

System Administration Manual for ORCHIDS-MDE



Can't find it in the manual?

Contact ORCHIDS-MDE Application Support:

(971) 673-0382 or orchids.app-support@state.or.us



This document is available online:

http://egov.oregon.gov/DHS/ph/ch/orchids_train.shtml

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Introduction

ORCHIDS - MDE

Oregon Child Health Information Data System – MCH Data Entry (ORCHIDS – MDE) is the data entry system within FamilyNet used to collect data used for billing, program evaluation, and Title V reporting. ORCHIDS-MDE enables the program to accurately analyze and describe the services being provided by MCH programs across Oregon.

What is FamilyNet?

FamilyNet is an integrated family health data system used to collect client information for MCH programs.

FamilyNet can:

- Link the public health services provided for a child or family
- Track and report on referrals made
- Evaluate the effectiveness of DHS programs at both the county and state level

ORCHIDS – MDE has replaced WCHDS and the Perinatal data system.

What other programs use FamilyNet?

The following programs use FamilyNet:

- Maternity Case Management
- Babies First!
- CaCoon
- WIC
- Immunization

What is the benefit of using FamilyNet?



FamilyNet stores all information common to clients across program applications, such as name, address, and phone number. Therefore, if you have a client that has been referred from WIC, you can search for that client on FamilyNet, and the client's demographic information will already be on the system. As a result, you will not have to re-enter the client's demographic information.

Need Help?

If you have questions or comments about information in this manual, call the ORCHIDS - MDE Application Support line at (971) 673-0382, or email at orchids.app-support@state.or.us.

Lesson 1: Logging onto FamilyNet

To log onto FamilyNet:

1. Double-click the **FamilyNet** desktop icon (either this:  or this: ).
2. The **first time** a particular workstation is used to log onto FamilyNet, the **ICA Client File Security** window opens (Figure 1):

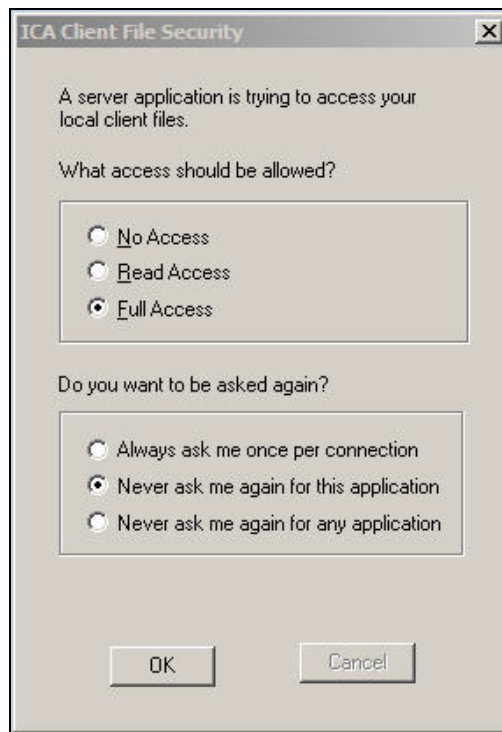


Figure 1. ICA Client File Security window

In the window, click **Full Access** and **Never ask me again for this application**, as shown in Figure 1, and click **OK**. You will be able to skip this step in future logons from that workstation.

3. In the **Welcome to FamilyNet** window, enter your **User ID** and **Password** (Figure 2).

Note: If you do not have a **User ID** and **Password**, contact ORCHIDS-MDE Application Support at (971) 673-0382 or orchids.app-support@state.or.us.



Figure 2. Welcome To FamilyNet window.

4. Click the **[OK]** button. The **Select Modules** window appears (Figure 3).

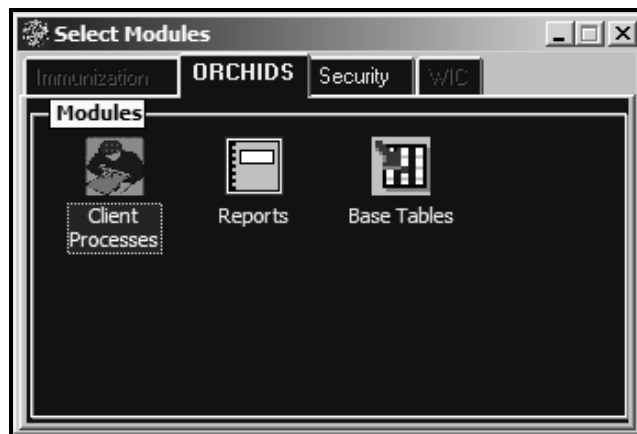


Figure 3. Select Modules window.

