

# User Guide: How to View Power BI Dashboards for CPCQC QI Programs on CHA’s Data Platform

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## Quick Start Guide

For those ready to dive in, this quick-start guide summarizes the most important action steps you need to take to access your QI dashboards for SPARK, NEST, or CHoSEN Dyadic:

- Submit an access request form and specify a supervisor. You and your supervisor sign the access agreement in AdobeSign to request access.
- Monitor your email for login credentials (subject: 'Account information for new or modified users'): FirstName.LastName@mychadata.com
- Log in [MyCHADData.com](https://mychadata.com), where dashboards are accessed using PowerBI using Incognito mode or a dedicated browser, using the credentials created and emailed to you by CHA.
- Set up Multi-Factor Authentication (MFA) when prompted.
- Access reports for each QI initiative by clicking 'Apps' in Power BI and adding relevant ‘apps’ named for each QI initiative (SPARK, NEST, or ChoSEN Dyadic).
- For help, email [odhin.admin@cha.com](mailto:odhin.admin@cha.com)

**For background information and details on the steps outlined above, read on.**

## 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 dashboards will be accessed through CHA'S Power BI in 2026:**

1. **SPARK**
2. **NEST**
3. **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)

For questions about dashboard access for these programs, email [odhin.admin@cha.com](mailto:odhin.admin@cha.com).

**Dashboards are not yet changing for hospitals enrolled in SOAR OR submitting only maternal Turning the Tide data, and thus this guide does not apply to those programs.** For questions about access to SOAR and Turning the Tide maternal-only dashboards, continue to contact your QI Advisor or [qi@cpcqc.org](mailto:qi@cpcqc.org). Those program dashboards will remain available at <https://cpcqc.org/dashboards> until further notice, though all programs will be transitioned to CHA's platform by no later than May 2027. CPCQC will communicate about any forthcoming changes. Thank you for your understanding as we strive to make this transition as seamless and clear for hospitals as possible.

## What is Power BI?

CHA has developed a secure platform to host clinical and quality dashboards. These dashboards are built and visualized using Microsoft Power BI, which allows for dynamic interaction through features like slicers and cross-filtering.

To ensure data security, CHA provides each user with a unique Power BI login (formatted as `FirstName.LastName@mychadata.com`). For best results, you may need to sign in using an Incognito/private browser window or a separate browser to prevent conflicts with existing accounts. Please use [mychadata.com](https://mychadata.com) to access relevant dashboards.

# Requesting an Account

## Hospital User Requests CHA Platform Access; User and Supervisor Sign Agreement in AdobeSign

Please submit [this](#) Request form to request access to view dashboards on CHA's visualization platform via PowerBI. In the form, specify a supervisor that can authorize your access to the data. *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.* Both you and your supervisor will receive an emailed agreement from AdobeSign that will need to be signed.

- The email will come from: **"CHA Data via AdobeAcrobatSign"** at [adobesign@adobesign.com](mailto:adobesign@adobesign.com)
- Check your junk/spam folder if you don't see the email.
- Make your supervisor aware that they will be receiving and expected to sign the AdobeSign to authorize your access to this data.
- Once the signed form is received, CHA staff will create your account and email your login credentials generally within 2 business days.
- You will receive a new Microsoft login in the format **FirstName.LastName@mychadata.com** for accessing dashboards in CHA's instance of Power BI. *This is separate from any existing Microsoft/Office credentials you may already use at your hospital.*

# Access and Authentication

## Accessing PowerBI

1. You will receive an email invite that has a subject **"Account information for new or modified users"** sent by [ms-noreply@microsoft.com](mailto:ms-noreply@microsoft.com). (Green box in screenshot below). Sometimes your email server filters this message to your spam or junk folder. If you still don't find the message, let us know by emailing [odhin.admin@cha.com](mailto:odhin.admin@cha.com).

You can find a login user name and temp password in the email (Orange box in screenshot below). This Microsoft login is specific to CHA's data platform and will be formatted as [FirstName.LastName@mychadata.com](mailto:FirstName.LastName@mychadata.com). You will use this login when accessing your Microsoft Power BI dashboards via mychadata.com—**rather than your regular hospital Microsoft/Office account or email address.**



Microsoft on behalf of your organization <ms-noreply@microsoft.com>  
Account information for new or modified users



## A user account has been created or modified

User name: [@mychadata.com](#)  
Temporary password:

Here's what to do next:

- Share this information with your users.
- Once they've signed in with their temporary password, they can create their own by following the instructions on the sign in page.

