

BP1 2017-18 Epi Work Plan

Supplemental Guidance Documents

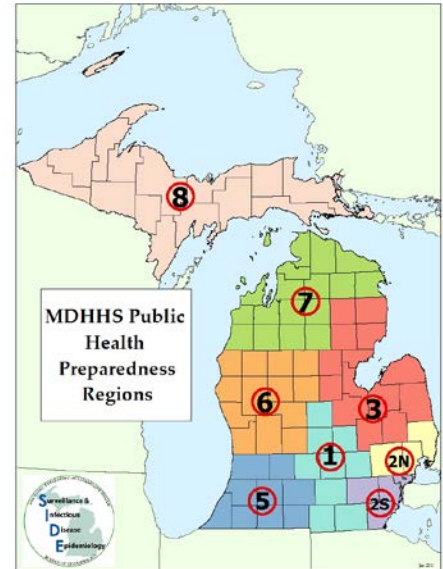
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MDSS Support Resources

Please be prepared to describe the issue in detail to support personnel.

- For browser and connectivity issues contact your local information technology support staff.
- **Your Regional epidemiologist is the primary point of contact for issues specific to using the MDSS. (See contacts provided in the table below).**



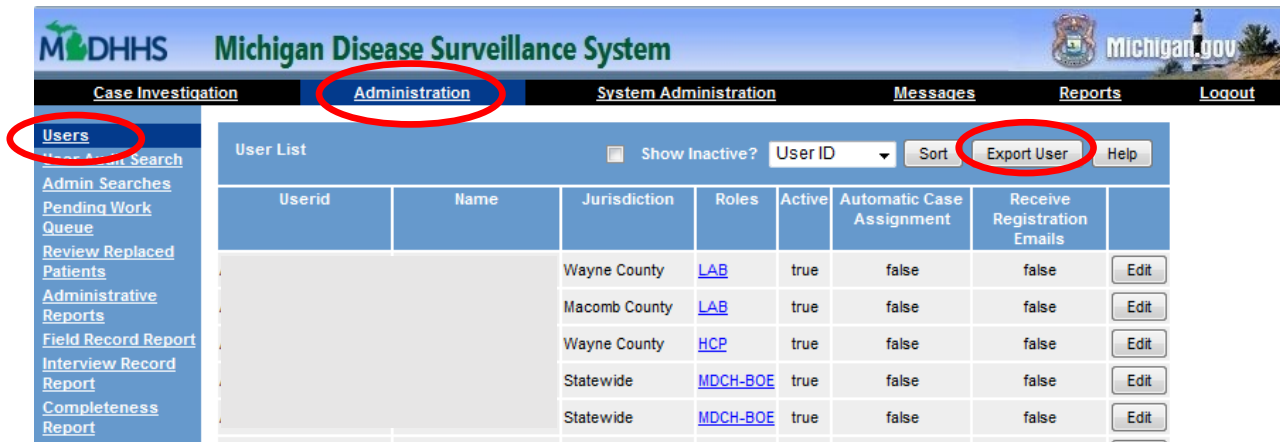
Region	Name	Telephone/Cell Phone	E-mail	Counties
1	Meghan Weinberg	517.887.4615 517.749.2153 (Cell)	WeinbergM1@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Shiawassee
2N	Nicole Parker-Strobe	586.469.5849 517.930.6906 (Cell)	ParkerStrobeN@michigan.gov	Macomb, Oakland, St. Clair
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Tim Bolen	989.832.6690 517.930.6910 (Cell)	BolenT1@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, Tuscola
5	Bethany Reimink	269.373.5293 517.719.0407 (Cell)	ReiminkB@michigan.gov	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
6	Fatema Mamou	616.632.7245 517.204.6086 (Cell)	MamouF@michigan.gov	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	231.995.6106 517.930.6914 (Cell)	RacineR@michigan.gov	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Otsego, Presque Isle, Roscommon, Wexford
8	Scott Schreiber	906.643.1100 x208 517.930.3089 (Cell)	SchreiberS@michigan.gov	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft

- If your Regional epidemiologist is unavailable, you may contact the Surveillance and Infectious Disease Epidemiology Section at the Michigan Department of Health and Human Services at: **(517) 335-8165** and email inquiries may be sent to: mdhhs_mdss@michigan.gov

Exporting MDSS Users

As part of the Local Health Department Work Plan, which was developed in accordance with the Public Health Emergency Preparedness (PHEP) cooperative agreement, local health departments are asked to review users in the Michigan Disease Surveillance System (MDSS) four times a year. The review has three purposes: 1) identify users to be removed from the system to maintain security and confidentiality, 2) monitor system use, and 3) maintain up-to-date contact information for all users.

1. Sign onto MILogin and MDSS
2. Click on 'Administration' on the top bar in MDSS *Note: only MDSS Administrators can view users*
3. Click on the 'Users'
4. Click on 'Export User'



Michigan Disease Surveillance System

Case Investigation **Administration** System Administration Messages Reports Logout

Users

User List ☐ Show Inactive? User ID Sort **Export User** Help

Userid	Name	Jurisdiction	Roles	Active	Automatic Case Assignment	Receive Registration Emails	
		Wayne County	LAB	true	false	false	Edit
		Macomb County	LAB	true	false	false	Edit
		Wayne County	HCP	true	false	false	Edit
		Statewide	MDCH-BOE	true	false	false	Edit
		Statewide	MDCH-BOE	true	false	false	Edit

5. A pop up window will appear – open the csv file (it will look like an excel file)
6. Review active users in your jurisdiction.
Note: If you have Regional Access in MDSS, you may want to sort the excel table by jurisdiction to easily find your jurisdiction's MDSS users
7. During each review period, inactivate users that no longer need MDSS access. If you need assistance, contact your Regional Epidemiologist
8. Sign and date the file (electronic signature is OK)
9. Save the file and send it to your Regional Epidemiologist