Appearance of the **Select Modules** window indicates that you have successfully logged onto FamilyNet.

5. To exit from FamilyNet, click the **X** in the upper-right corner of the Select Modules window.

Lesson 2: Adding a New User

System administrators receive their logon IDs from ORCHIDS Application Support, orchids.app-support@state.or.us or (971) 673-0382.

A system administrator can:

- Add a new user
- Remove a user
- Edit information about a user, including the password.
- Assign a role to a user
- Remove an assigned role from a user

To maintain security and confidentiality of client information, a system administrator assigns each staff person a unique FamilyNet ID and password along with appropriate security roles, which have specific application accesses associated with them.

Notes:

- If you experience any problems in managing staff access to FamilyNet, contact ORCHIDS-MDE Application Support, orchids.app-support@state.or.us or (971) 673-0382.
- A staff member, while logged on as a specific local agency, can maintain user access and roles that pertain only to his or her local agency.
- If you need help logging onto FamilyNet, see System Administration Lesson 1: Logging onto FamilyNet, page 4.

To add a new user:

1. In the **Select Modules** window, click the **Security** tab (Figure 4).

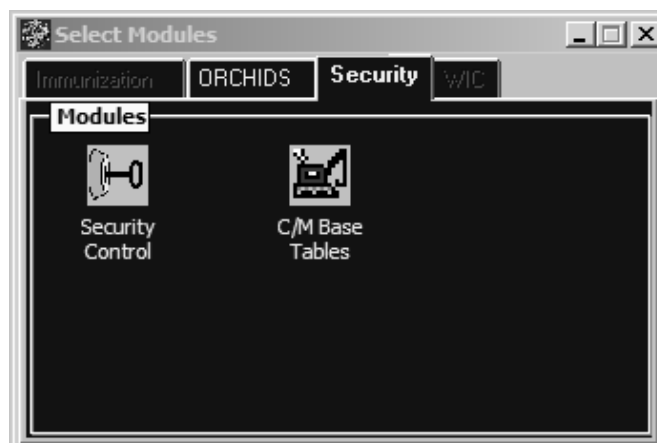


Figure 4. Select Modules window with Security tab selected.



2. Double-click the **Security Control** icon. The **Security** screen appears (Figure 5).



Figure 5. Security screen.

3. In the **Security** screen, select **Maintain > User** from the drop-down menu bar at the top of the screen. The **Security – [SA140S – User Maintenance]** screen appears (Figure 6).

