

## Quick Reference Sheet:

### Creating Your User Account to View CPCQC PowerBI Dashboards

For our detailed guide with step-by-step screenshots, read our full [User Guide](#).

## Background

*In 2025, CPCQC began partnering with the Colorado Hospital Association (CHA) to support quality improvement data operations. As part of this partnership, some CPCQC quality improvement dashboards will be available in 2026 on CHA's secure platform, which uses Microsoft Power BI. Users will sign in through Power BI using a CHA-issued Microsoft login rather than their existing hospital Microsoft/Office account. This document provides details on how users access their Power BI dashboards on CHA's platform.*

**The following QI program Power BI dashboards will be accessed in ODHIN in 2026:**

- **SPARK**
- **NEST**
- **Hospitals dually enrolled in both CHOSEN and Turning the Tide** who are submitting infant and maternal data to CPCQC (but not those only in Turning the Tide who submit only maternal data)

**Dashboards remaining at [cpcqc.org/dashboards](https://cpcqc.org/dashboards)** with no changes at this time to dashboard viewing:

- SOAR
- Turning the Tide maternal-only dashboards

For help accessing dashboards in ODHIN, email [odhin.admin@cha.com](mailto:odhin.admin@cha.com). For questions about SOAR or Turning the Tide maternal-only dashboards, contact your QI Advisor or [qi@cpcqc.org](mailto:qi@cpcqc.org).

## Request Access to Power BI

- Submit [this](#) request Form. In the form, specify a supervisor that can authorize your access to the data. You and your supervisor will receive an emailed agreement from AdobeSign for signature. *This "supervisor" can be either your formal supervisor or an individual with authority over the QI initiative - someone who can attest that you are authorized to view this data.* The email will come from: CHA Data via AdobeAcrobatSign at [adobesign@adobesign.com](mailto:adobesign@adobesign.com) and the subject line will be "Signature requested on "ODHIN Access Form\_CPCQC"
- Check your junk/spam folder if you don't see the email.
- Make sure your supervisor is aware that they will be receiving and expected to sign the AdobeSign.
- Once the form is signed, CHA staff will email your login credentials generally within **2 business days**.

## Login Steps

- Be on the lookout for an email sent by [ms-noreply@microsoft.com](mailto:ms-noreply@microsoft.com) that contains your new login credentials (subject: 'Account information for new or modified users').
- Check your junk/spam folder if you don't see the email.
- Go to <http://www.mychadata.com> and click 'Sign-in' using the username emailed to you: `FirstName.LastName@mychadata.com`
- To prevent issues when signing into PowerBI, use Incognito/InPrivate mode or a dedicated browser to avoid login conflicts which may be caused by multiple Microsoft logins.
- Enter username and temporary password from email. Note that the login credential is different from your normal email, with **"FirstName.LastName@mychadata.com"** where your normal email would be.
- Tip: Manually type the password provided by CHA to prevent copy-paste errors.

## Multi-Factor Authentication (MFA) Setup

- Enter your phone number for verification.
- Choose SMS or phone call for code delivery.
- Download Microsoft Authenticator app and scan QR code.
- Enter the 6-digit code from the app to complete setup.

## Password Reset

- Click 'Forgot password' on the login page.
- Verify identity using MFA.
- Set a new password and log in.

## Accessing QI Dashboards

- Go to this link and sign in: [mychadata.com](http://mychadata.com) (bookmark the link for easy access!)
- Click 'Apps' in Power BI to view reports.
- Click 'Get apps' and look for the name of your QI program (SPARK, NEST, or CHoSEN Dyadic). Select the relevant program and click 'Get now'.

## Key Contacts

In your email, please specify your hospital and which program dashboard(s) you seek to access to:

- ODHIN Support: [odhin.admin@cha.com](mailto:odhin.admin@cha.com)
- Technical Issues: [luis.montes@cha.com](mailto:luis.montes@cha.com)
- Questions about access to SOAR and Turning the Tide dashboards: email your QI Advisor or [qi@cpcqc.org](mailto:qi@cpcqc.org).

For a more detailed version of this guide, [click here](#).