Tips for Reviewing the User List

1. Review your exported user list to make sure all users are known and valid.
2. There are no specific guidelines for de-activating a user who hasn't logged in for a certain period of time. It is recognized that some users may only need access to serve as back-up to other primary users or others who may only need access during an emergency and are not day-to-day users. It is up to each health department to determine if access should be removed for a particular user.
3. If someone has not entered MDSS for a while, you might need to contact them to see why they have not been in MDSS. They may want access to MDSS but not use it often enough so you may

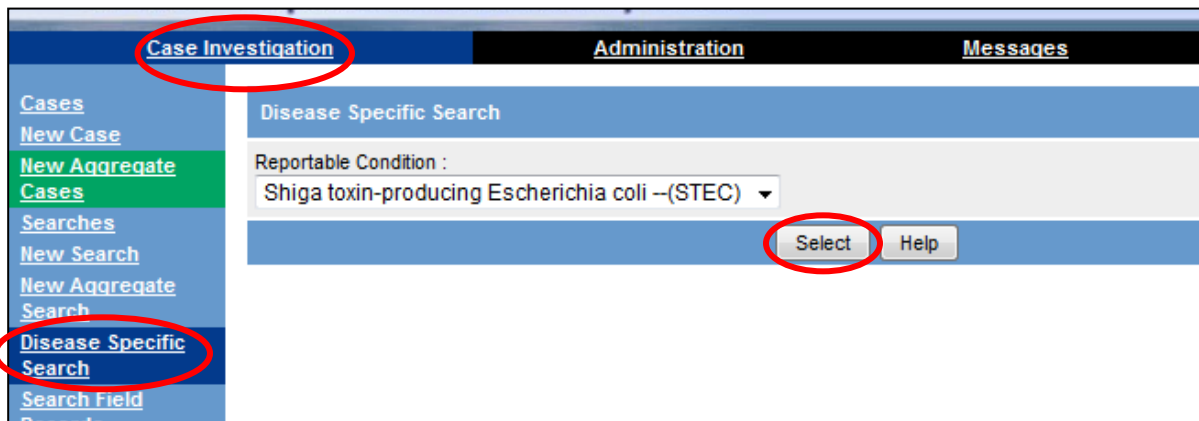


need to remind them to access MDSS at least once every 90 days. Inactivate them if they no longer need MDSS access.

4. There is no need to follow-up with each healthcare provider in the jurisdiction if they have not recently logged into the MDSS. Do keep in mind that the healthcare provider role in the MDSS limits the user to see only cases that he/she entered while local health department users will have access to all cases within their jurisdiction.
5. Only state-level users are able to de-activate an Administrator; please work with your Regional Epidemiologist to accomplish this task.
6. Health departments do not have to test each user's email address each quarter. It is sufficient to "keep an eye" on users and email addresses by simply reviewing the list each quarter.
7. MDHHS will contact health departments regarding email addresses that are returned from the MDSS listserv (created from the email addresses stored in the MDSS entry portal, Single Sign On) as undeliverable. Follow-up for these undeliverable email addresses should be a request to users to update their email address or inactivation of users who no longer need access to the MDSS.

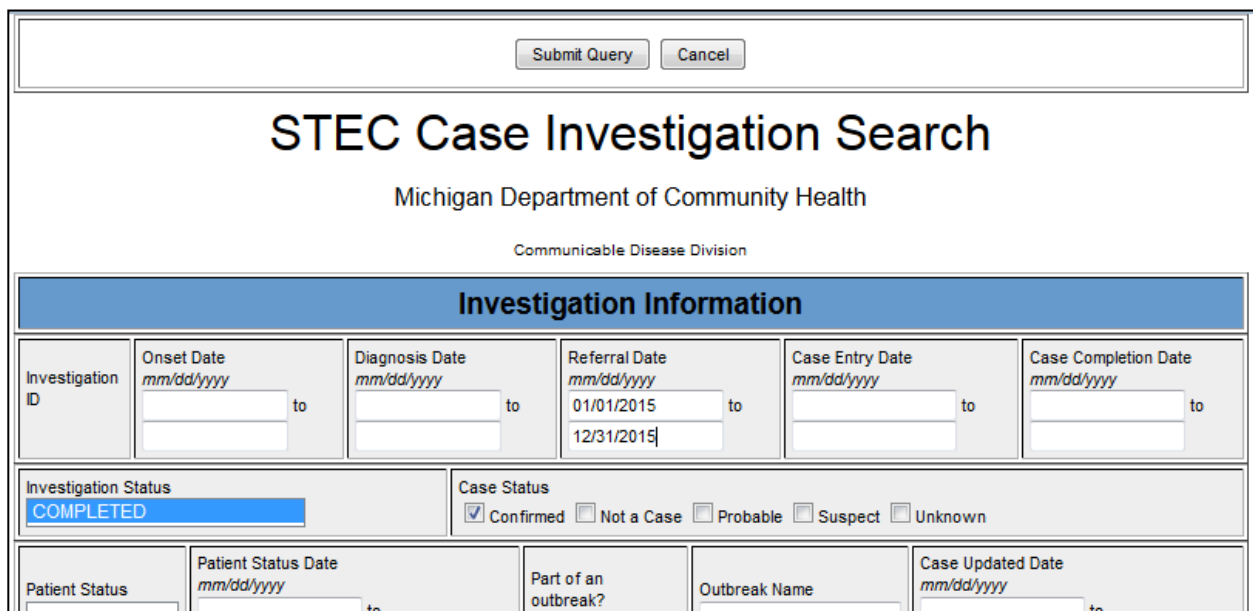
MDSS: Disease-Specific Searches

1. Log onto MILogin and MDSS.
2. Under the Case Investigation module, choose Disease Specific Search.
3. Choose the reportable condition of interest and click Select. Note: you can only perform a disease-specific search on one reportable condition at a time.



The screenshot shows the MDSS interface. The 'Case Investigation' tab is selected at the top. In the left sidebar, 'Disease Specific Search' is highlighted. The main content area shows the 'Disease Specific Search' form with 'Reportable Condition' set to 'Shiga toxin-producing Escherichia coli --(STEC)'. The 'Select' button is highlighted with a red circle.