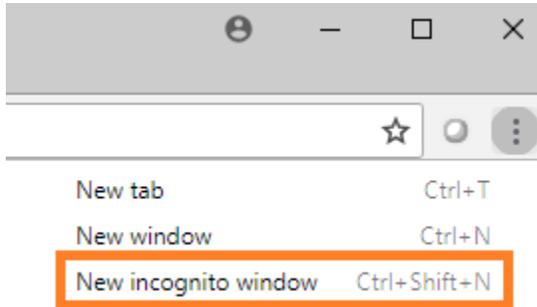
2. There are three different ways to log into Power BI:
  - a. Use your regular internet browser via incognito/InPrivate mode to login at mychadata.com
  - b. use Power BI app on your computer or mobile phone
  - c. designate an unused browser and log in at mychadata.com

### Option A: Use your regular internet browser to log in at [mychadata.com](https://mychadata.com)

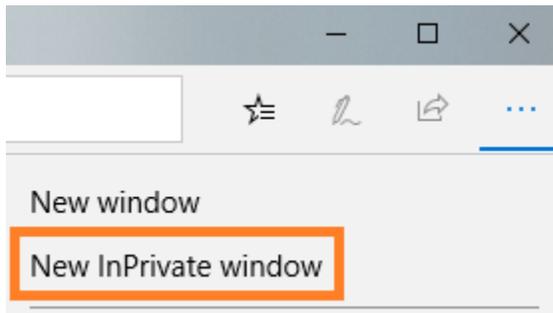
Open your web browser with “**Incognito**” (Google Chrome) or “**InPrivate**” (Microsoft Edge) mode. The reason for this is that many people use Office 365 already in their workplace, and your regular browser remembers your work login - but you will need to login with your newly-created **FirstName.LastName@mychadata.com** username. When you open Power BI at [mychadata.com](https://mychadata.com) in a normal window rather than private, Power BI will log you in using your work Microsoft account, and you will not be able to access any of the CHA platform content.

If the website prompts you to download Microsoft Fabric before you can proceed, please do so.

1-1. Google Chrome (Shortcut: **Ctrl+Shift+N**)

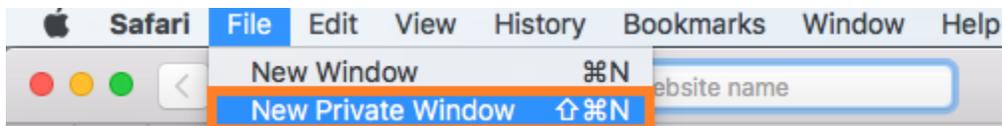


1-2. Microsoft Edge (Shortcut: **Ctrl+Shift+P**)

