



# National List of Reportable Animal Diseases (NLRAD) National Animal Health Reporting System (NAHRS) Online Reporting Tool - Version 6

## How to log on, create, submit and view NAHRS reports

URL: <https://vsapps.aphis.usda.gov/NAHRS/>

**Purpose:** The NLRAD - NAHRS online reporting tool enables State animal health officials or designates to complete their monthly NAHRS reports, view past reports, and access cumulative National and State reports with assurance of secure data transfer and information confidentiality. Additional information on the NLRAD – NAHRS can be found at the USDA APHIS Animal Health Monitoring and Surveillance Web site:

[https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/monitoring-and-surveillance/sa\\_disease\\_reporting/ct\\_usda\\_aphis\\_animal\\_health](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/monitoring-and-surveillance/sa_disease_reporting/ct_usda_aphis_animal_health)

These instructions are intended for State Veterinarians and/or their designates who are reporting to NAHRS. Your role in the NAHRS system determines your access and permissions in this reporting tool. Only authorized individuals can access the NLRAD - NAHRS online reporting tool. Users are assigned to roles in the system based on their responsibilities and authorities. The primary roles are:

Role	Description	Privileges
<b>Chief:</b> State animal health official (or designated representative)	The State animal health official who completes or approves monthly NAHRS data for a State	<ul style="list-style-type: none"><li>• <b>Approve and electronically submit monthly reports to CEAH</b></li><li>• Create a new monthly report</li><li>• Edit an existing monthly report not yet submitted to CEAH</li><li>• View all monthly NAHRS reports</li></ul>
<b>State Designate</b>	A State official who is designated by the Chief State animal health official to enter and view NAHRS monthly data for a State	<ul style="list-style-type: none"><li>• Create a new monthly report</li><li>• <b>Submit a report to the 'Chief' role</b></li><li>• Edit an existing monthly report that has not been submitted to CEAH</li><li>• View all monthly NAHRS reports</li></ul>
<b>State Reader</b>	An individual authorized by the Chief State animal health official to view NAHRS monthly data for a State – 'View Only'	<ul style="list-style-type: none"><li>• View all monthly NAHRS reports</li></ul>

### Request Access to use the NLRAD - NAHRS Online Reporting Tool

- 1. Request a NAHRS user account.** To obtain an initial NAHRS user role and password, contact the NAHRS team at USDA APHIS VS Science, Technology and Analysis Services (STAS): E-mail [NLRAD.NAHRS@aphis.usda.gov](mailto:NLRAD.NAHRS@aphis.usda.gov) or phone **970-494-7196**.
- 2. Request USDA eAuthentication (eAuth) account.** If you do not currently have a USDA eAuthentication account (level 1 or 2), you will need to obtain one. Go to: <https://identitymanager.eems.usda.gov/registration/index.aspx> and at a minimum select "Register for a Level 1 Account."

3. **APHIS IT assistance (Mission Critical Application Support, MCAS) –Help Desk (help@aphis.usda.gov) will contact you.** AHPIS Help Desk will provide you with a temporary (One Time) password to assist in synchronizing the NLRAD – NAHRS Online Reporting Tool with your USDA eAuthentication account. Step 4 ‘One Time Only’

### Log in to NLRAD - NAHRS Online Reporting Tool utilizing USDA eAuthentication Credentials

1. Open a Web browser and go to the address for the NLRAD - NAHRS Online Reporting Tool: <https://vsapps.aphis.usda.gov/NAHRS/>
2. On the opening screen, select the eAuth Login button:



3. On the USDA eAuthentication Login Page, enter your eAuth username and password
4. **‘One Time Only’:** The first time you log onto the NLRAD - NAHRS Online Reporting Tool, you will be required to ‘Synchronize your Account’. Use the temporary password provided to you by APHIS IT Help Desk (MCAS) in completing the synchronization.

**Note:** After your initial login to the NLRAD - NAHRS application and account synchronization, you will simply enter your USDA eAuthentication username and password and the NAHRS application will open.

From here, you can create a new report, review existing reports, or link to other places (via navigation box on left side of screen) including the NAHRS web site, password guide, instructions and contact information.

### Creating a NLRAD - NAHRS report

- **To create a new monthly report,** go to **Create New Report** box. Select month, then choose **Create Report**. If the report already exists, it will appear in **Preview** mode. If it is in draft status, select **Edit** to continue modifying the report; if it is in **Final** status, the report has already been submitted. If the **Final** status report requires editing contact the NAHRS Team at USDA APHIS VS STAS: E-mail [NLRAD.NAHRS@aphis.usda.gov](mailto:NLRAD.NAHRS@aphis.usda.gov) or phone (970) 494-7196, and the report will be reset to **Draft** status.
- Fill out the report by selecting **‘Y’ (yes)** or **‘N’ (no)** for confirmed disease presence or absence. To view disease reporting criteria, drag cursor over disease number. You may automatically fill in **‘N’ (no)** values for all diseases within a species group by choosing **select here** (gray bar at top of each species list) to set all diseases for this species to **no** and then manually change to **‘Y’ (yes)** for any diseases that are present. As a guide, a hard copy of the ‘NAHRS Monthly Report Form’ can be downloaded at the NAHRS Web site.