4. The case details screen will appear. Enter your search criteria. For example, to search for only confirmed, completed cases with referral dates from 01/01/2016 to 12/31/2016 then, type those dates under referral date, select completed under Investigation Status and check the confirmed box under case status. (To add probable cases to the search, also check the box for probable). Enter any other criteria necessary to narrow the search.
5. Once search criteria have been selected, click 'submit query' at the top of the page.

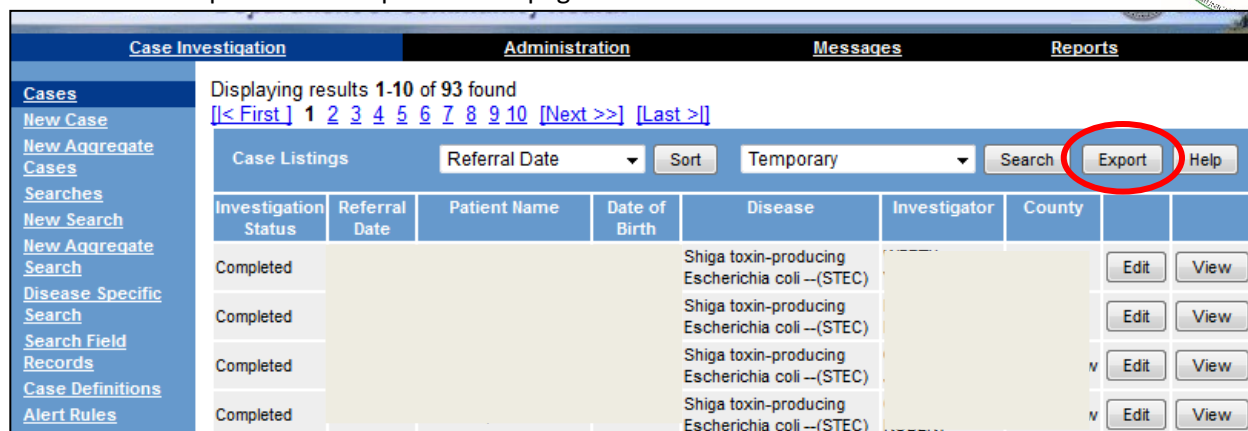


The screenshot shows the 'STEC Case Investigation Search' results page. At the top, there are 'Submit Query' and 'Cancel' buttons. The page title is 'STEC Case Investigation Search' by the Michigan Department of Community Health, Communicable Disease Division. Below this is the 'Investigation Information' section with various search criteria fields:

Investigation ID	Onset Date mm/dd/yyyy to	Diagnosis Date mm/dd/yyyy to	Referral Date mm/dd/yyyy to 01/01/2015 to 12/31/2015	Case Entry Date mm/dd/yyyy to	Case Completion Date mm/dd/yyyy to
Investigation Status COMPLETED			Case Status <input checked="" type="checkbox"/> Confirmed <input type="checkbox"/> Not a Case <input type="checkbox"/> Probable <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown		
Patient Status	Patient Status Date mm/dd/yyyy to	Part of an outbreak?	Outbreak Name	Case Updated Date mm/dd/yyyy to	

6. All the cases that fit the search criteria will appear as a case listing.

7. Click “export” at the top left of the page.



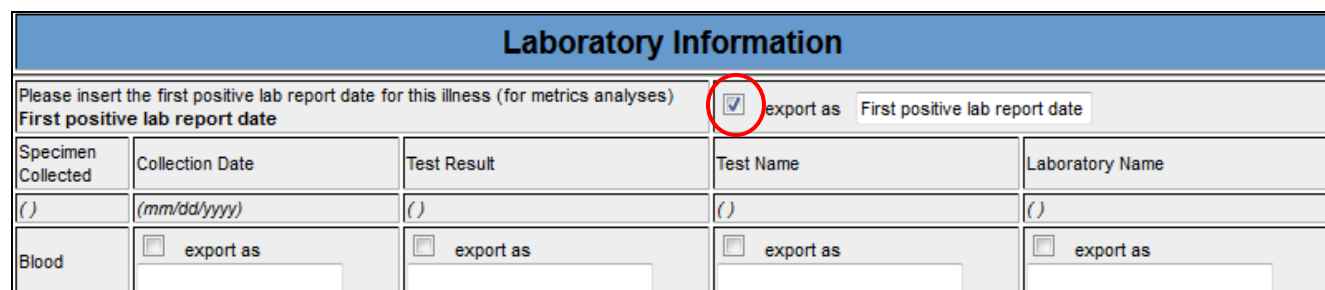
Case Investigation Administration Messages Reports

Displaying results 1-10 of 93 found
 [< First] 1 2 3 4 5 6 7 8 9 10 [Next >>] [Last >]

Case Listings Referral Date Sort Temporary Search **Export** Help

Investigation Status	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Completed				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View
Completed				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View
Completed				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View
Completed				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View

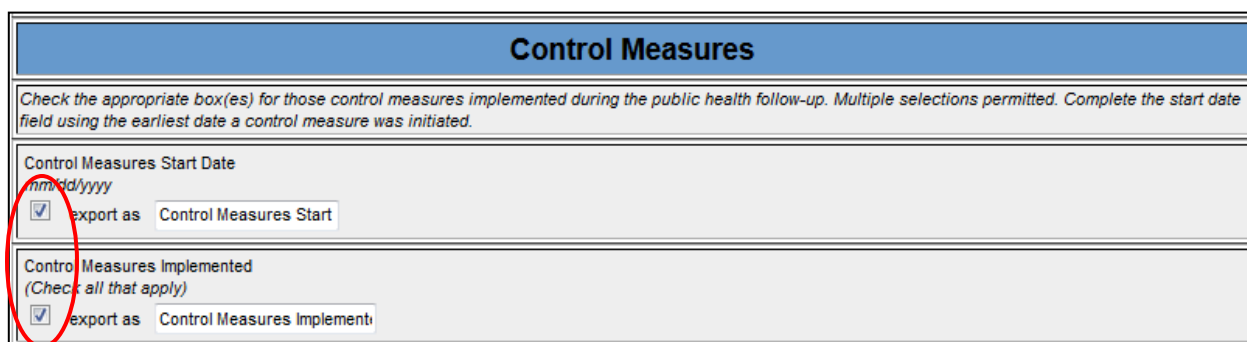
8. The case details screen will appear again. Select the fields that you would like to export. It is recommended that you select specific data elements from the case details form, instead of selecting all elements. Any fields in the form may be chosen, but some frequently included data elements are onset date, investigation status, patient city, sex, age, symptoms, serotype, hospitalization, high risk foods, first positive lab report date, and control measures.



