Community Health Representative (CHR) Data Mart

Version 1.2

Getting Access Guide
DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>#</th>
<th>Section</th>
<th>Date of Change</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>All</td>
<td>07/20/2011</td>
<td>Initial document creation.</td>
</tr>
<tr>
<td>1.2</td>
<td>All</td>
<td>10/15/2011</td>
<td>Rename document, update Section 4.0</td>
</tr>
<tr>
<td>1.3</td>
<td>All</td>
<td>07/20/2018</td>
<td>Made textual updates for consistency</td>
</tr>
</tbody>
</table>
Community Health Representative (CHR) Data Mart

1.0 Preface.................................................................................................................................................................. 4
2.0 Overview.............................................................................................................................................................. 4
3.0 IHS Web Account ............................................................................................................................................... 4
   3.1 Register............................................................................................................................................................ 4
   3.2 Forgot Password ............................................................................................................................................... 6
4.0 CHR Data Mart Access ...................................................................................................................................... 9
1.0 Preface
This manual provides instructions for establishing access to the Community Health Representative (CHR) Data Mart. This web application and supporting documentation were designed and developed by the National Patient Information Reporting System (NPIRS) team in accordance with Indian Health Service (IHS) standards and guidelines.

2.0 Overview
The purpose of the CHR Data Mart system is to provide the Community Health Representative Program with File Tracker, Program List and reports functions for Community Health Representative related services. These reports provide critical program management information of services provided by Community Health Representatives.

The CHR Data Mart is available on the IHS website, at:

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

3.0 IHS Web Account

3.1 Register
To access the CHR 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 - CHR Data Mart Access.

If you do not have an IHS Web Account, begin by going to the CHR Data Mart (address above), and click the Register link in the top-right portion of the screen:
On the IHS Web Account registration screen, fill in the required fields (indicated by *), then click the Submit Registration button.
When the registration is completed, you'll see the completion/success message. Click the Return button to return to the CHR Data Mart application:

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 CHR Data Mart Home page:
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:

![Forgot Password Form](image)

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 CHR Data Mart Home page:

![Completed Forgot Password Form](image)
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.

---

**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:

![IHS Web Account Password Reset Successfully](image)

**4.0 CHR Data Mart Access**

Once you have your IHS Web Account, then you need to send an email to your immediate CHR supervisor (Program Director or Area Office Coordinator) to request access.

Access to the CHR Data Mart will be granted in accordance with the organizational structure of the Community Health Representative Program, as follows:

```
  NATIONAL
    /         \
  AOC         AOC
    /         /
PgmDir      PgmDir
    /         /
CHR         CHR
```

Your access request email should include:

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

If you have any questions about your access, please contact your CHR Area Office Coordinator. If you have any other technical questions, please contact the NPIRS team at:

[HPESAdmins@ihs.gov](mailto:HPESAdmins@ihs.gov)