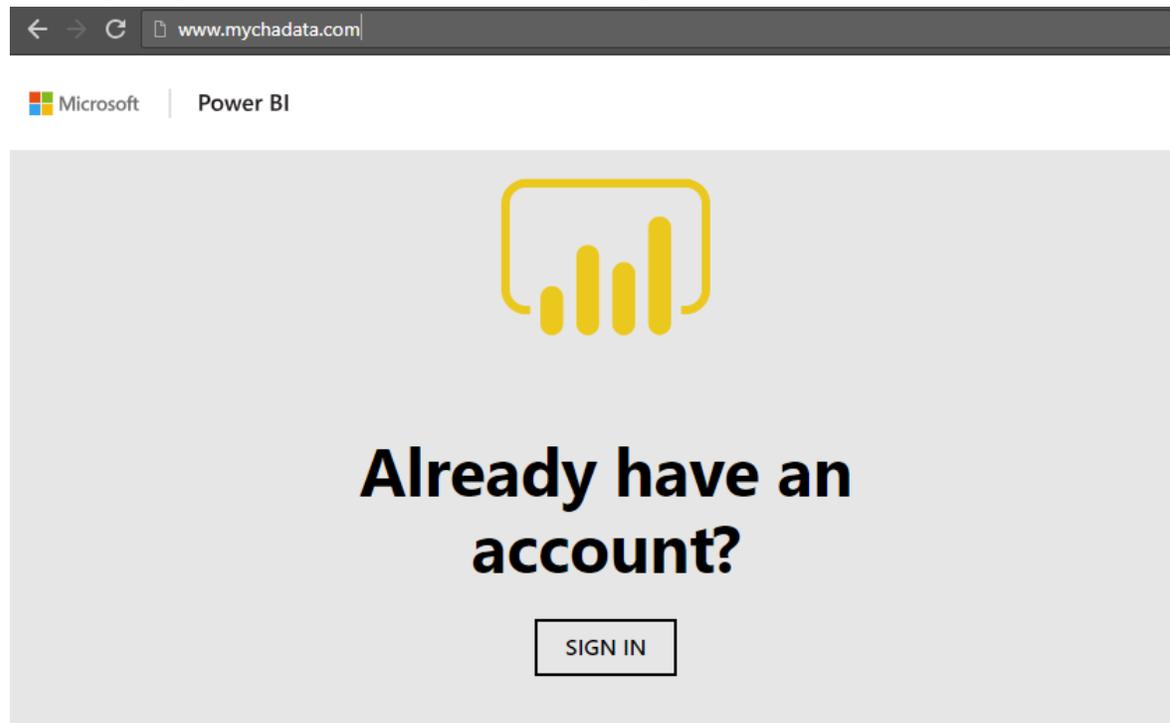


\*You could open a page on Internet Explorer. However, we don't recommend IE due to security and compatibility concerns.

1-3. Apple Safari (Shortcut: **Command+Shift+N**)

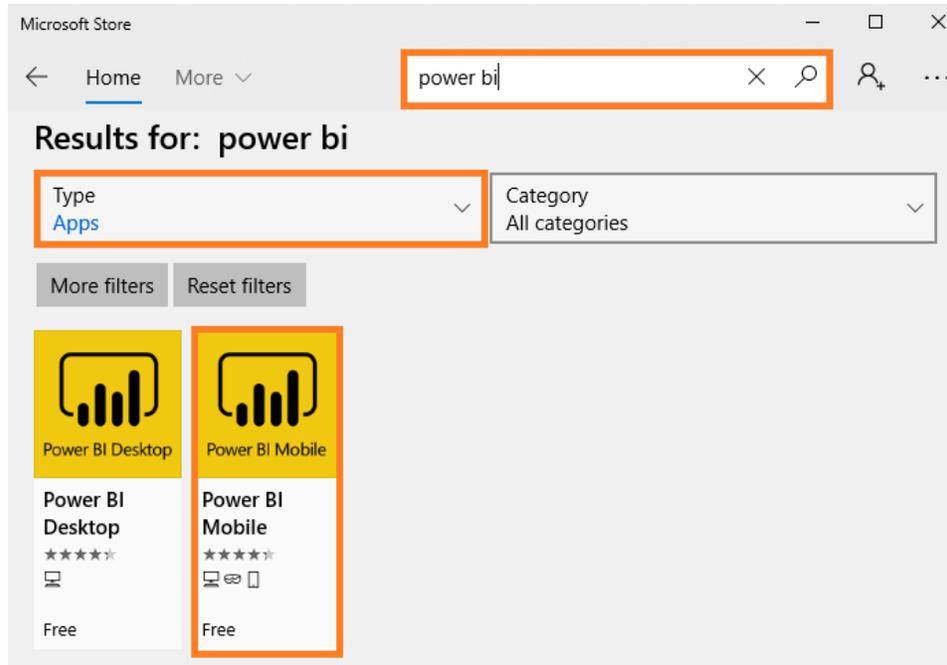


4. Go to login page at [www.mychadata.com](http://www.mychadata.com) and click 'Sign-in'.

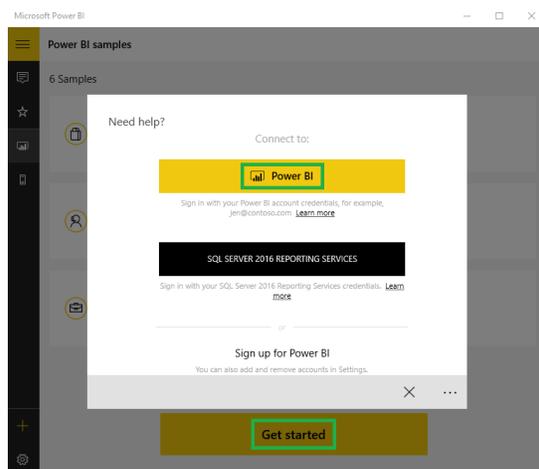


## Option B: Using the Windows Power BI App

1. Install the app called “**Power BI Mobile**” from the Microsoft Store to download to your computer, or “**Microsoft PowerBI**” from Apple app store or your mobile app store to download to your phone. Please note that “*Power BI Desktop*” is a different program for creating content. ***If your hospital's IT department limits applications that employees can download, you may need to request permission to download this app to your work computer or phone.***