Laboratory Information

Please insert the first positive lab report date for this illness (for metrics analyses)
First positive lab report date ☒ export as First positive lab report date

Specimen Collected	Collection Date	Test Result	Test Name	Laboratory Name
()	(mm/dd/yyyy)	()	()	()
Blood	<input type="checkbox"/> export as	<input type="checkbox"/> export as	<input type="checkbox"/> export as	<input type="checkbox"/> export as



Control Measures

Check the appropriate box(es) for those control measures implemented during the public health follow-up. Multiple selections permitted. Complete the start date field using the earliest date a control measure was initiated.

Control Measures Start Date
 mm/dd/yyyy
☒ export as Control Measures Start

Control Measures Implemented
 (Check all that apply)
☒ export as Control Measures Implement

READ STEPS 9 AND 10 BEFORE CONTINUING.

9. Hold down the “CTRL” button on the keyboard and keep holding while you:
 - a. Click “export” at the top or bottom of the page.
 - b. Save or open the file in excel when you are prompted.
10. Release the “CTRL” button after you save or open the file.
11. Your exported data should now be available for you to use in excel or any other software you prefer including SAS, SPSS or Epi Info.



Guidance for Public Health Control Measures

Capability 13.2 of the Public Health Emergency Preparedness (PHEP) cooperative agreement requires the State to submit the proportion of reports of selected reportable diseases for which public health control measures are initiated within the appropriate timeframe. The selected reportable diseases include **Botulism, Tularemia, Shiga toxin-producing *Escherichia coli* (STEC), Hepatitis A, Measles, and Meningococcal disease.**

Instructions for completing the Control Measures in the Case Detail Form:

1. Enter the date that public health first initiated control measures. The control measures start date should be on or after the referral date.
 - a. Control measures may include contact tracing, exclusions, or education provided to the case.
 - b. The start date should be the date that contact was first attempted with the case or proxy. Do not use the date that contact was made to the healthcare provider or infection control provider (exception: there were exposures at a healthcare facility that require control measures).
 - c. In some situations, such as in large outbreak investigations, the initial public health control measures may start prior to the referral date. In this instance, please indicate the initial date in the notes but make the 'Control Measures Start Date' the same as that case's referral date.
2. Check all measures that were implemented.
3. If additional control measures are used throughout the duration of the case investigation, update the form by selecting the new measures, but keep the initial date.

Control Measures	
Check the appropriate box(es) for those control measures implemented during the public health follow-up. Multiple selections permitted. Complete the start date field using the earliest date a control measure was initiated.	
Control Measures Start Date mm/dd/yyyy	
<input type="text"/>	
Control Measures Implemented (Check all that apply)	
<input type="checkbox"/> Contact tracing <input type="checkbox"/> Exclusions applied (child care, food handler, etc.) <input type="checkbox"/> Decision made not to initiate Control Measures <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Education <input type="checkbox"/> Recommendation for Control Measures <input type="checkbox"/> Inability to initiate Control Measures despite efforts to do so

Instructions for Assessing Timeliness and Completeness of Control Measures:

1. Perform a Disease Specific Search (found under the 'Case Investigation tab') with the following search parameters:

Reportable Condition: Select the condition of interest

Note: you can only search one condition at a time

Referral Date: Select date range

Note: Quarterly reviews are submitted as part of the Epi Work Plan

Investigation Status: Active, Completed, Completed-Follow Up, and Review (See Epi Work Plan for disease-specific guidance)

Case Status: Suspect, Probable, Unknown, and Confirmed (See Epi Work Plan for disease-specific guidance)

2. On the form, click

3. On the case listing screen, click

In the form that appears, export the following variables by checking the box next to the variable:

Guidance for 'First Positive Lab Report Date'

- Capability 13.1 of the Public Health Emergency Preparedness (PHEP) cooperative agreement requires the State to submit the proportion of reports of selected reportable diseases received by the public health agency within the awardee-required timeframe.
- To assist in compiling data for this indicator, select MDSS Case Detail Forms were updated to include a field for the first positive lab report date
 - For Shiga toxin-producing *Escherichia coli* (STEC), the 'first positive lab report date' field is under the laboratory information section of the case detail form:

Laboratory Information				
Please insert the first positive lab report date for this illness (for metrics analyses)				
First positive lab report date (mm/dd/yyyy)				
Specimen Collected	Collection Date	Test Result	Test Name	Laboratory Name
()	(mm/dd/yyyy)	()	()	()
Blood				
Stool				

- For Hepatitis A, the 'first positive lab report date' field is under the diagnostic testing section of the case detail form:

Diagnostic Tests		
Test Name	Result	Date
	(P=Positive N=Negative UNK=Unknown)	mm/dd/yyyy
Please insert the first positive lab report date for this illness (for metrics analyses)		
First positive lab report date		
Hepatitis A		
Total antibody, hepatitis A virus [total anti-HAV]		
IgM antibody to hepatitis A virus [IgM anti-HAV]		

Tips for completing the 'first positive lab report date' field

- Each lab report contains multiple dates:
 - The 'Lab Report Date' is the date the lab results were completed and reported – **this is the date that should be assessed for the 'first positive lab report date' field.**
 - The 'Specimen Collection Date' is the date the specimen was collected for testing.
- Enter the very first 'Lab Report Date' with a positive result for the disease under investigation. Do not use 'Specimen Collection Date' or 'Date Received.'
 - Exception: Verbally reported labs or paper lab reports may be noted elsewhere within the MDSS case. Review all MDSS notes and record the first lab report date. Please enter any verbal or hardcopy lab reports as new labs in the lab tab in the MDSS case. You may also scan and attach hardcopy reports into the notes tab.
- Multiple tests may be performed for each condition which means that there may be many lab reports in the Lab Report Tab. Each lab report should be reviewed.
- Lab report dates may be exported and reviewed in excel by performing a disease specific search. Please refer to "Disease Specific Search Instructions" in the supplemental guidance.

