Community Health Nursing/Public Health Nursing (CHN/PHN) Data Mart

Version 2

Getting Started Guide

March 2011

Indian Health Performance Evaluation System (IHPES)
Albuquerque, New Mexico

DOCUMENT REVISION HISTORY

#	Section	Date of Change	Description of Change
1.1	All	03/23/2011	Changed all instances of PHN to CHN/PHN per client request.

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1.0 Preface

This manual provides instructions for establishing access to the Community Health Nursing/Public Health Nursing (CHN/PHN) Data Mart. This web application and supporting documentation were designed and developed by the IHPES Program in accordance with IHS standards and guidelines.

2.0 Overview

The purpose of the CHN/PHN Data Mart system is to provide the Community Health Nursing/Public Health Nursing Program with workload, activity, GPRA, ICD9, timeliness and patient education reports for Community Health Nursing/Public Health Nursing related services. These reports provide critical program management information of services provided by Community Health Nurses/Public Health Nurses, which impact national GPRA measures.

The CHN/PHN Data Mart is available on the IHS website, at:

https://www.ihs.gov/NonMedicalPrograms/ihpes/phn/

3.0 IHS Web Account

3.1 Register

To access the CHN/PHN Data Mart you must first have an IHS Web Account.

If you have an IHS Web Account and currently logon to other IHS Web applications, then you can skip this section, and go to Section 4.0 - CHN/PHN Data Mart Access.

If you do not have an IHS Web Account, begin by going to the CHN/PHN Data Mart (url above), and click the **Register** link in the top-right portion of the screen:

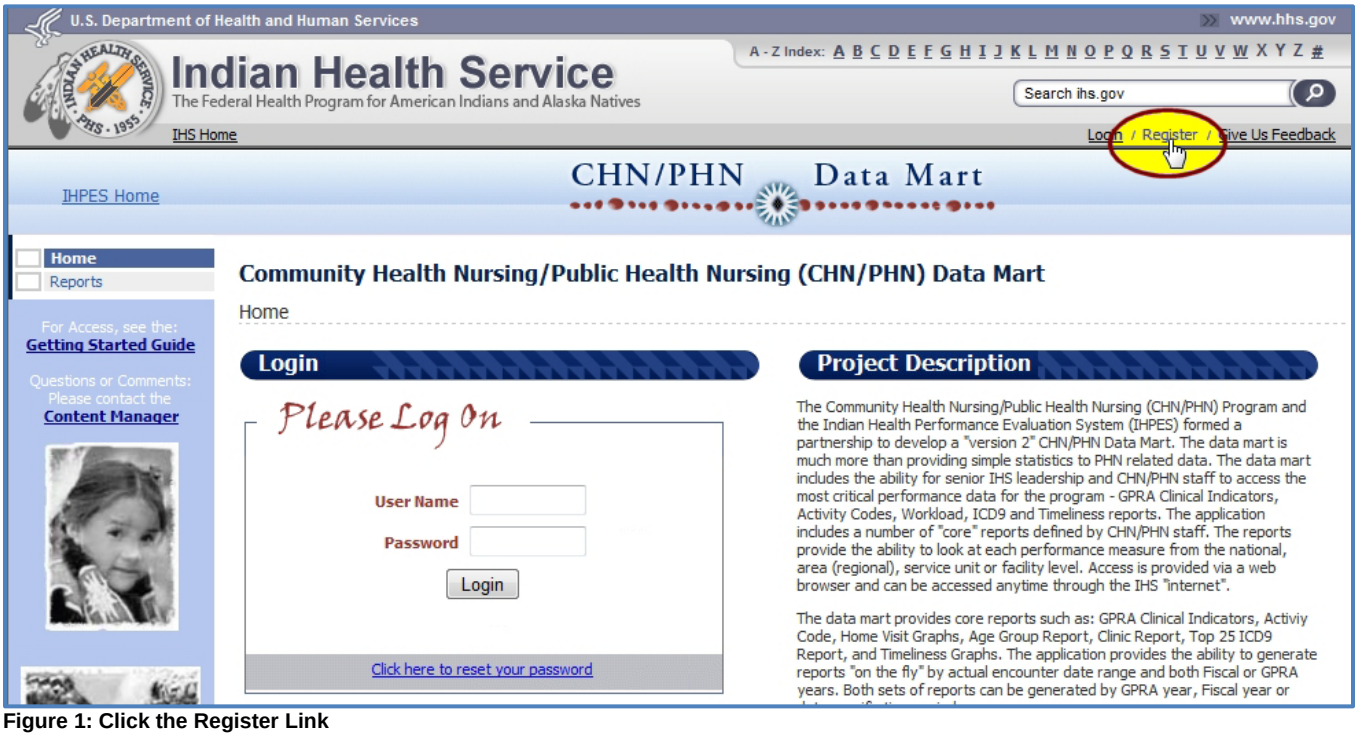


Figure 1: Click the Register Link

On the IHS Web Account registration screen, fill in the required fields (indicated by *), then click the **Submit Registration** button:

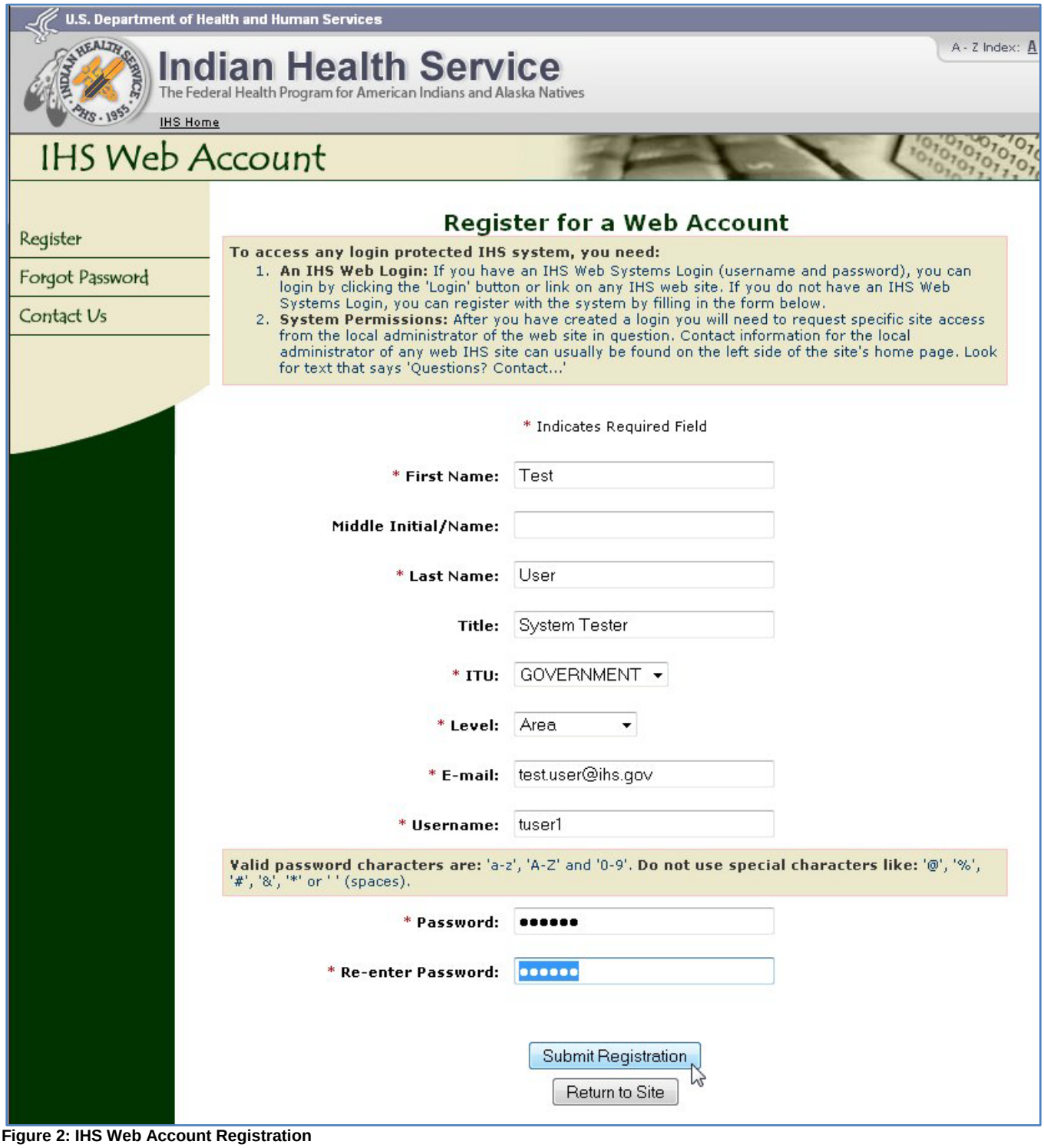


Figure 2: IHS Web Account Registration

When the registration is completed, you'll see the completion/success message. Click the **Return** button to return to the CHN/PHN Data Mart application:

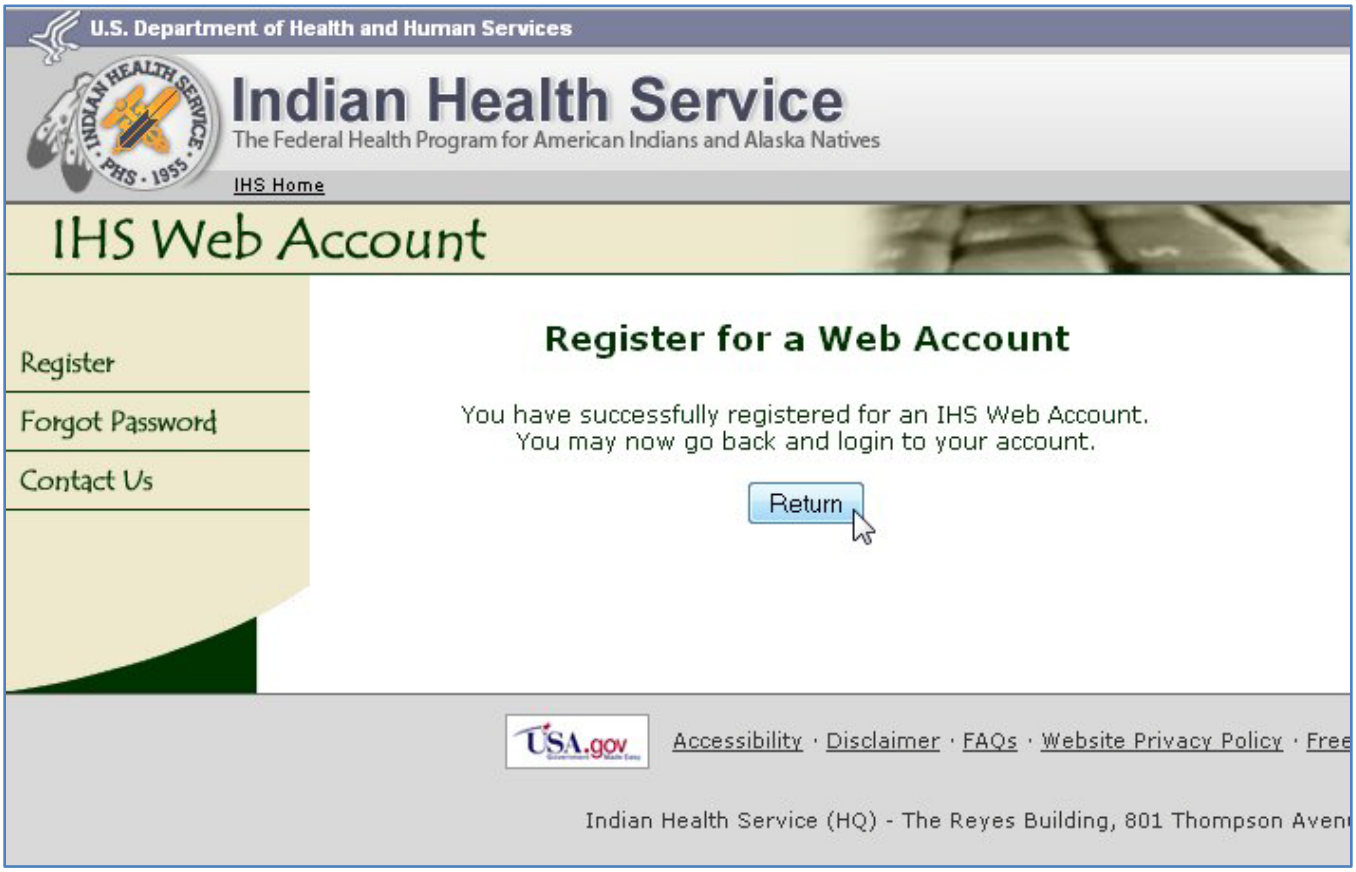


Figure 3: IHS Web Account Registration Complete

3.2 Forgot Password

If you have an IHS Web Account, but have forgotten your password, you can change it by first clicking the "Click here to reset your password" link on the CHN/PHN Data Mart Home page:

Figure 4: Reset Password Link

You will be taken to the Forgot Password function, and will be prompted to enter your First Name, Last Name, and either your username or your email address (or both, if you know which email address is associated with that username).

Once you have filled out the form, click the Submit Form button to continue:

