

INHALE Website Quick Start Guide

1. Getting to the website

- Go to: inhalecqi.org in your browser.
- Bookmark the site so you can quickly access it from your clinic or office.

2. Home page overview

On the home page you will find:

- A brief overview of INHALE and our focus on asthma and COPD
- An overview of our Initiatives and Partners
- Lung Health News relevant to participating Physician Organizations and clinical teams.
- Newsletter sign-up and Contact Us options

Tip: Use the main navigation menu at the top of the page to move between sections.

3. Key sections you should know

About Us

- Learn what INHALE is, who we serve, and our statewide quality improvement initiatives for children and adults with lung disease.

Resources

- Browse a library of resources links to external websites, guidelines, and other materials for providers and patients.

Toolkits

- Access toolkits that include guidelines, patient education materials, and implementation tools to support asthma and COPD care.

Members Hub

- Gain secure access to member specific materials, such as scorecards, upcoming INHALE events, timelines, Lung Learning Labs, and other VBR related items.

4. Using Toolkits in your work

- Go to the **Toolkits** section from the main menu.
- Select the condition or topic that matches your need (for example, inhaler education).

- Download tools such as patient handouts and share with your team, or adapt for your clinic's workflows.

Example: Use the Inhaler Education Toolkit to support standardized inhaler teaching for patients, including videos and step-by-step guides.

5. Accessing dashboards and portals

MDC Data Dashboard

- From inhalecqi.org, click the link labeled **MDC Data Dashboard** located under the **Members** section of the main navigation.
- You will be redirected to the Michigan Data Collaborative (MDC) site, where dashboards are secured based on your user credentials.
- New users should request an MDC account by emailing mdc-accounts@med.umich.edu and following the [Access and Setup Guide](#).

Admin Portal (VBR and forms)

- From inhalecqi.org, click the link labeled **INHALE Admin Portal** located under the **Members** section of the main navigation.
- Use this link to access VBR scorecards, forms, and other tasks.
- NOTE: User accounts are restricted to PO Admins, PO Clinical Champions, PO Contacts, Practice Clinical Champions, and Practice Liaisons. Individuals can log in with their assigned account to track practice and provider progress; most forms can also be accessed via the menu without logging in.

If you have difficulty accessing dashboards or portals, contact inhale-support@med.umich.edu for assistance.

6. Finding what you need quickly

- Use the **main menu** to browse by topic (e.g., Resources, Members).
- Use the **site search** bar at the top in the main navigation to look up keywords like “inhaler,” “COPD,” or “admin portal.”
- Look in the **Resources** section for tools, research, and links that support asthma and COPD care.

7. Single Sign On (SSO) Feature

- **Existing users** who previously had an INHALE Learning Account (for example: to access L3 recordings for VBR credit) will be able to access the Members Hub using the email address for their previous account but will need to reset their password before entering the Hub for the first time. See the attached Login Instructions for assistance with resetting your existing account password.
- **New users** should create an account with their email and chosen password. This is a one-time step. See the attached Login Instructions for assistance with making an account.
- Your login credentials can then be used to access the Admin Portal, if you were given account access based on your role in INHALE.
- Note: Your login will stay active on this device until you choose to log out or clear your browser cookies.

8. Getting help and staying informed

- For questions about the website, dashboards, or portals, use the **Contact Us** button located in the footer of our website or email us at [**inhale-support@med.umich.edu**](mailto:inhale-support@med.umich.edu).
- Watch for regular admin/clinical newsletters, which will share tips for using the website and portals. Subscribe to those [newsletters here](#).