2. Open “Microsoft Power BI”, and then login to the Power BI service using your new CHA-created credentials.



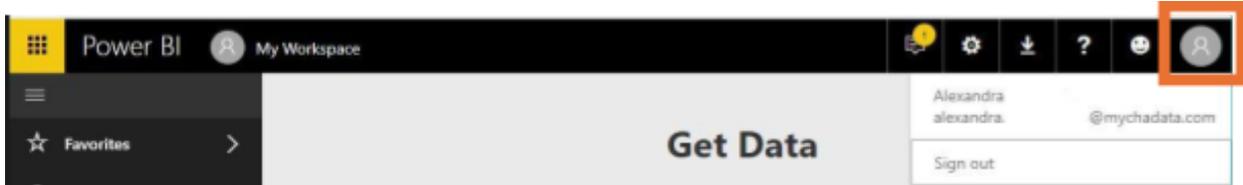
3. All your content should automatically load. You can then select particular “app” spaces (your QI programs) and access reports straight from your desktop, or the mobile app on your phone.

## Option C: Use a Dedicated Browser for Power BI Access on [mychadata.com](https://mychadata.com)

To avoid issues caused by multiple Office 365 logins, consider using a separate browser exclusively for CHA's instance of Power BI. For example, if you normally use Chrome for everyday browsing, use Microsoft Edge to view your PowerBI dashboards hosted by CHA. This ensures Edge stays logged in to your *FirstName.LastName@mychadata.com* account without conflicting with your work login.

If you only have one browser installed, you can download an additional one—Chrome, Mozilla Firefox, or Opera are good options.

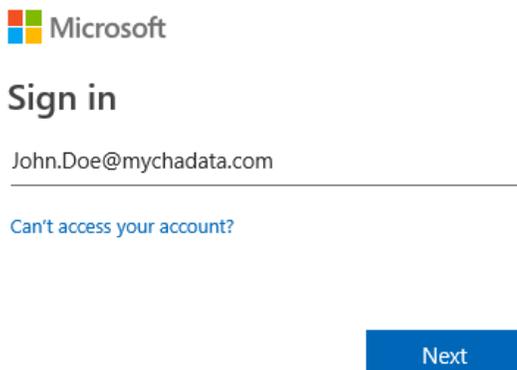
Follow the same steps outlined for InPrivate/Incognito mode, but navigate to [mychadata.com](https://mychadata.com) in a *regular browser window*. To confirm which account you're signed into, click the profile icon in the



top-right corner of Power BI.