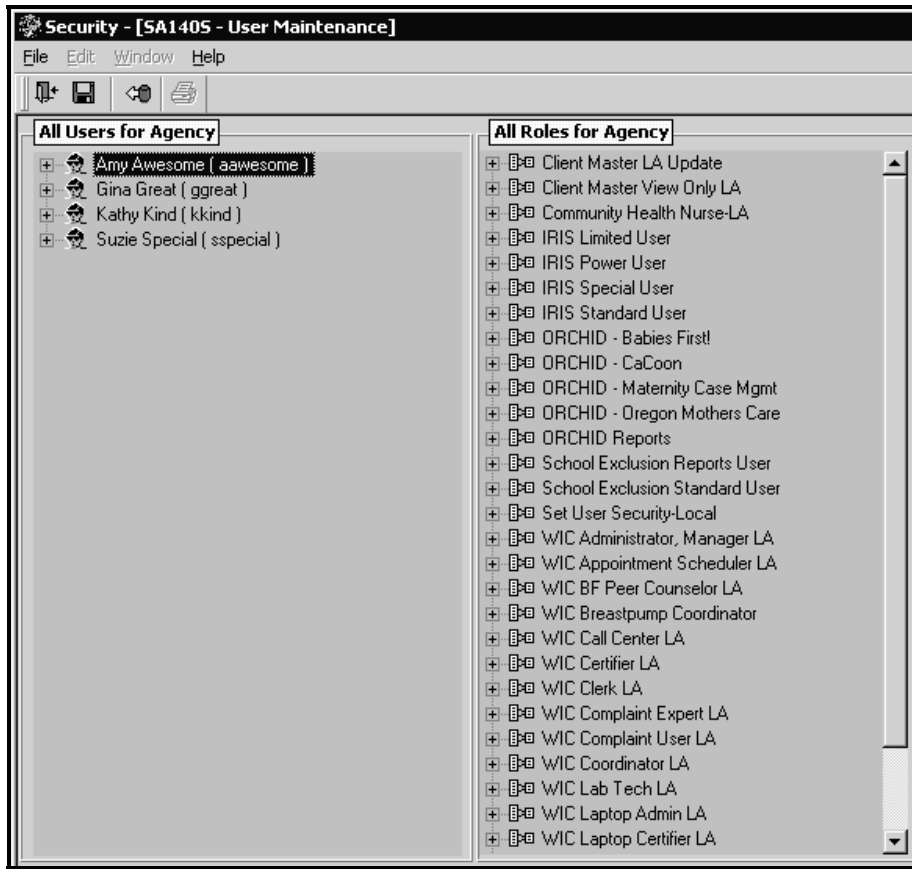


Figure 6. Security - [SA140S - User Maintenance] screen.

4. In the **Security – [SA140S – User Maintenance]** screen, right-click in anywhere in the **left column**, and then click **Insert User** in the context menu. The **SA150S - User - Insert** window appears (Figure 7).

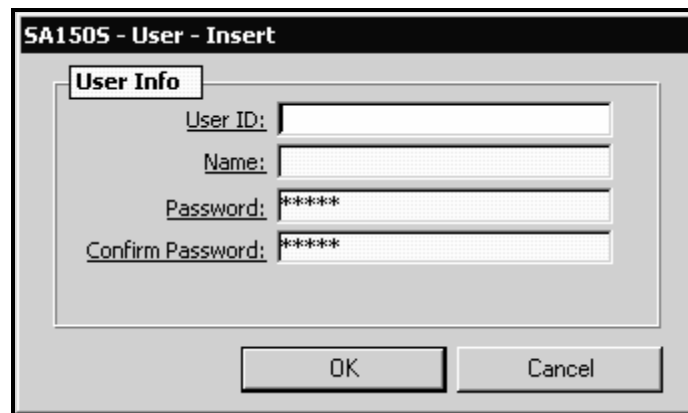


Figure 7. SA150S - User - Insert window.

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5. In the **SA150S - User - Insert** window, in the **User ID** field, type the logon ID for the new user.

Notes:

- If the user **already has a local/LAN logon ID**, use that ID here.
- To **create a new logon ID**, use the first letter of the user's first name and the first seven letters of the user's last name. If this produces an ID already in the system, add a numeral after the final letter, or delete the final letter and insert a middle initial after the first initial.

6. In the **Name** field, type the user's full name.
7. In the **Password** field, type a temporary password for the user, which the user will reset after logging on the first time.

Notes:

- The password must contain **6-12 alphanumeric characters** and begin with an alpha character.
- Assign a **temporary password to each new user** and instruct them to change it the first time they log on.

8. In the **Confirm Password** field, retype the password.
9. Click the **[OK]** button.

Lesson 3: Editing an Existing User

Note: If you need help logging onto FamilyNet, see System Administration Lesson 1: Logging onto FamilyNet, page 4.

To edit an existing user's name or password:

1. In the **Select Modules** window, click the **Security** tab (Figure 8).

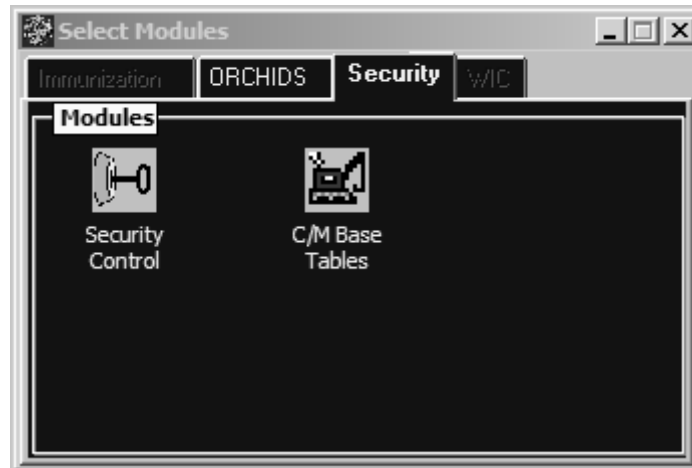


Figure 8. Select Modules window with Security tab selected.



