



New Jersey Local Health Report - User Guide

TO LOG IN TO THE LOCAL HEALTH REPORT

- 1) Go to <https://hippocrates.nj.gov/>
- 2) Enter your User ID and Password.
 - a) These are case sensitive.
 - b) If you have trouble logging in, try manually typing (rather than copy-pasting) your User ID and Password.
- 3) Click "Log In."
- 4) On your first log-in, you will be prompted to update your password and security question. Passwords must be 8 - 15 characters long and must contain at least one letter, one number, and one symbol.
- 5) **Do NOT share your User ID and Password** – if another person needs to access your department's Local Health Report, contact the LHR Helpdesk (Contact.LHR@doh.nj.gov) to request an account for them.

TO REPORT AN ISSUE, SHARE FEEDBACK, OR REQUEST TECHNICAL ASSISTANCE

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "About LHR" sub-tab.
- 3) Call, email, or use the "Submit your suggestion" link on this page.
 - a) Call or email for technical issues that need immediate resolution.
 - b) Email or use the "Submit your Suggestion" link for suggestions on how to improve the Local Health Report.

TO ADJUST TEXT SIZE

- 1) Click anywhere on the webpage you want to adjust.
 - a) Hit the "Ctrl" and "+" (plus) keys on your keyboard at the same time to increase text size / zoom.
 - b) Hit the "Ctrl" and "-" (minus) keys on your keyboard at the same time to decrease text size / zoom.
 - c) Hit the "Ctrl" and "0" (zero) keys on your keyboard at the same time to reset text size / zoom back to standard.
- 2) This should affect all screens of the Local Health Report website, but not other websites that you are visiting.

TO ENTER AND SAVE YOUR DATA

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "LHD Data" sub-tab or the "Municipalities & Services" sub-tab.
- 3) Click on the name of the form you want to edit. Each data entry form will open in a new browser window or tab.
 - a) On the "LHD Data" sub-tab, there are 3 LHD-level forms.
 - b) On the "Municipalities & Services" sub-tab, in "Municipalities View," your customized Service Area forms are grouped by Municipality.
 - c) On the "Municipalities & Services" sub-tab, in "Services View," your customized Service Area forms are grouped by Service.
- 4) Enter your data into the form (remember to review the definitions for each question by hovering your mouse (or clicking) on the info icon ).
- 5) Save your changes before leaving the form.
 - a) If you aren't done entering or updating data on this form, click "Save Draft." This will allow you to make changes to the form at a later date.
 - b) If you are done entering and updating the data on this form, and you believe the data is ready to be submitted to the State, click "Submit." This will lock the form to prevent staff from editing the data, and will send the form to the Health Officer's queue for final review and approval.

NOTE: The "Submit" option is only available to Health Officers and designated Administrators.
 - c) To leave the form without saving, click "Cancel."

TO MANAGE STAFF PRIVILEGES / ACCESS

NOTE: This function is only available to Health Officers and designated Administrators.

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "Municipalities & Services" sub-tab.
- 3) Click the staff icon to the right of a form  to manage user access to that form.
- 4) In the pop-up menu that appears, you will see a list of all users who can access your department's Local Health Report. Click the radio-buttons to customize and manage your staff members' ability to view and edit data for your department on a form-by-form level:
 - a) "Read / Write" allows the user to enter and update data on the form.
 - b) "Read Only" allows the user to view the form and its data, but prevents the user from making any changes to the form.
 - c) "No Access" prevents the user from viewing or editing the form.
- 5) Click "Save" to save your changes.

TO MANAGE YOUR JURISDICTION (SERVICES AND MUNICIPALITIES)

NOTE: This function is only available to Health Officers and designated Administrators.

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "Municipalities & Services" sub-tab.
- 3) Add a Municipality to your Service Area.
 - a) In the "Municipalities View," click "Add Municipality" on the top-right of the page. This will open a pop-up menu.
 - b) Select the appropriate county from the "County" dropdown.
 - c) Deselect (uncheck) all Municipalities except for the one(s) you want to add to your Service Area.
 - d) Click "Add Municipality(s)" to save and close the pop-up menu.
- 4) Remove a Municipality from your Service Area.
 - a) In the "Municipalities View," click the trash-bin icon  next to the name of the municipality you want to remove from your service area.
 - b) You will be prompted to confirm that you really want to remove the municipality. Click "OK" to confirm.
- 5) Define the Service(s) that you Provide to Each Municipality.
 - a) Click on the name of the Municipality.
 - b) In the pop-up menu that appears, click to place a checkmark next to each of the services that you provide to that municipality (or uncheck a service to remove it).
 - c) For most services, you will have the option of providing LHD-level or municipal-level data.
 - i) Select the radio button for "Municipal" to track data about this service separately for each town to which you provide the service.
 - ii) Select the radio button for "LHD" to track data about this service in a summary format, where data from all the towns which receive this service from you is reported on a single, combined form.
 - d) Click "Add Services" to save your selections.

NOTE: To view all municipalities and services, you may need to scroll. The window only shows about 10 lines at a time.

You should include any service/municipality combination that you provided for one or more days in the reporting year.

TO APPROVE DATA AND SEND TO THE STATE AS FINAL

NOTE: This function is only available to Health Officers.

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "LHD Data" sub-tab or the "Municipalities & Services" sub-tab.
 - a) Forms that have been internally submitted for Health Officer review and approval will have "Submitted to H.O." in the "Status" column and a blank checkbox in the "Approval" column.
 - b) As the Health Officer, you are responsible for reviewing and approving data before it is submitted to the State.**
 - i) Click on the form title to open the form.
 - ii) Review the data.
 - iii) If necessary, update the data on the form and click "Submit" to save your changes.
 - iv) If no changes are needed, click "Cancel" to close the form.
 - c) Once you have confirmed that a form is ready to be sent to the State, click on the blank checkbox in the "Approval" column next to that form. This will toggle the checkbox from *unchecked* to *checked*.
 - d) Scroll to the bottom of the page and click "Save" to save your approval.
 - i) Once you approve a form, the data on that form is locked and cannot be edited. The form's "Status" will now be listed as "Approved as Final."
- 3) On or before the Local Health Report data submission deadline, review your department's "LHD Data" and "Municipalities / Services" pages and confirm that you have approved and submitted all of your department's forms to the State.

CUSTOM REPORTS

Note: Reports are not fully available until you have entered and finalized all your department's data for the year which you are reporting.

TO ACCESS LHD-LEVEL ANNUAL REPORT

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "Reports" sub-tab.
- 3) Select the year of the data you are entering in the "Reporting Year" dropdown.
- 4) Select "Annual LHD Summary" in the "Reports" dropdown.
- 5) Click "Show Report" to generate the report.

TO ACCESS TOWN-SPECIFIC ANNUAL REPORT(S)

- 1) Click the "Local Health Reporting" tab in the top horizontal menu.
- 2) Click the "Reports" sub-tab.
- 3) Select the year of the data you are entering in the "Reporting Year" dropdown.
- 4) Select "Annual LHD Summary" in the "Reports" dropdown.
- 5) Select a municipality in the "Municipality" dropdown.
- 6) Click "Show Report" to generate the report for that municipality.