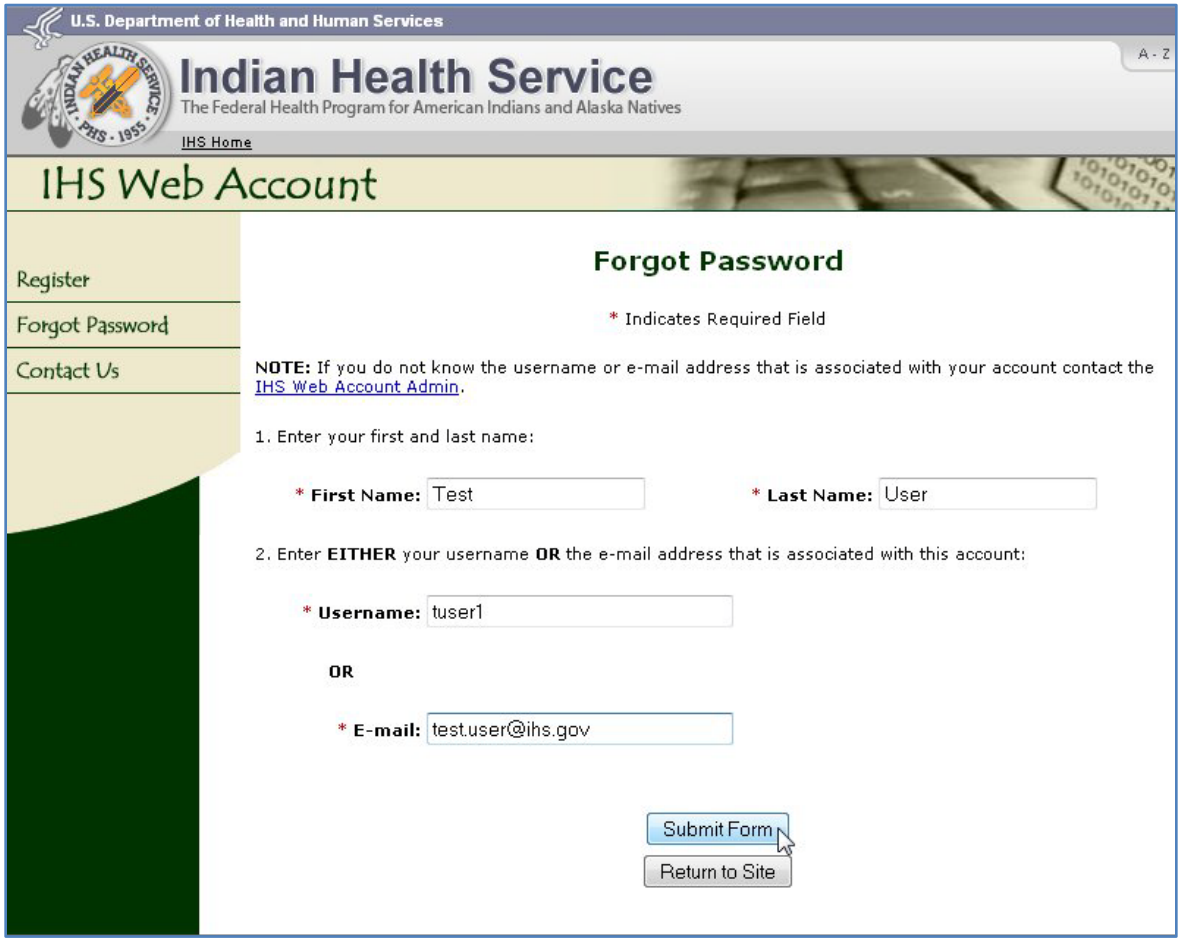


Figure 5: Forgot Password Form for IHS Web Account

When you've successfully submitted the Forgot Password form, you'll see the instructions for the next step. Click the Return button to return to the CHN/PHN Data Mart Home page:

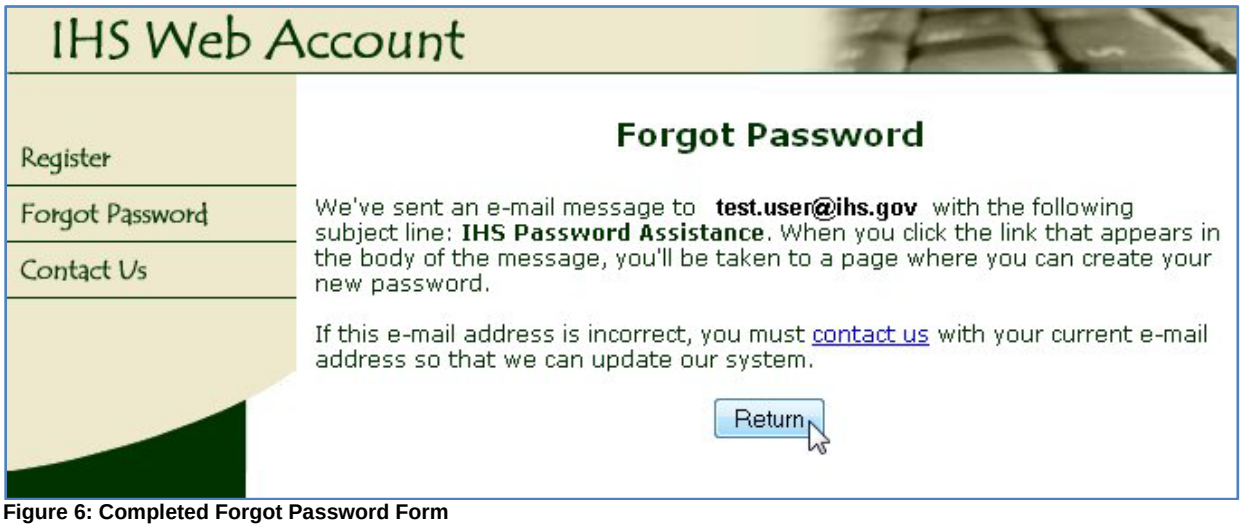
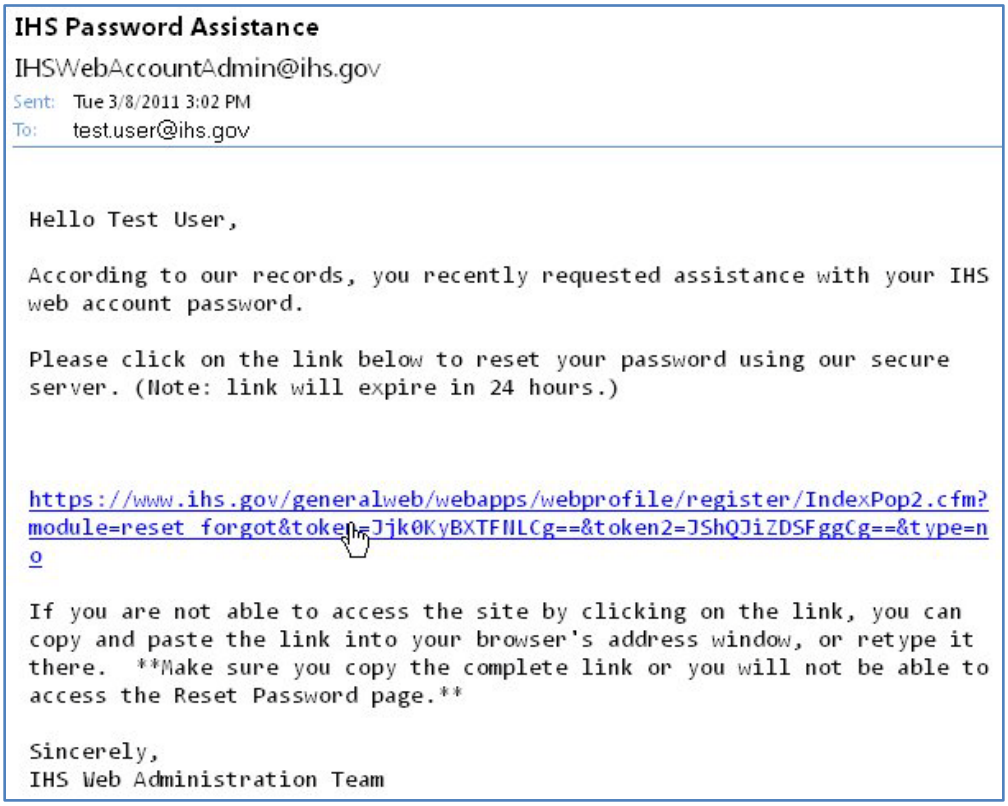