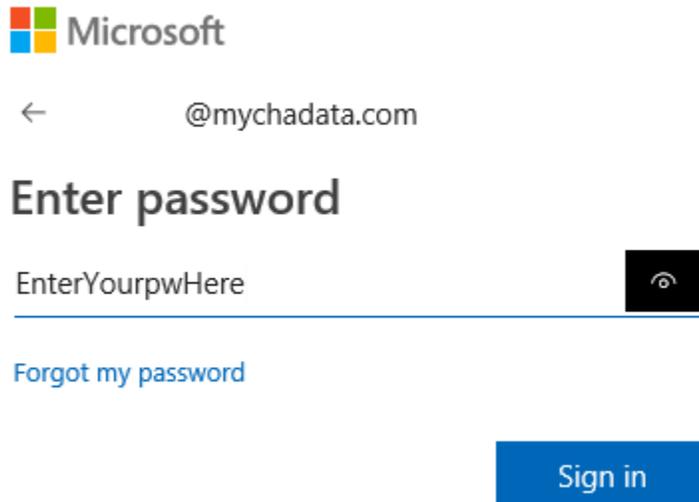
## Signing In to Power BI

1. Enter your ID found in the email received: *FirstName.LastName@mychadata.com*.

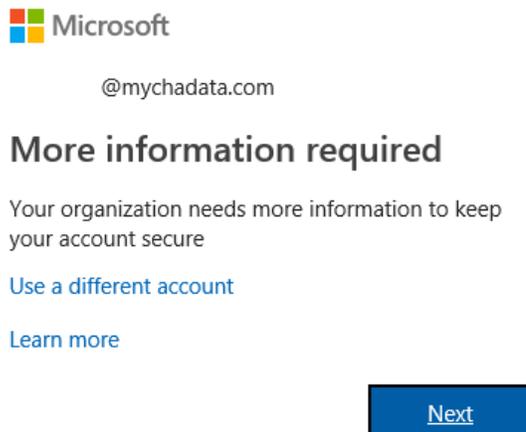


2. Please **manually** enter your login information. If you copy and paste your password from the email, you could get an error since a white space can be added at the end unintentionally. Please

note that the password is **case-sensitive**. You can double-check what you entered by clicking the 'glance'/eyeball icon.



3. If you have not already set up a Multi-Factor Authentication (MFA) method, the following will pop up.



**\*If you already have a phone number associated with the account, you will be prompted to send either an SMS or call that number to get a 6-digit code. If no phone number is associated, then follow steps 2-4 to 2-10.**

4. You will be asked to enter a phone number for additional security.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

5. Select **“Authentication phone”**, which is default.

### Step 1: How should we contact you?

Authentication phone

Office phone

Mobile app

6. Select “United States (+1)” in the below drop box.

**Step 1: How should we contact you?**

Authentication phone

Select your country or region

- United States (+1)
- Afghanistan (+93)
- Albania (+355)
- Algeria (+213)
- American Samoa (+1684)
- Andorra (+376)
- Angola (+244)
- Anguilla (+1264)
- Antarctica (+672)
- Antigua and Barbuda (+1268)
- Argentina (+54)
- Armenia (+374)
- Aruba (+297)
- Ascension Island (+247)
- Australia (+61)
- Austria (+43)
- Azerbaijan (+994)
- Bahamas, The (+1242)
- Bahrain (+973)
- Bangladesh (+880)
- Barbados (+1246)
- Belarus (+375)
- Belgium (+32)
- Belize (+501)
- Benin (+229)
- Bermuda (+1441)
- Bhutan (+975)
- Bolivia (+591)
- Bosnia and Herzegovina (+387)

security. Standard telephone and SMS charges will apply.

7. Enter your preferred **phone number** - where you can receive text messages if you select the “Send me a code by text message”, or a phone where you can receive phone calls (including your cell or office phone) if you prefer a phone call for verification.



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Next

8. Enter the verification code if you chose “Send me a code by text message”.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at [+1](#)**

When you receive the verification code, enter it here

Cancel

Verify

9. Answer a call and then press # if you chose “Call me”.



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We're calling your phone at [+1 720](#)**

 Answer it to continue...

10. You will see the following message at the bottom: “Verification successful!”



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We're calling your phone at [+1 720](#)**

Verification successful!