Laboratory Report in MDSS:

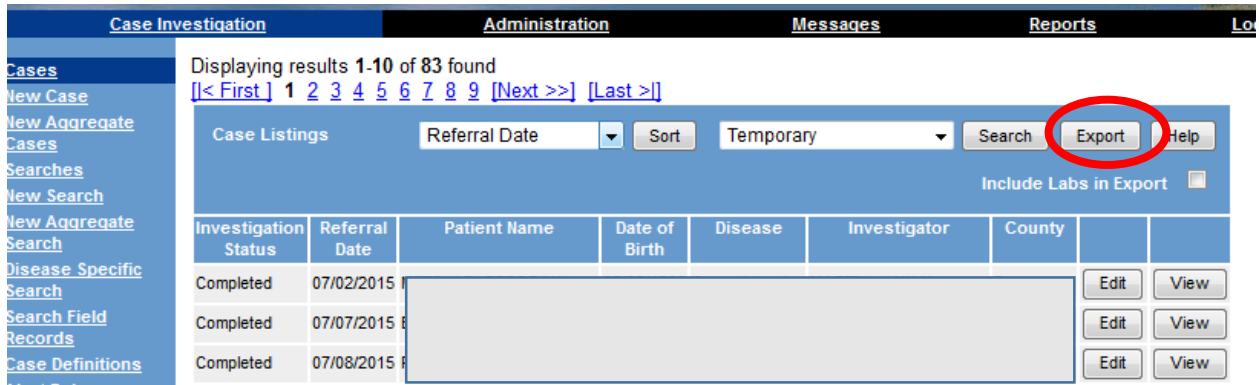
Lab Order Information			
Test Name* : Escherichia coli shiga toxin 1 Ag [Presence] in Stool by Immunoassay			
Lab Report Date (mm/dd/yyyy) : 09/07/2016			
Ordering Provider			
First :		Last :	
Affiliation :		Street :	
City :	County :	State :	Zip :
Phone number :	Ext :	Michigan	
Laboratory Information			
Lab Name* :			
Street :		Geocode Source :	
City :	County :	State :	Zip :
Phone number :		Michigan	
Specimen Information			
Specimen Collection Date (mm/dd/yyyy) :		09/06/2016	
Specimen Source :		Stool = Fecal	
Specimen Site :			

'Lab Report Date' – review all lab reports for the condition under investigation and enter the earliest one in the 'first positive lab report date' field

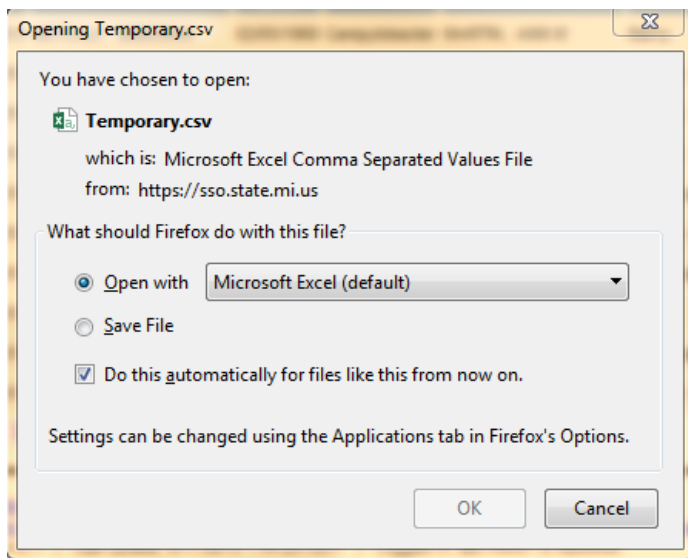
Date specimen was collected for testing

Sorting in Excel

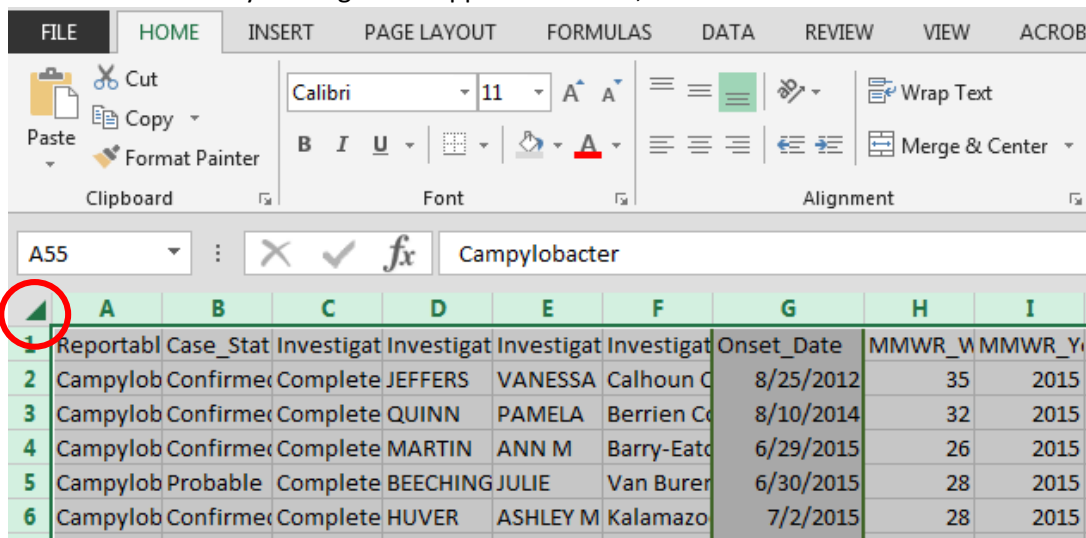
1. Export MDSS data from a new basic search by clicking the export button in the upper right corner