Click on disease number to view the disease reporting criteria.	PRESENT		COMMENTS
	Y	N	
<b>BOVINE</b>			
Select here to set all diseases for this species to "No"		<input type="radio"/>	
A010 : Foot And Mouth Disease	<input type="radio"/>	<input type="radio"/>	
020 : ...	<input type="radio"/>		

- Add comments for any disease by typing in comment box. Include comments that clarify reporting (e.g., backyard poultry, wild species, or feral) or level of laboratory diagnosis (e.g., AGID, paired sera, etc.). Click outside comment box when finished. Delete a comment by returning to box and deleting text.
- Additional information on reporting and reporting criteria can be found at the NAHRS Web site – NAHRS Participant Information: [https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/monitoring-and-surveillance/sa\\_disease\\_reporting/ct\\_info\\_for\\_participants](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/monitoring-and-surveillance/sa_disease_reporting/ct_info_for_participants)

### Optional: EIA reporting: In 2016 - 2017 Transitioning to Laboratory Reporting of EIA Testing

1. Number of EIA <u>tests</u> performed in reporting month. ?	<input type="text"/>
2. Number of horses tested in reporting month (if unavailable leave blank). ?	<input type="text"/>
3. Number of <u>horses</u> tested positive in reporting month. ?	<input type="text"/>
4. Number of <u>premises</u> (epidemiological units) with	<input type="text"/>

In the equine section, there are additional questions on equine infectious anemia (EIA). Click on the ? button for more information on each question. This information will be summarized for your State and replaces the requirement to complete a separate annual EIA testing report. We realize that EIA testing data may come in after NAHRS reports have been submitted. You may send updated EIA testing numbers to the NAHRS coordinator in an e-mail and

the EIA monthly data will be corrected. The reported EIA information will also be validated annually through State animal health officials.

### Submitting a report

When you are finished editing a report, you have these options:

- Select **Preview** to complete a final check of the report, make edits, submit it, or create a PDF version of the report.
- To save the report and work on it later, select **Close and Save**. To return to your report, log in, open **User Home Page**, and go to the **State Monthly Reports** box. Select year, then month (report will be labeled 'draft'). Select **edit** to resume reporting.
- To submit reports, choose **Submit to CEAH** or, if you are the State Designate, select **Submit to State**. If you have not selected 'Y' or 'N' for all diseases, a popup box will appear indicating that the report is not complete. (*Note: Once you submit to CEAH, contact the NAHRS coordinator to make any edits or changes.*)

If a report is submitted to CEAH with disease information left blank, an error message will pop up asking you to verify that you want to submit with the information missing (reports can be submitted with missing information). Reminder: a 'no' indicates that no confirmed positive disease information was available to you. For example, a 'no' report for an endemic disease means no confirmed positive information was available, *not* that the disease does not occur in your State. There are very few instances in which you would leave a disease line blank. In the reports, **NR** indicates that neither 'Y' nor 'N' was selected for the disease.

**Help:** For help with accessing or using the NLRAD - NAHRS online reporting tool, contact the NAHRS Team at USDA APHIS VS STAS: E-mail [NLRAD.NAHS@aphis.usda.gov](mailto:NLRAD.NAHS@aphis.usda.gov) or phone (970) 494-7196.

### Changing or Editing Reports

To make changes or edits to a submitted report (Final status) contact the NAHRS team at USDA APHIS VS STAS: E-mail [NLRAD.NAHRS@aphis.usda.gov](mailto:NLRAD.NAHRS@aphis.usda.gov) or phone (970) 494-7196, and the report will be reset to **Draft** status. After changes or edits are made to the report, it must be resubmitted to APHIS VS (**Submit to CEAH**).

### Viewing reports

From your **User Home Page**, you may view a number of State and National NAHRS reports. Bring up a report by clicking on year (and month if necessary). State readers will have access only to view reports. You may save any report to your local directory as a PDF file.

**State Monthly Reports** will allow you to view current and past monthly reports for your State.

**State Cumulative Reports** will show your State's reporting summary by month for a given year.

**National Cumulative Reports** will show the number of States that reported each disease for a given year. If a cell is highlighted, it indicates that the disease was present in your State that month (see box at right).

**Miscellaneous Reports** will show your State's EIA data summaries.

BOVINE							
OIE No.	OIE Disease Name	Jan	Feb	Mar	Apr	May	Jun
A010	Foot And Mouth Disease	0	0	0	0	0	0
A020	Vesicular Stomatitis	2	0	0	0	0	1
A040	Rinderpest	0	0	0	0	0	1
A060	Contagious Bovine Pleuropneumonia	0	0	0	0	0	1

### USDA Security & NAHRS Web Reporting Tool - User 'Locked Out'

**Your Account Is Locked.**

Users must have a USDA eAuthentication account to access the National Animal Health Reporting System (NAHRS) Web application. Click on the eAuth Login button below to login to NAHRS with your USDA eAuthentication account information.

**eAuth Login**

The USDA has Federal Information Technology (IT) System Security Standard requirements, such as 'change of passwords' and 'system use requirements (locked out after 30 days of no activity on the Web site),' etc., that assist in maintaining the integrity and safe use of USDA IT systems. Due to these USDA IT security rules, NLRAD - NAHRS Web Reporting tool users may find that they are '**Locked Out**' of the system. If you are 'Locked Out' or have other access problems, please contact the NAHRS team at USDA APHIS VS STAS: E-mail [NLRAD.NAHRS@aphis.usda.gov](mailto:NLRAD.NAHRS@aphis.usda.gov) or phone (970) 494-7196, or the APHIS IT Help Desk (MCAS) at: [help@usda.gov](mailto:help@usda.gov). We will quickly address the issue and restore your access to the NAHRS Web Reporting tool.