



# QuickStart Guide Series

## Utilization Report

### 3 Managing Users

**Start**

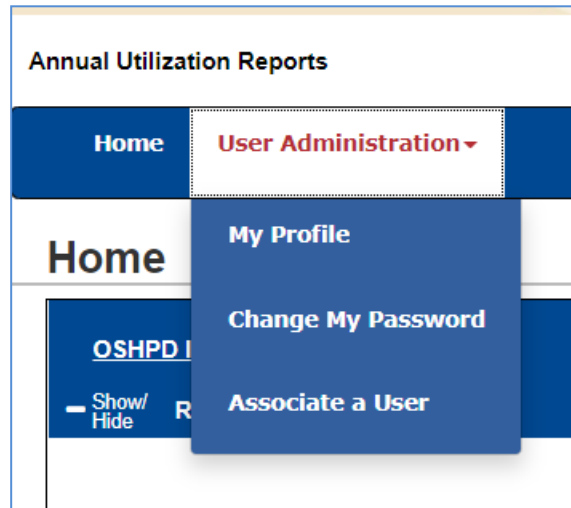
1 Login to SIERA Utilization at <https://siera.hcai.ca.gov> by clicking .

Only a **primary contact** has the system rights to add, associate, and remove users from having access to the the reports.



The screenshot shows the SIERA Portal login page. At the top left is the SIERA logo with the tagline "System for Integrated Enterprise Reporting & Analysis". To the right of the logo is the text "SIERA Portal". Below this, there is a prompt: "To log into SIERA to submit or revise a report, click" followed by a blue "Login" button. Underneath the button, a paragraph states: "SIERA is used to submit and revise healthcare and pharmaceutical reports and submissions, such as:" followed by a bulleted list of report types: Annual Financial Reports (hospitals and LTC facilities), Drug Pricing Reports (New drugs and WAC increases), Patient Level Data Reports (hospital inpatient, ambulatory surgery, and emergency department), Quarterly Financial and Utilization Reports (hospitals), SNF Annual Consolidated Financial Reports (LTC facilities), and Utilization Reports (hospital, LTC facility, primary care clinics, specialty clinics, and HHA/hospice). At the bottom of the screenshot, there is a disclaimer: "Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502." and a checkbox area with the text "By logging in I acknowledge I have read and understand the above statement."

- 2 Go to the User Administration tab, click the tab, and then click Associate a User.



- 3 The Associate User page opens, where you can link or assign SIERA users to your facilities.

A screenshot of the "Associate User" page. The page title is "Associate User". Below the title is instructional text: "To find the person you want to associate to a facility, enter the person's name, organization, or email address into the Search for User box. When their name appears below the box, click on their name and then click the Select button. You can also locate a person by scrolling through the user list. Once you find the person, click on their Select button. If you cannot find a user and want to add them as a user, click [Add User](#)". Below the text is a "Search for User:" input field with a "Select" button. Below that is an "OR" separator. Below "OR" is a table with two columns: "User Name" and "Organization". The table contains two rows: "John Smith" with "ACME Hospital" and "Bob Jones" with "First Medical Center". Each row has a "Select" button to its right.

- 4 Search or find an existing user by either 1) entering their name in the Search box, and when their name appears from the list, select it, and then click the **Select** button, or 2) find their name in the user list and click **Select** the button.

Note: If the person you are adding is not a current SIERA user, you will need to add the person as a new user before you can associate them. Please refer to *Adding a New User* guide for information.

5 After selecting the user to associate, the Select Facility page will open.

Select All Facility	OSHPD ID	Apply Filter	Clear
<input checked="" type="checkbox"/>	ACME	106XXXXXX	01/01/00 - Open

To modify facility association of existing users, check or uncheck the boxes next to the facilities. Then click **Modify Associations**. After confirming the change, SIERA will send an email to the user to confirm.

## Associating/Disassociating Yourself

Users may find a need to be associated or disassociated from a facility. SIERA does not allow non-primary contact users to associate or disassociate themselves. The user must ask the primary contact of the facility to associate them. The user may also contact HCAI for help.

**Finish**

If you have any questions about how to use SIERA-Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the HCAI Utilization team at [utilization@hcai.ca.gov](mailto:utilization@hcai.ca.gov) or (916) 326-3854.