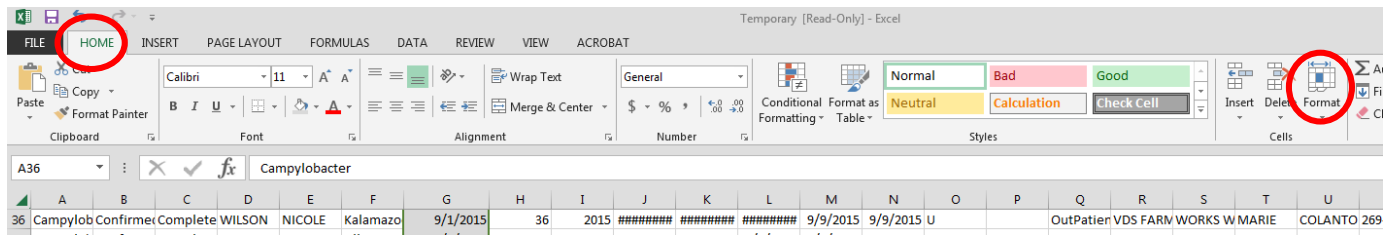
2. Choose 'Open with Excel' and click 'OK'



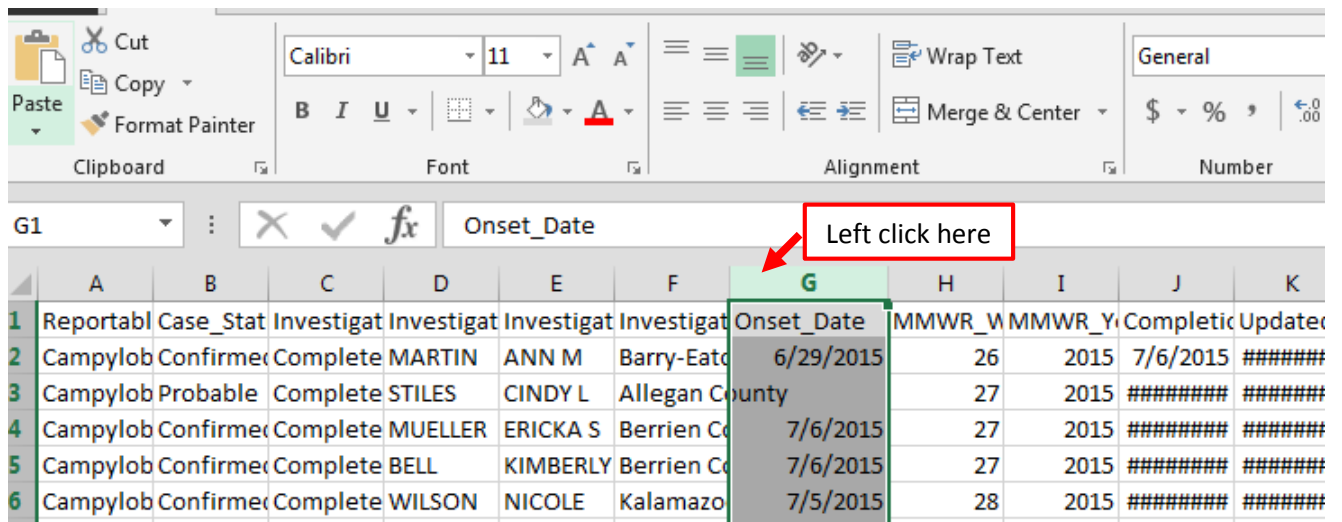
3. Some Columns may be too narrow to view content. To change the column width, highlight the whole excel sheet by clicking in the upper left corner, as shown below



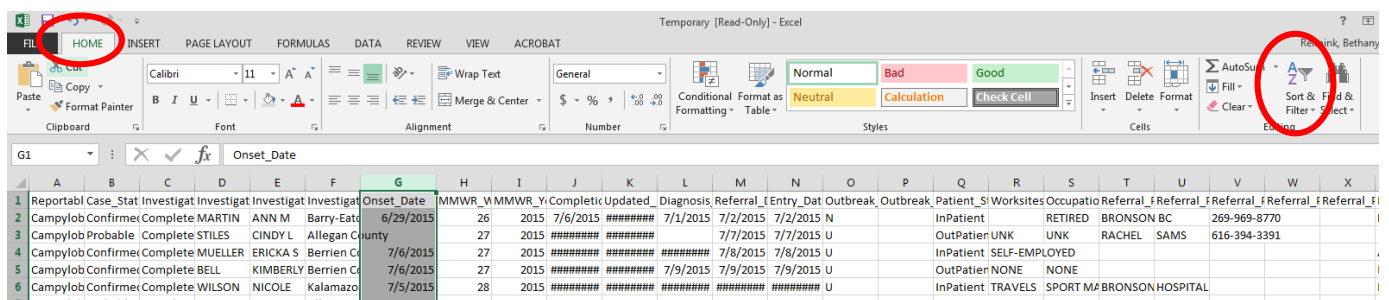
- While the whole sheet is highlighted, click 'Format' in the 'Home' tab



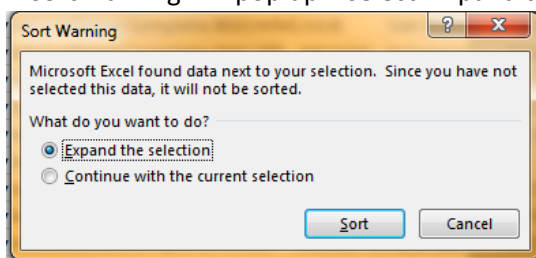
- In the drop down menu that appears, click on 'AutoFit Column Width'
- In the column you want to sort, left click in the grey area above the first row of data to highlight the column



- While the column is highlighted, click on 'Sort & Filter' found in the 'Home' tab. Select 'Sort Oldest to Newest' or 'Sort A to Z' depending on the type of value in the column



