] = '1'

End date of official role as Coalition Lead (text)	off_coal_lead_end_date_v2
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Field type: text
Observations with this value left blank: 1019
Number of unique values: 3
Branching logic: [role_coalition_lead_v2(2)] = '1'

Start date of functional role as HCS-liaising entity Lead (text)	func_liais_lead_start_date_v2
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Field type: text
Observations with this value left blank: 1020
Number of unique values: 2
Branching logic: [role_hcs_entity_lead_v2(1)] = '1'

Start date of official role as HCS-liaising entity Lead (text)	off_liais_lead_start_date_v2
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Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_hcs_entity_lead_v2(2)] = '1'

Start date of functional role as Communications Champion (text)	func_comm_champ_start_date_v2
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Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_communications_v2(1)] = '1'

**Start date of official role as Communications
Champion (text)**

off_comm_champ_start_date_v2

Field type: text
Observations with this value left blank: 1019
Number of unique values: 3
Branching logic: [role_communications_v2(2)] = '1'

**End date of official role as Communications
Champion (text)**

off_comm_champ_end_date_v2

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_communications_v2(2)] = '1'

**Start date of functional role as Data Champion
(text)**

func_data_champ_start_date_v2

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_data_v2(1)] = '1'

Start date of official role as Data Champion (text)

off_data_champ_start_date_v2

Field type: text
Observations with this value left blank: 1019
Number of unique values: 3
Branching logic: [role_data_v2(2)] = '1'

End date of official role as Data Champion (text)

off_data_champ_end_date_v2

Field type: text
Observations with this value left blank: 1020
Number of unique values: 1
Branching logic: [role_data_v2(2)] = '1'

**Start date of functional role as MOUD Champion
(text)**

func_moud_champ_start_date_v2

Field type: text
Observations with this value left blank: 1020
Number of unique values: 2
Branching logic: [role_moud_v2(1)] = '1'

End date of functional role as MOUD Champion (text)**func_moud_champ_end_date_v2**

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_moud_v2(1)] = '1'

Start date of official role as MOUD Champion (text)**off_moud_champ_start_date_v2**

Field type: text
Observations with this value left blank: 1019
Number of unique values: 3
Branching logic: [role_moud_v2(2)] = '1'

End date of official role as MOUD Champion (text)**off_moud_champ_end_date_v2**

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_moud_v2(2)] = '1'

Start date of functional role as OEND Champion (text)**func_oend_champ_start_date_v2**

Field type: text
Observations with this value left blank: 1020
Number of unique values: 1
Branching logic: [role_oend_v2(1)] = '1'

Start date of official role as OEND Champion (text)**off_oend_champ_start_date_v2**

Field type: text
Observations with this value left blank: 1017
Number of unique values: 4
Branching logic: [role_oend_v2(2)] = '1'

End date of official role as OEND Champion (text)**off_oend_champ_end_date_v2**

Field type: text
Observations with this value left blank: 1020
Number of unique values: 2
Branching logic: [role_oend_v2(2)] = '1'

Start date of functional role as SafeRx Champion (text)

func_safe_champ_start_date_v2

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_saferx_v2(1)] = '1'

Start date of official role as SafeRx Champion (text)

off_safe_champ_start_date_v2

Field type: text
Observations with this value left blank: 1019
Number of unique values: 3
Branching logic: [role_saferx_v2(2)] = '1'

End date of official role as SafeRx Champion (text)

off_safe_champ_end_date_v2

Field type: text
Observations with this value left blank: 1021
Number of unique values: 1
Branching logic: [role_saferx_v2(2)] = '1'

Start date of functional role as PWLE Champion (text)

func_pwle_champ_start

Field type: text
Observations with this value left blank: 1020
Number of unique values: 2
Branching logic: [role_pwle_v2(1)] = '1'

Start date of "Other" functional role (text)

func_other_start_date_v2

Field type: text
Observations with this value left blank: 1002
Number of unique values: 7
Branching logic: [role_other_v2(1)] = '1'

End date of "Other" functional role (text)

func_other_end_date_v2

Field type: text
Observations with this value left blank: 1015

Number of unique values: 6
Branching logic: [role_other_v2(1)] = '1'

Start date of "Other" official role (text)	off_other_start_date_v2
Field type: text Observations with this value left blank: 1018 Number of unique values: 2 Branching logic: [role_other_v2(2)] = '1'	

Role in other coalition entity? (yesno)	other_coalition_yn_v2
Field type: yesno Observations with this value left blank: 322 Number of unique values: 2	

Other coalition entity name: (text)	othercoal_name1_v2
Field type: text Observations with this value left blank: 1016 Number of unique values: 5 Branching logic: [other_coalition_yn_v2] = '1'	

Other coalition entity role: (text)	othercoal1_role_v2
Field type: text Observations with this value left blank: 1019 Number of unique values: 3 Branching logic: [other_coalition_yn_v2] = '1'	

End date of role in other coalition entity (text)	othercoal1_stop_v2
Field type: text Observations with this value left blank: 1021 Number of unique values: 1 Branching logic: [other_coalition_yn_v2] = '1'	

Note (notes in matrix note)	note_2
Field type: notes Observations with this value left blank: 688 Number of unique values: 261	

• Mark entry as “Complete” if all coalition roles have been entered. Dates are only optional, so you can mark module as complete even if dates are missing. • Mark entry as “Unverified” if fields regarding CAB and national and state agency membership are marked as “don’t know”. • Mark entry as “Incomplete” if any fields regarding HCS employment or coalition role have not been entered or have been marked as “don’t know”.
(descriptive)

complete_guide_role

Field type: descriptive

Observations with this value left blank: 0

Number of unique values: 0

4. Instrument: account_change_needed

Cuyahoga (radio)		acc_cuyahoga_p2
Field type: radio		
Observations with this value left blank: 1021		
Number of unique values: 1		
Branching logic: [w1_county_portal_2(2)] = '1'		
Choice value	Label	Frequency
0	No change	0
1	Revoke account access	1
2	Change to Viewer (read-only) access	0
3	Change to Editor access	0
4	Change to Administrator access	0

Lucas (radio)		acc_lucas_p2
Field type: radio		
Observations with this value left blank: 1021		
Number of unique values: 1		
Branching logic: [w1_county_portal_2(7)] = '1'		
Choice value	Label	Frequency
0	No change	0
1	Revoke account access	0
2	Change to Viewer (read-only) access	0
3	Change to Editor access	1
4	Change to Administrator access	0

Stark (radio)		acc_stark_p2
Field type: radio		
Observations with this value left blank: 1021		
Number of unique values: 1		
Branching logic: [w2_county_portal_2(6)] = '1'		
Choice value	Label	Frequency
0	No change	0
1	Revoke account access	1
2	Change to Viewer (read-only) access	0

Choice value	Label	Frequency
3	Change to Editor access	0
4	Change to Administrator access	0

Specify "Other" reason for portal group access change: (text)

access_revoke_other_p2

Field type: text

Observations with this value left blank: 1021

Number of unique values: 1

Branching logic: [access_change_reason_p2(0)] = '1'

Note about account changes needed (notes)

note_p2

Field type: notes

Observations with this value left blank: 1020

Number of unique values: 2