2. Double-click the **Security Control** icon. The **Security** screen appears (Figure 9).

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Figure 9. Security screen.

3. In the **Security** screen, select **Maintain > User** from the menu bar at the top of the screen. The **Security – [SA140S – User Maintenance]** screen appears (Figure 10).

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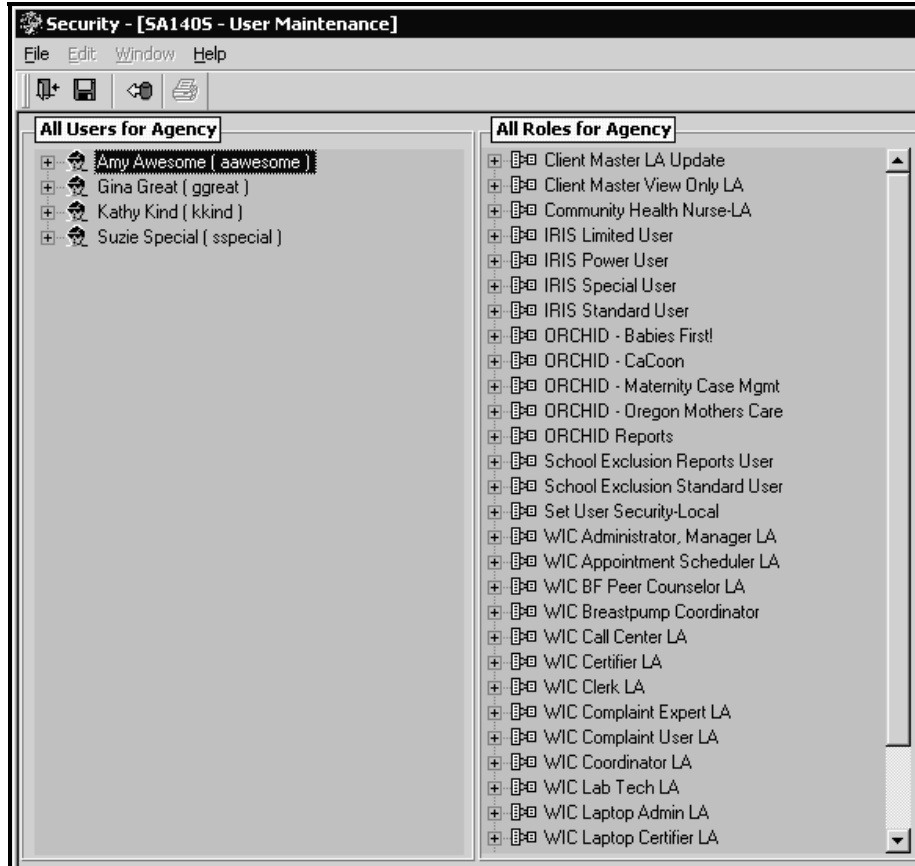


Figure 10. Security - [SA140S - User Maintenance] screen.

4. In the **Security – [SA140S – User Maintenance]** screen, right-click in the left column the name of the user whose information you want to edit, and then click **Edit User** in the context menu. The **SA150S - User - Edit** window appears (Figure 11).

