

DataPoint User Guide

Home Page Navigation – Beginner Functionality

How to Access, Activate/Reset Your Password and Navigate the Employer Reporting Landing Page



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Purpose

The purpose of this user guide is to outline how to:

- access DataPoint
- activate and reset your password
- review key features on the landing page

How to Access DataPoint

Visit **sentarahealthplans.com** in your web browser and sign into the appropriate **Employers** or **Brokers** portal.



To view reporting, click **Employer Group Reporting** (for Brokers) or **Group Reporting** (for Employers).



Manage Benefits	
Group Information	
Group Reporting	
Enroll in Benefits	
Enrollment History	
Request Member ID Card	
Payments and Billing	
Pay Monthly Invoice	
Billing Statements	
Account Settings	
Change Password	



Activation and Password Reset

If you forget your login or password information, please contact the DataPoint mailbox at **Datapoint@sentara.com**.

Also, if you receive the below message, please contact **Datapoint@sentara.com** to reset your account.

Mede/Analytics*		
	Mede Single Sign On	
Roman yangangan	ansatty pixel to the active or detailed	

Tip: If your account is inactive for 90 days or more, your account will be reset. If this happens, contact **Datapoint@sentara.com** for help.

Landing Page Overview

When you login, you will be taken to your Landing Page, where you will see your landing page, alerts, collaborations, top-used reports, and your landing page buttons. These items are explained in the sections below.

	Q Search				😧 🗲 🕍 🙊 🛔 John Doe
Utilization • Financial •	Enrollment • Presentation Rep	oorts 🔹 Explore 👻	Favorites 🕶		
€ Home					
Welcome, John Doe					
Note! The landing page is still being	g configured for you. Please contact su	upport for details or help).		
Alerts	12			Top Used Reports	
247 IP Utilization Met	rics - Rolling Paid Year View			Overview Dashboard Total Views: 46	
				Dashboard Total Views: 7	
Collaborations				Total Paid Total Views: 4	
You have no collaborations.				Enrollment	
				Total Views: 3	
				Pharmacy Analysis Total Views: 2	



- Note! Do not worry if you see this message. This serves as a reminder that you have not yet customized your landing page. Please refer to the Setting Up Your Landing Page User Guide on the sentarahealthplans.com/needtoknow website for more details. If you choose to not customize your landing page, you can still generate reports.
- Alerts If you have a metric or percentage change you are monitoring, those alerts will display in the Alerts section. Additional information regarding Alerts can be found in the *Alerts Did You Know Campaign* on the sentarahealthplans.com/needtoknow website.
- 3. **Collaborations** If you have collaborations with other members of your team, they will appear here
- 4. **Top Used Reports** Your most used reports will be displayed in the **Top Used Reports** section for quick and easy access.

Welcom	ne, John Doe	
Note! The I	landing page is still being configured for you. Please contact support for details or help	
Alerts 2		Top Used Reports
247	IP Utilization Metrics - Rolling Paid Year View	Overview Dashboard Total Views: 46
		Dashboard Total Views: 7
Collabora	tions 🔞	Total Paid Total Views: 4
You have no	o collaborations.	Enrollment Total Views: 3
		Pharmacy Analysis Total Views: 2

Landing Page Buttons Overview

On the top left of the landing page, you will see the Sentara Health Plans logo. Clicking on the logo or the home icon will take you back to your landing page.

Sentara Health Plans	Q. Search		D	
Utilization + realites +	Prescription Rug -			
Home				
	Welcor	me, JEREN	IY METHE	NY

Tip: Do not use your browser back button! The back arrow, under the home icon should be used instead. This tool holds the history of your session and allows you to go back a step to changes you have made while in the tool. If you use the browser back button, it will likely reset the login and you will have to start over.



The main navigation menu is located inside the dark gray bar that runs horizontally across the landing page. Clicking on each category will expand the options. In order from left to right, the main navigation categories are:

1. **Utilization** – Click on the report or dashboard name to access a specific Utilization Report/Dashboard.





2. **Financial** – Click on the report or dashboard name to access a specific Financial Report/Dashboard.



3. **Enrollment** – Click on the report or dashboard name to access a specific Enrollment Report/Dashboard.





4. **Presentation Reports** – Click on the report or dashboard name to access a specific Presentation Report.





5. Explore – The Explore dropdown menu is used by more advanced users and should not be confused with our search tools or other existing reports in the various dropdown menus. Reports found here do not contain any customizations and allow you to build a custom report from scratch. Event Summary Report templates are the basis for our utilization reports. Claim Line Summary Report templates are the basis for our financial reports. Enrollment Summary Report templates are the basis for our Enrollment reports.

Event Summary Claim Lines Summary	Explore 🔻	Favorites 🔻
	Event Summ	hary
Foxelles eat Curans and	Claim Lines	Summary
Enrollment Summary		

6. **Favorites** – any personal or organizational reports and/or dashboards you have marked as a **Favorite** can be viewed here. Please refer to the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional functionality information.

7	
Favorites 🔻	
Personal	
Organizational	-
View All & Manage	e

Top Right Menu Overview

The top right menu consists of buttons for Help, Tools, Dashboards, Notifications, User Settings and Search.

Q	Search	
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Outlined below are descriptions of each button and its functionality:

From the Help menu, you can visit the official Help Documentation. If you need additional help, please contact the DataPoint mailbox at **Datapoint@sentara.com**.



From the **Tools** menu, you can access your **Exports** and **User Groups**. We will go into more detail on the **Export** functionality in the *Distribution of Reports User Guide* on the **sentarahealthplans.com/needtoknow** website.



From the **Dashboards** menu, you can quickly view your **Top 5 Visited Dashboards and Reports** and your **5 Most Recently Viewed Dashboards and Reports**.



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	0 × 💷
	TOP 5 VISITED DASHBOARDS & REPORTS
	Overview Dashboard
	Total Paid
	New Dashboard
	Pharmacy Analysis
	Enrollment
ba	5 MOST RECENTLY VIEWED DASHBOARDS & REPORTS
	Overview Dashboard
	New Dashboard
	Outpatient Analysis
	Enrollment
	Pharmacy Analysis
ic	

From the **Notifications** menu, you can access your custom **Alerts**.



From the User Settings menu, you can view and update your **Preferences** and **Profile**. You can also Logout of the tool. While there is a **Change Password** option, it should not be utilized. As



mentioned above in the password reset section, users should reach out to **Datapoint@sentara.com** for any password-related issues.



You can use this **Search** bar for quick access to various reports and/or dashboards.





Example 1: If you search for 'loss', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional information on reports available and their features.

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Financial 👻 Enre	HPS	Explore 🔻	Favorites 🔻
	G loss ary		

Example 2: If you search for 'high', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional information on reports available and their features.

	Q high	
👚 Utilization 🖣 Financial 👻 Enr	HPS High Cost Specialty Drugs	Explore 👻 Favorites 👻
← Home	High Cost Claimants Dashboard High Cost Claimant Overview	
Welcome, John Doe	\$25k High Cost Claimant PMPM Analysis \$50k High Cost Claimant PMPM Analysis	
Note! The landing page is still being confi	\$100k High Cost Claimant PMPM Analysis	etails or help.
Alerts	High Cost Claimant Overview. High Cost Claimant Breakdown.	
247 IP Utilization Metrics - F	Top 20 High Cost Claimant Listing - No PHI.	