11. Enter the temporary password again and set your new password below.



test.temp@mychadata.com

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

EnterYourpwHere| 

New password

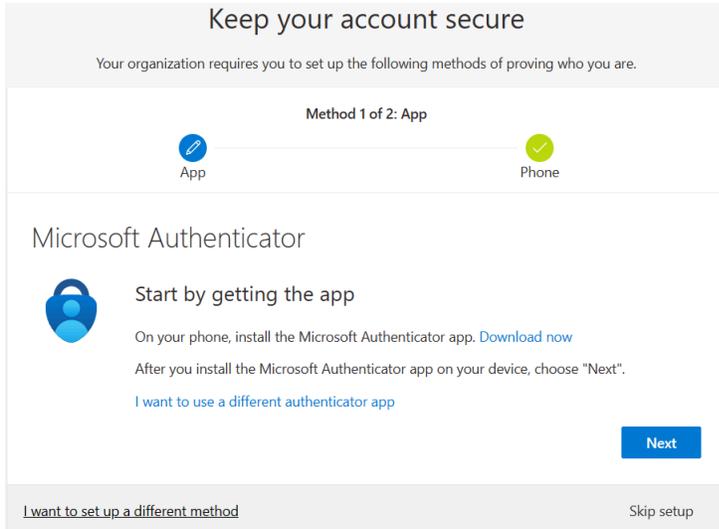
Confirm password

Sign in

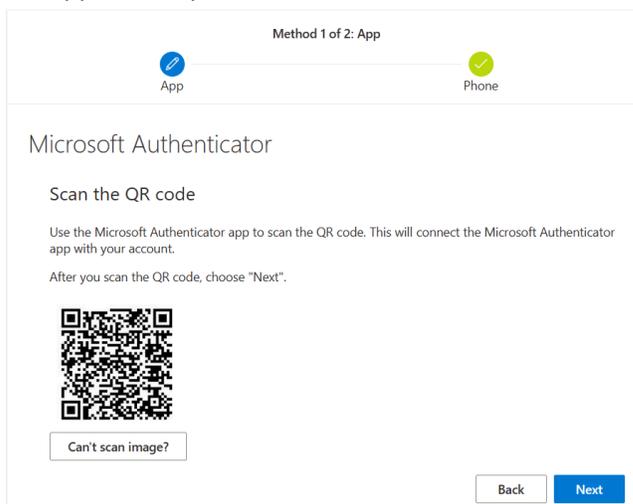
## MFA App Set up

Microsoft will prompt you to set up multifactor authentication once you log in.

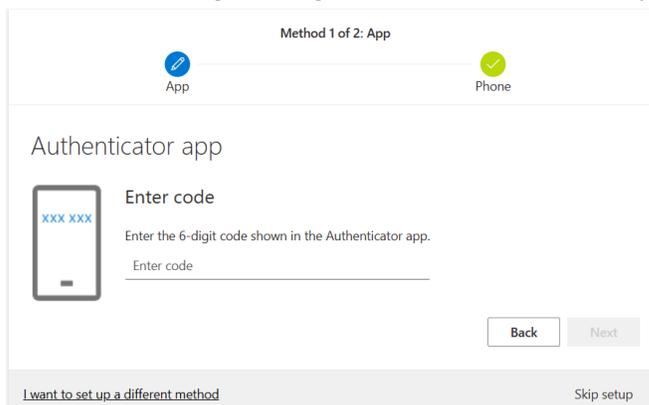
1. Users can either download the Microsoft Authenticator app on their phone (suggested) or choose a different authentication app (like Google Authenticator). **Microsoft Authenticator cannot be downloaded to the computer or you will be prompted to pay to download from the Microsoft store.** If the user is already using an authenticator app for other programs, add a new account in the app and skip to step #6.



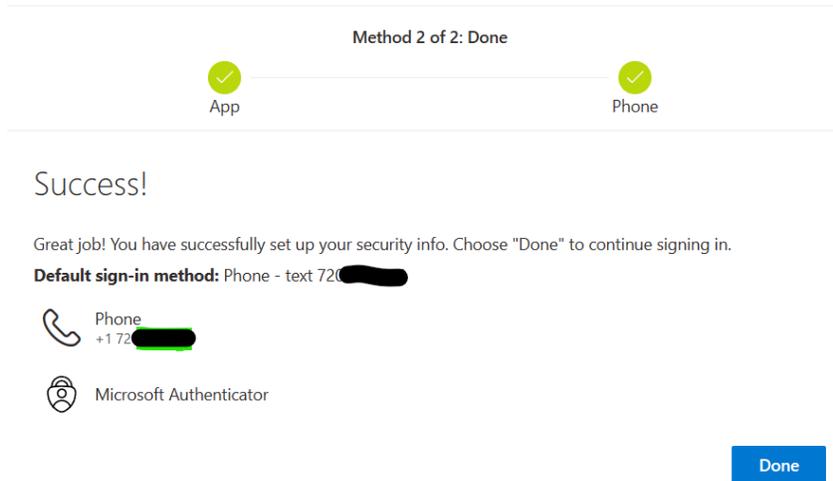
2. Whether the user selects Microsoft Authenticator or chooses a different authentication app, they will be prompted to scan the QR code or enter the key/code in the chosen authenticator app to set up the device.