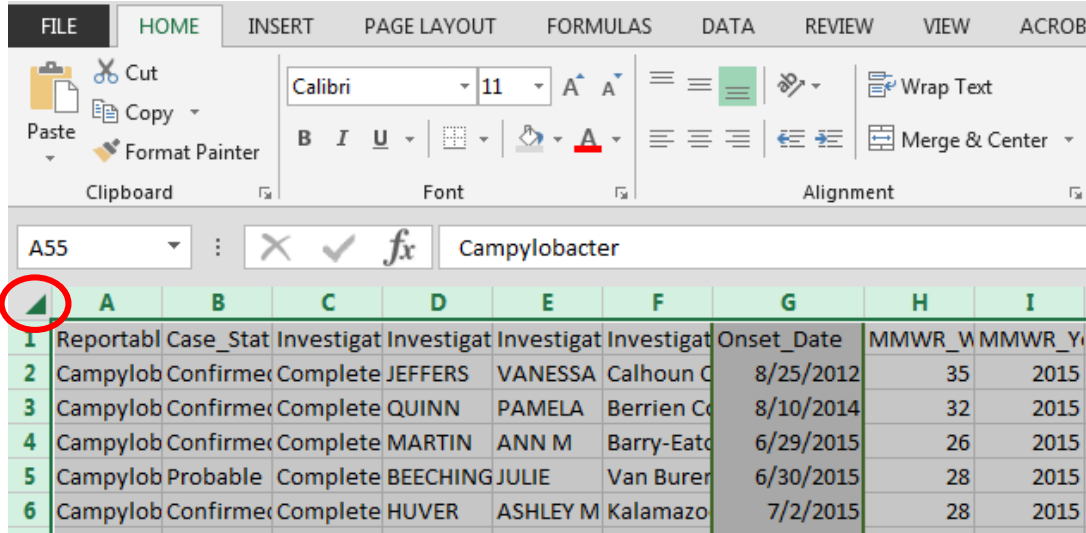
- A sort warning will pop up – select 'Expand the selection' (default) and click 'Sort'



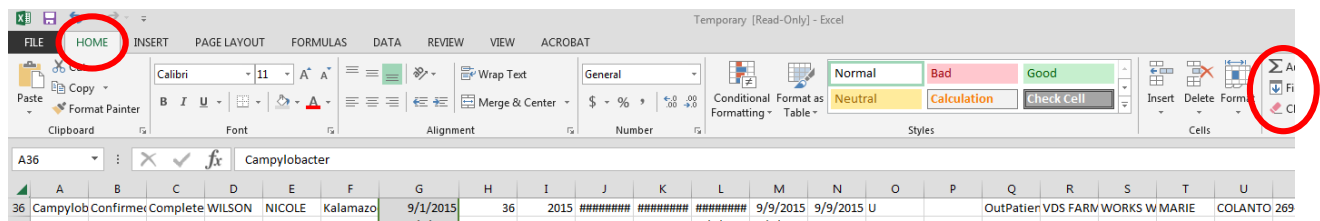
- Cells with missing data will be displayed at the end of the list – you may need to scroll down to view them. Count the number of cells with missing information.

Note: During the sort process, row heights may change and become difficult to view. You can change row height by following the instructions below:

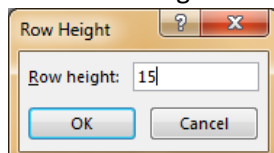
- Highlight the whole excel sheet by clicking the upper left grey corner, as shown below



- While the whole sheet is highlighted, click 'Format' in the home tab



- Click 'Row Height' from the drop down and enter '15' in the pop up window and click 'OK'



Registering for the Michigan Syndromic Surveillance System (MSSS)

Step 1: Complete Online Training

Before registering for the system completion of an online training course is required. This course will provide users with a basic understanding of how the data is gathered and processed and explains the functionality of the screens to which you will have access. This training can be completed in approximately one hour. You will need to pass (at least 80% correct) a very short quiz at the end of the training to receive your certificate of completion. You may take the quiz as many times as needed in order to pass.

The training is available on MI-TRAIN at <http://mi.train.org>. On MI-TRAIN, search for 'Emergency Department Syndromic Surveillance System for Local Health Departments' or course # 1011055. After completing the course, you will need to mark it as 'completed'. To do so, go to "My Learning" and click the "M" icon next to the course name. This takes you to the Course Details page. Click the "Complete" button to complete the course.

In addition, you can print out the course certification of completion at the end of the course and keep a copy for your records.

Step 2: Registration in MILogin

Please see instructions below.

Step 3: System Access

After you complete the registration process and your course completion is verified, you will be granted access to the system. This typically occurs within two business days. If you are not approved within this time frame please contact your Regional Epidemiologist.

If you have any questions regarding syndromic surveillance please contact your Regional Epidemiologist or Katie Arends (arendsk@michigan.gov)

MSSS Registration in MILogin

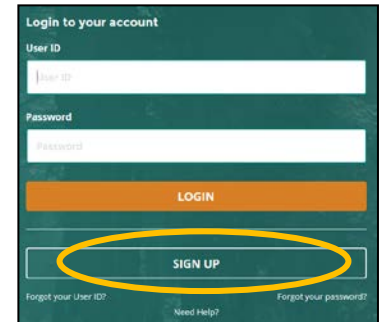
Due to the confidentiality of data entered and stored in the MSSS, there are several steps that must be completed to register for the application. The MILogin and MSSS registration processes will only need to be completed once per user.

MILogin Registration

If you already have a MILogin User ID and password (e.g. Michigan Disease Surveillance System (MDSS) users or Michigan Care Improvement Registry (MCIR) users), please proceed to Requesting Access to MSSS.

1. Using your Internet browser, type the following into the location/address text box:
 - MILogin for Non-Michigan.gov emails - <https://milogintp.michigan.gov/>
 - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>

2. Press the ENTER key. The “MILogin” page will display:

A screenshot of the MILogin login page. It has a dark green header with the text "Login to your account". Below this are two input fields: "User ID" and "Password". There is an orange "LOGIN" button. Below the login button is a yellow circle around a "SIGN UP" button. At the bottom, there are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?".