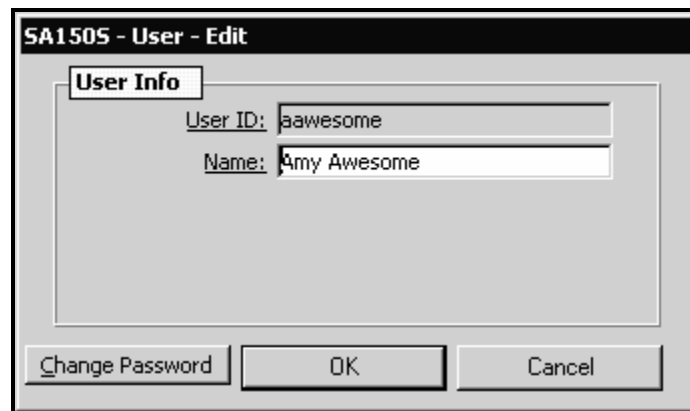


Figure 11. SA 150S - User - Edit window.

5. In the **SA150S - User - Edit** window, in the **Name** field, click the name field, and then type to edit the name.

6. Click the **[Change Password]** button The **Change Password** window appears (Figure 12).



Figure 12. Change Password window.

7. In the **Change Password** window, type the new password in the **New Password** field

Notes:

- The password must contain **6-12 alphanumeric characters** and begin with an alpha character.
 - Assign the **same temporary password for all password resets** and instruct the user to change it at the next logon.
8. In the **Confirm New Password** field, retype the new password.
 9. Click the **[OK]** button to close the **Change Password** window.
 10. Click the **[OK]** button to confirm the changes.

Lesson 4: Removing an Existing User

Note: If you need help logging onto FamilyNet, see System Administration Lesson 1: Logging onto FamilyNet, page 4.

To remove a user's name from the system:

1. In the **Select Modules** window, click the **Security** tab (Figure 13).

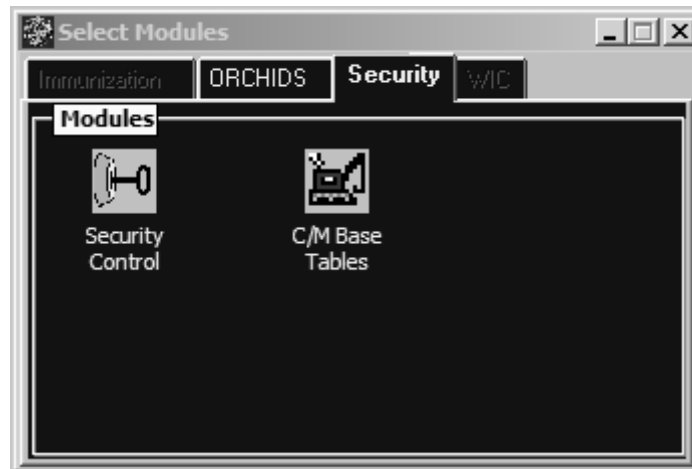


Figure 13. Select Modules window with Security tab selected.



2. Double-click the **Security Control** icon. The **Security** screen appears (Figure 14).



Figure 14. Security screen.

3. In the **Security** screen, select **Maintain > User** from the menu bar at the top of the screen. The **Security – [SA140S – User Maintenance]** screen appears (Figure 15).