3. Enter the 6-digit code given in the authenticator app.



4. Set up is finished. Now, each time you login to PowerBI, you will be asked to use this MFA authentication to sign in.

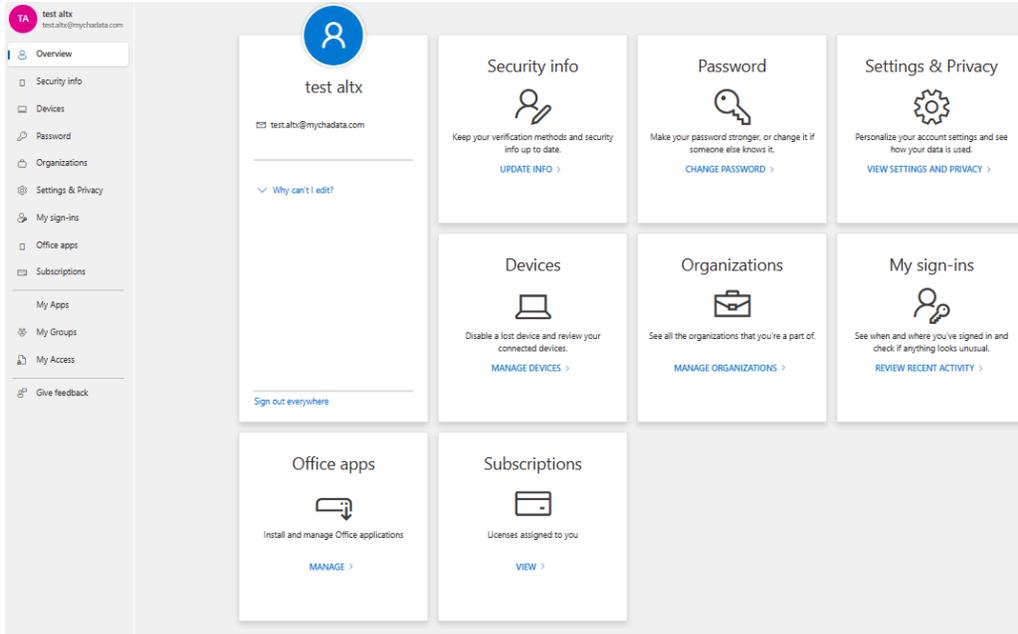


## Updating your Microsoft Profile

1. If users need to update their phone number, email address, or authentication method, go to <https://myprofile.microsoft.com/> while logged in under [FirstName.LastName@mychadata.com](mailto:FirstName.LastName@mychadata.com) and follow the prompts.

**Note:** to change profile information, users will need to know their password and access their current MFA authentication method. Contact [databank.admin@cha.com](mailto:databank.admin@cha.com) if unable to access your 'myprofile' account.

2. Select one of the following options to update your account.
  - a. Security info – Update phone number, password, or authentication method
  - b. Password – Update/change password



## Accessing QI Dashboards (“Apps”) in Power BI

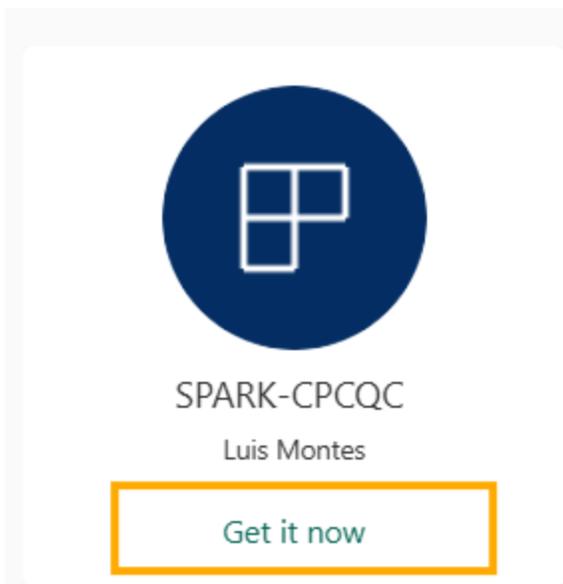
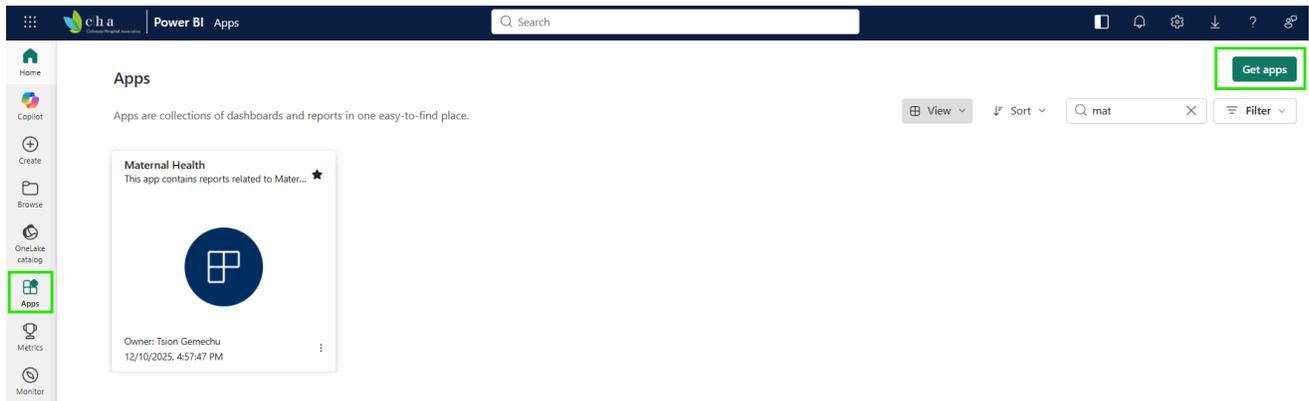
Once your user access is set up and you are ready to view your QI dashboards in Power BI, you will need to add the dashboards (referred to as an “app” in Power BI). After you add an app, it will remain available each time you sign in—no additional steps required.