3. Click the SIGN UP button. The “Create Your Account” page will display.

4. Complete the requested information. Fields displayed with an asterisk (*) are required.

5. Click the NEXT button.

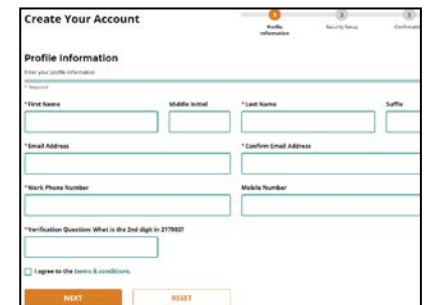
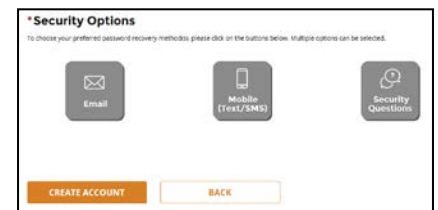
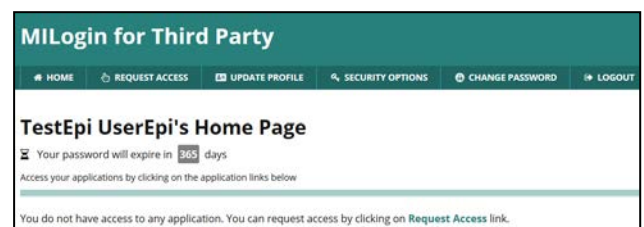
6. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.

7. Select your preferred password recovery method (email, mobile, or security questions) and complete the additional required information. Click CREATE ACCOUNT.

8. Once your account is created successfully, click to login.

9. Enter the *User ID* and *Password* you just created. Click LOGIN

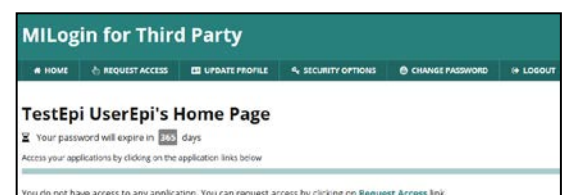
10. You are now on your home page.

A screenshot of the "Create Your Account" page. It has a light blue header with the text "Create Your Account". Below this is a "Profile Information" section with fields for "First Name", "Middle Initial", "Last Name", "Suffix", "Email Address", "Confirm Email Address", "Work Phone Number", and "Mobile Number". There is a "Verification Question" field with a dropdown menu. At the bottom, there are "NEXT" and "RESET" buttons.A screenshot of the "Security Options" page. It has a light blue header with the text "Security Options". Below this is a section titled "To choose your preferred password recovery method, please click on the buttons below. Multiple options can be selected." There are three buttons: "Email", "Mobile (Text/SMS)", and "Security Questions". At the bottom, there are "CREATE ACCOUNT" and "BACK" buttons.A screenshot of the "MILogin for Third Party" home page. It has a dark green header with the text "MILogin for Third Party". Below this is a navigation bar with links: "HOME", "REQUEST ACCESS", "UPDATE PROFILE", "SECURITY OPTIONS", "CHANGE PASSWORD", and "LOGOUT". The main content area is titled "TestEpi UserEpi's Home Page" and contains a message: "Your password will expire in 365 days. Access your applications by clicking on the application links below. You do not have access to any application. You can request access by clicking on Request Access link."

Requesting Access to MSSS

Once you are a registered user of MILogin, you need to request access to MSSS.

1. Using your Internet browser, type the following into the location/address text box:
 - MILogin for Non-michigan.gov emails – <https://milogintp.michigan.gov/>
 - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.

A screenshot of the "MILogin for Third Party" home page. It has a dark green header with the text "MILogin for Third Party". Below this is a navigation bar with links: "HOME", "REQUEST ACCESS", "UPDATE PROFILE", "SECURITY OPTIONS", "CHANGE PASSWORD", and "LOGOUT". The main content area is titled "TestEpi UserEpi's Home Page" and contains a message: "Your password will expire in 365 days. Access your applications by clicking on the application links below. You do not have access to any application. You can request access by clicking on Request Access link."

If you see the **Michigan Syndromic Surveillance System** link below “Access your applications,” you already have permission to access MSSS. Please proceed to the next section, Registering with MSSS.

4. Click the REQUEST ACCESS button. The “Request Access” page will display.
5. Type “Michigan Syndromic Surveillance System” into the search box and click ‘Enter’
6. Click on the Michigan Syndromic Surveillance System application that appears at the bottom of the screen.
7. Agree to the terms & conditions by clicking the radio button then click REQUEST ACCESS.
8. Verify your email address and work phone number, then click SUBMIT.
9. A confirmation of your request for access will be displayed. Click HOME to bring you back to your MILogin homepage.

The image shows two screenshots from the Michigan Syndromic Surveillance System (MSSS) interface. The top screenshot is the 'Request Access' page, which includes a 'Search Application' section with a search bar and a dropdown for 'Select Agencies'. Below this is a 'Request Access' section with 'Additional Information' fields for 'Email Address' (bschierbeck@gmail.com) and 'Work Phone Number' (269-373-5293). The bottom screenshot shows a 'Terms & Conditions' dialog box with a 'REQUEST ACCESS' button and a 'CANCEL' button.

You will receive an approval e-mail following your request for access. The steps in the following section, “Registering with MSSS,” must be completed before you can use the system.

Registering with MSSS

The final step to gaining MSSS access is to register with MSSS. To register with MSSS, you must perform the following steps:

1. Using your Internet browser, type the following into the location/address text box:
 - MILogin for Non-michigan.gov emails - <https://milogintp.michigan.gov/>
 - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.
4. Click the **Michigan Syndromic Surveillance System** link. The MSSS User Registration Form will display.
5. Enter the values for the fields.
 - If you request a “healthcare-facility based” role, enter your facility under Facility Name and leave jurisdiction blank.
 - If you request a “local health department based” or “MDHHS” role, enter your jurisdiction and leave Facility Name blank.
6. Click the REGISTER button.

The image shows the 'User Information Form' for MSSS registration. It includes sections for 'Contact(Work)' with fields for First, Last, Job Title, Phone, and Email; 'Supervisor' with similar fields; and 'Access Requested' with a dropdown for 'User Type' (Healthcare-Facility Based) and fields for 'Facility Name' and 'Jurisdiction'. There are 'Register' and 'Cancel' buttons at the bottom.

Until your MSSS access level is assigned, you will not have access to MSSS.