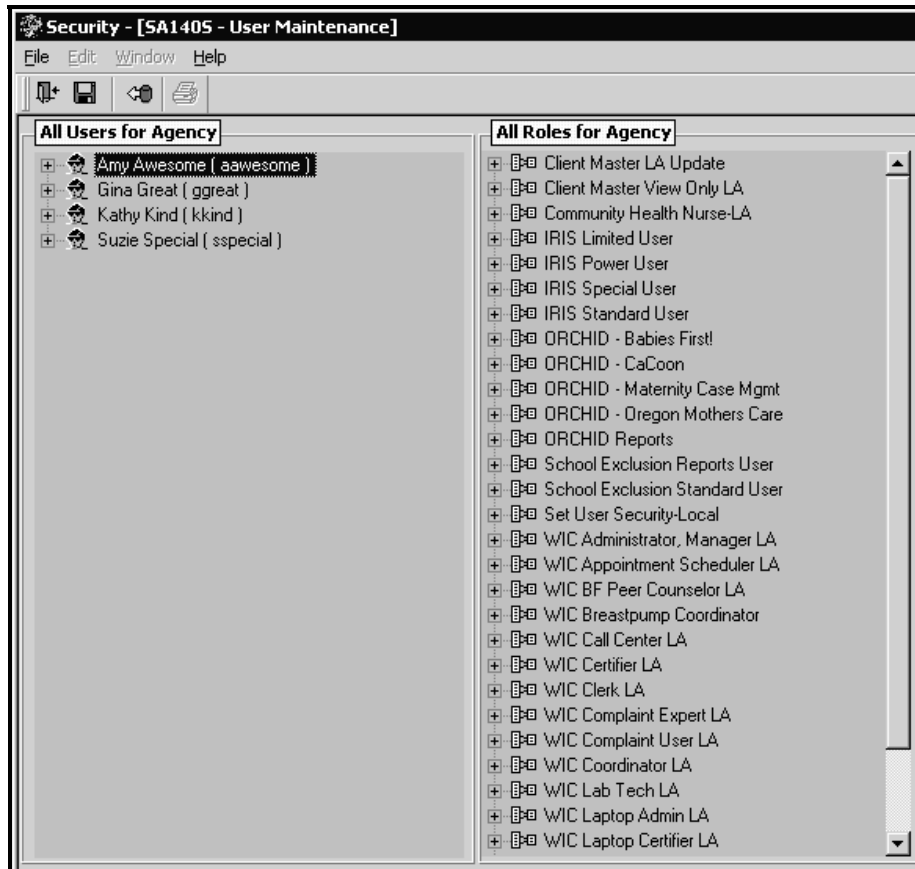


Figure 15. Security - [SA140S - User Maintenance] screen.

4. In the **Security – [SA140S – User Maintenance]** screen, right-click in the left column the name of the user you want to remove, and then click **Remove User** in the context menu. The **SA150S - User - Remove** screen appears. (Figure 16).



Figure 16. SA 150S - User - Remove screen.

5. In the **SA150S - User - Remove** screen, verify the **User ID** and **Name**.
6. Click the **[OK]** button.

Lesson 5: Assigning a Role to a User

Note: If you need help logging onto FamilyNet, see System Administration Lesson 1: Logging onto FamilyNet, page 4.

To assign a role to a user:

1. In the **Select Modules** window, click the **Security** tab (Figure 17).



Figure 17. Select Modules window with Security tab selected.


2. Double-click the **Security Control**  icon. The **Security** screen appears (Figure 18).



Figure 18. Security screen.

3. In the **Security** screen, select **Maintain > User** from the menu bar at the top of the screen. The **Security – [SA140S – User Maintenance]** screen appears (Figure 19).