Go to this link to sign in: [mychadata.com](https://mychadata.com)

**We recommend bookmarking this link for easy access!**

Click **“Apps”** on the left side bar to view reports in Power BI that you have access to.

In the Apps section of Power BI, click **“Get apps” in the top-right corner**. When the pop-up appears, select the appropriate app and click **“Get now.”** Each app corresponds to a QI program whose dashboards are hosted on CHA’s visualization platform.



If you are enrolled in multiple programs that are accessible in CHA’s Power BI environment in 2026 (which include SPARK, NEST, and CHoSEN Dyadic teams), you will need to add each program as an app. The app will then appear in your Apps list, giving you access to its reports. If you’re missing access to one, email [odhin.admin@cha.com](mailto:odhin.admin@cha.com)

(Remember, SOAR and Turning the Tide maternal-only dashboards are not in CHA’s Power BI in 2026 and remain viewable at [cpcqc.org/dashboards](https://cpcqc.org/dashboards) using the login created for you by CPCQC.)

The Power BI report “apps” that you have access to will appear in your Apps list. Clicking on any of the icons will take you into that “app” space and show you any reports available for the associated QI program hosted by CHA.

If your hospital later enrolls in an additional QI program whose dashboards are viewable in CHA’s Power BI environment, you will need to indicate to CPCQC that you would like to view that dashboard as well. Once access is granted on the backend, you will be able to add that new program as an “app” to access its reports.

## Frequently Asked Questions (FAQs)

### **What login information should I use to see my dashboards?**

Use the login information provided by CHA: *FirstName.LastName@mychadata.com*

### **I already use Power BI at my hospital—do I use my regular Microsoft login?**

No. CHA’s instance of PowerBI requires a *separate Microsoft login* issued by CHA. Use the credentials formatted as *FirstName.LastName@mychadata.com*.

### **Why use Incognito/private mode or a separate browser?**

Many people already have hospital Microsoft accounts stored in their browser. Using Incognito/private mode avoids conflicts and ensures Power BI logs in using your CHA provided account.

### **What if I can't find my login email?**

Check your spam/junk folder or email [odhin.admin@cha.com](mailto:odhin.admin@cha.com).

### **How do I update my profile or reset authentication settings?**

Visit <https://myprofile.microsoft.com> and follow the prompts.

### **Who do I contact for technical issues?**

CHA data team at [odhin.admin@cha.com](mailto:odhin.admin@cha.com)

### **Which CPCQC dashboards are in PowerBI? Why are some there and some on the CPCQC website?**

CPCQC entered a new partnership with CHA. CPCQC will be transitioning all data dashboards to CHA’s data platform by May 2027. Until then, certain QI programs have dashboards in PowerBI (SPARK, NEST, CHoSEN Dyadic), and QI programs with dashboards hosted on the CPCQC website (SOAR and Turning the Tide maternal dashboards) will remain on the CPCQC site. CPCQC will proactively communicate about dashboard transitions as they occur.