Figure 6: Completed Forgot Password Form

You'll then receive an email with the subject line 'IHS Password Assistance', which contains a link to change your password. **NOTE:** This link is only valid for 24 hours and can only be used once (after which you need to re-submit the Forgot Password form and get a new email/link).

Clicking that link in the email message will take you to a page where you can create your new password. If your email address is incorrect, send an email to IHSWebAccountAdmin@ihs.gov for assistance.



IHS Password Assistance

IHSWebAccountAdmin@ihs.gov

Sent: Tue 3/8/2011 3:02 PM

To: test.user@ihs.gov

Hello Test User,

According to our records, you recently requested assistance with your IHS web account password.

Please click on the link below to reset your password using our secure server. (Note: link will expire in 24 hours.)

https://www.ihs.gov/generalweb/webapps/webprofile/register/IndexPop2.cfm?module=reset_forgot&token=Jjk0KyBXTFNLCg==&token2=JShQJiZDSFggCg==&type=no

If you are not able to access the site by clicking on the link, you can copy and paste the link into your browser's address window, or retype it there. **Make sure you copy the complete link or you will not be able to access the Reset Password page.**

Sincerely,
IHS Web Administration Team

Figure 7: IHS Password Assistance Email

Enter your new password (twice, for validation), and click the **Submit Form** button to continue:

Figure 8: IHS Web Account Reset Password Form

If your new password passes all validation, it will be reset and you'll see the validation message:

Figure 9: IHS Web Account Password Reset Successfully

4.0 CHN/PHN Data Mart Access

Once you have your IHS Web Account, then you need to send an email to your CHN/PHN Area Nurse Consultant, requesting access.

Your email should include:

- Your IHS Web Account Username
- Location for which you'll need access (Area/Facility)

If you have any questions about your access, please contact your CHN/PHN Area Nurse Consultant.

If you have any other technical questions, please contact the IHPES Program at:

IHPESAdmins@ihs.gov