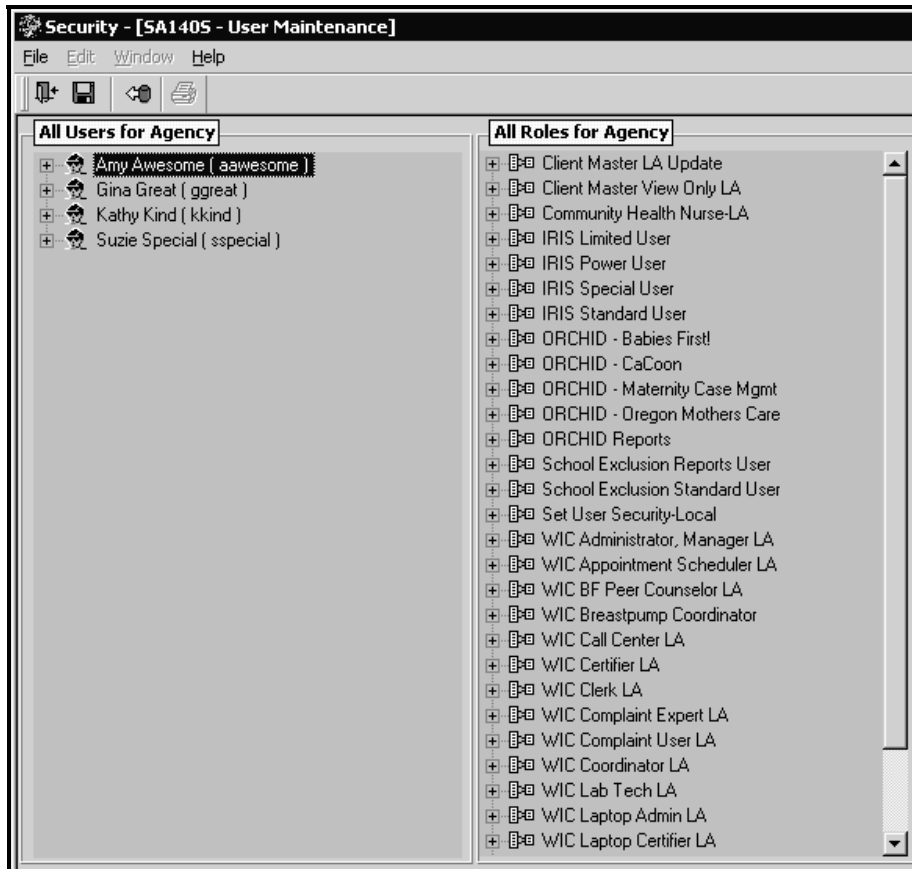


Figure 19. Security - [SA140S - User Maintenance] screen.

4. In the **Security – [SA140S – User Maintenance]** screen, right-click in the left column the name of the user for whom you want to select a role, and then click **Edit User Roles** in context menu.
5. The **SA200S - Edit User Roles** window appears (Figure 20).

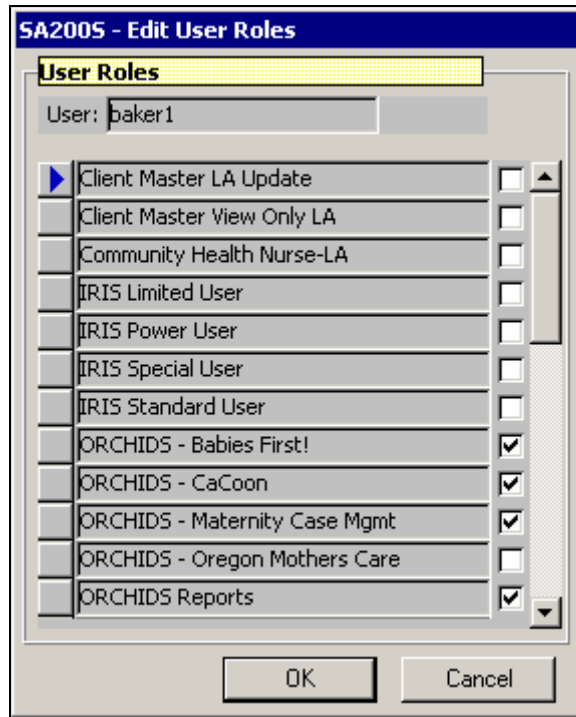



Figure 20. SA2005 - Edit Users Roles window. Note selected User Roles.

6. In the **SA2005 - Edit User Roles** window, click to select the following check boxes:
 - **ORCHIDS – Babies First!**
 - **ORCHIDS – CaCoon**
 - **ORCHIDS – Maternity Case Mgmt**
 - **ORCHIDS - Reports**

Note: ORCHID - Oregon MothersCare is currently unavailable on the system.

7. Click the **[OK]** button to confirm the changes.

Alternatively, to assign a role to a user, in the **SA2005 - Edit User Roles** window, you may drag the user's name in the left column to the corresponding role in the right column

8. Click the **Save**  icon in the toolbar at the top of the screen to save the changes.

Lesson 6: Removing a User Role

Note: If you need help logging onto FamilyNet, see System Administration Lesson 1: Logging onto FamilyNet, page 4.

To remove a user's role:

1. In the **Select Modules** window, click the **Security** tab. (Figure 21).

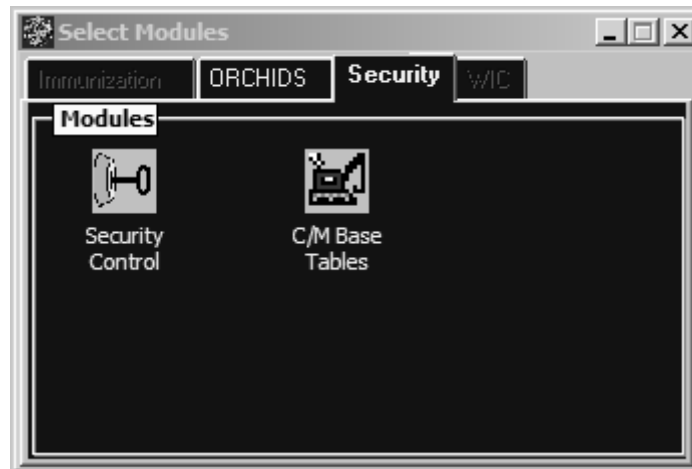


Figure 21. Select Modules window with security tab selected.



2. Double-click the **Security Control** icon. The **Security** screen appears. (Figure 22).



Figure 22. Security screen.

3. In the **Security** screen, select **Maintain > User** from the menu bar at the top of the screen. The **Security – [SA140S – User Maintenance]** screen appears (Figure 23).

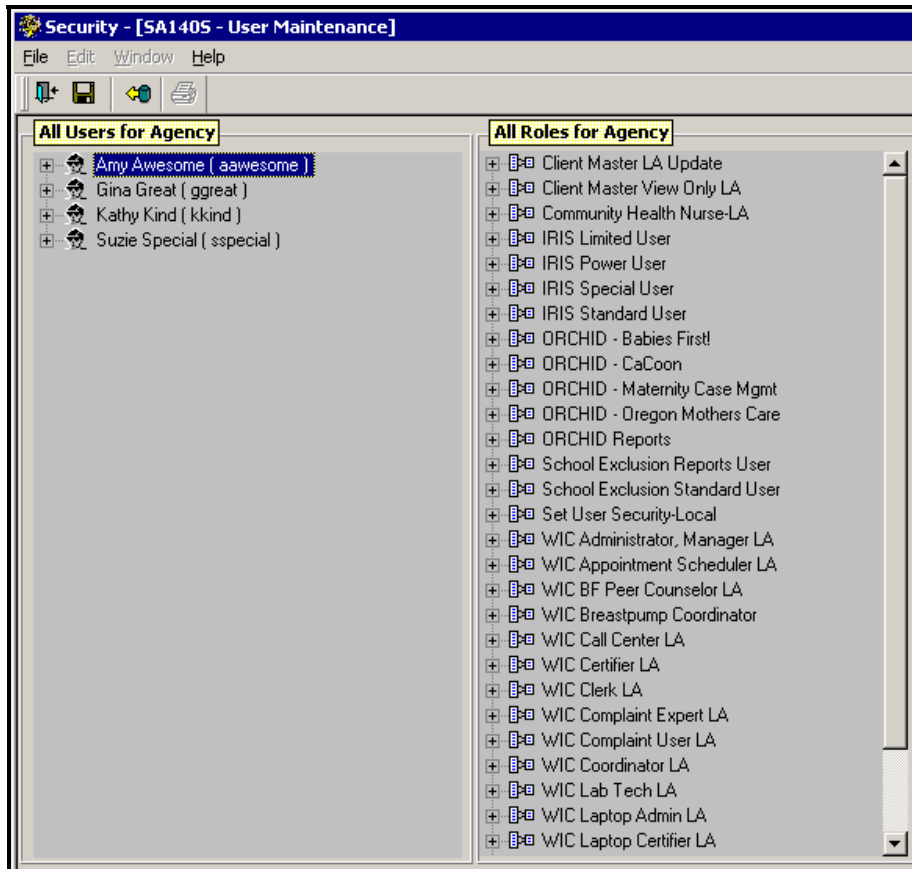


Figure 23. Security - [SA140S - User Maintenance] screen.

4. In the **Security – [SA140S – User Maintenance]** screen, right-click in the left column the name of the user whose role you want to remove, and then click **Edit User Roles** in the context menu
5. The **SA200S - Edit User Roles** window appears (Figure 24).



Figure 24. SA 200S - Edit User Roles window.


6. In the **SA200S - Edit User Roles** window, click to unselect the check box to the right of the user's role you want to remove.

Note: ORCHIDS - Oregon MothersCare is currently unavailable on the system.

7. Click the **[OK]** button to confirm the changes.

Note: Alternatively, to remove a role:

- Double-click the role in the right column.
- Right-click the user's name in the list.
- Click **Remove User's Role** in the context menu.
- Verify the user's name in the **SA150S - User Remove** window.
- Click the **[OK]** button.

8. Click the **Save**  icon in the toolbar at the top of the screen to save the changes.