



Eye Care Data Mart

Version 1

Getting Started Guide

July 2018

DOCUMENT REVISION HISTORY

#	Section	Date of Change	Description of Change
1.0	All	07/20/2018	Made textual updates for consistency

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1.0 Preface

This manual provides instructions for using the Eye Care Data Mart from the Office of Clinical and Preventive Services (OCPS) in partnership with the National Patient Information Reporting System (NPIRS). This web application and supporting documentation was designed and developed by the NPIRS team in accordance with IHS standards and guidelines.

2.0 Overview

The mission of the IHS is "to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level". The Eye Care data mart assists the agency meet this important mission by tracking and reporting many important services to safeguard the vision of our American Indian and Alaska Native patients. The data will be used by Eye Care staff to track eye care related services, assist with program management activities and justify additional resources to allow the agency to continue providing these important services to our native population.

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

<https://www.ihs.gov/nonmedicalprograms/ihpes/eyecare/>

3.0 Creating an IHS Web Account

The section below covers the necessary steps required to create an IHS Web Account and retrieve a lost password.

3.1 Register

To access the Eye Care 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 the [Eye Care Data Mart Access](#) section 4.0 below.

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

The screenshot shows the Indian Health Service (IHS) website. At the top, there is a navigation bar with the IHS logo, the text "U.S. Department of Health and Human Services", and the URL "www.hhs.gov". Below this is a search bar with the text "Search ihs.gov" and a magnifying glass icon. To the right of the search bar are links for "Login", "Register", and "Give Us Feedback". The "Register" link is circled in red, and a red arrow points to it from the right. The main content area is titled "IHS Office of Clinical and Preventive Services (OCPS) Eye Care Data Mart". Below the title, there are two columns: "Mission" and "Project Description". The "Mission" column contains text about the IHS's goal to improve the health of American Indians and Alaska Natives. The "Project Description" column contains text about the Eye Care data mart and a list of nine eye care categories: 1. Total Eye Care related encounters, 2. Cataracts, 3. Macular Degeneration, 4. Blindness, 5. Refractive encounters, 6. Glaucoma, 7. Diabetic Retinopathy, 8. Age Related Macular Degeneration, and 9. Corneal Disease.

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:

U.S. Department of Health and Human Services

Indian Health Service
The Federal Health Program for American Indians and Alaska Natives

IHS Home

IHS Web Account

Register for a Web Account

To access any login protected IHS system, you need:

- An IHS Web Login:** If you have an IHS Web Systems Login (username and password), you can login by clicking the 'Login' button or link on any IHS web site. If you do not have an IHS Web Systems Login, you can register with the system by filling in the form below.
- System Permissions:** After you have created a login you will need to request specific site access from the local administrator of the web site in question. Contact information for the local administrator of any web IHS site can usually be found on the left side of the site's home page. Look for text that says 'Questions? Contact...'

* Indicates Required Field

* **First Name:**

Middle Initial/Name:

* **Last Name:**

Title:

* **ITU:**

* **Level:**

* **E-mail:**

* **Username:**

Valid password characters are: 'a-z', 'A-Z' and '0-9'. Do not use special characters like: '@', '%', '#', '&', '*' or ' ' (spaces).

* **Password:**

* **Re-enter Password:**

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 Eye Care Data Mart application:

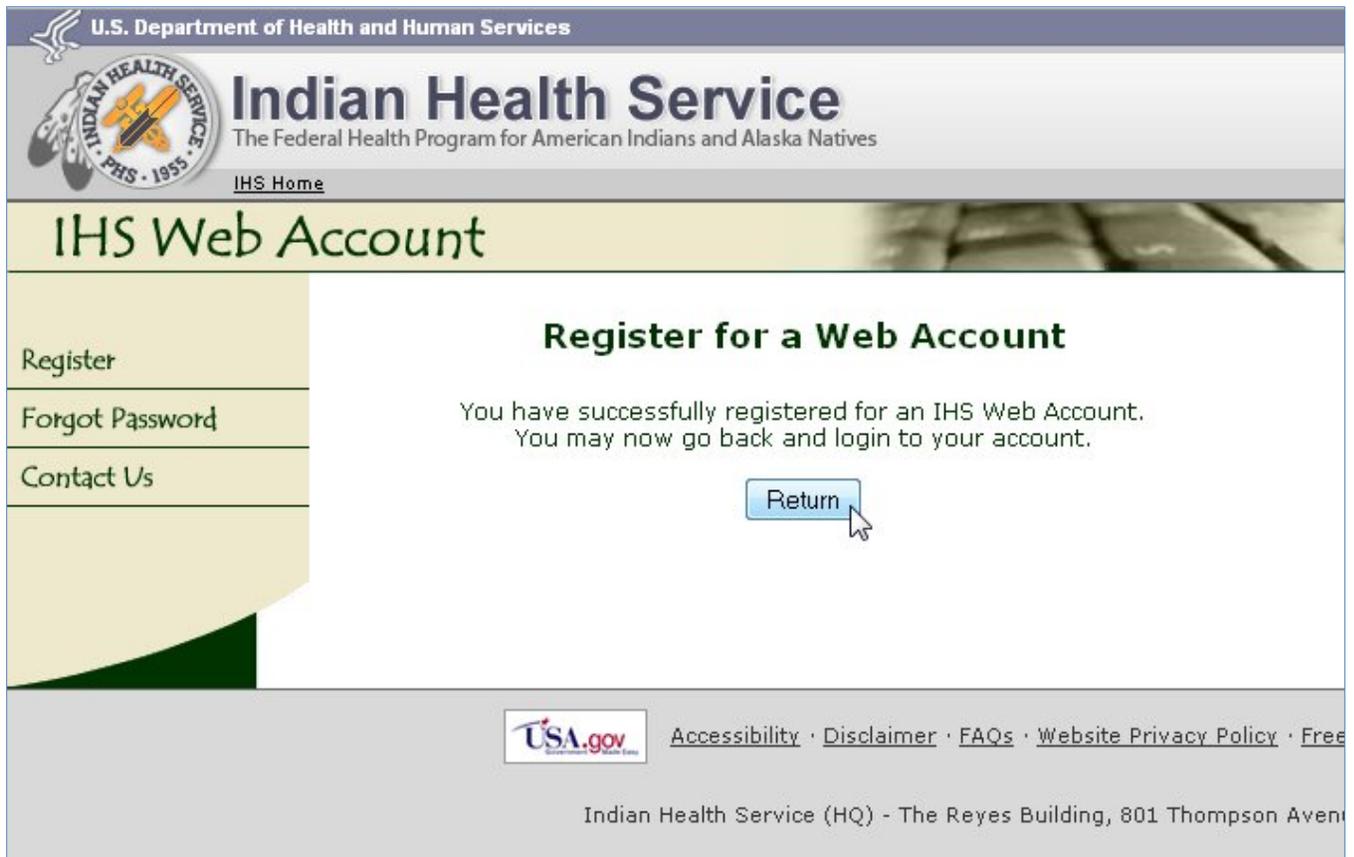


Figure 3: IHS Web Account Registration Complete

3.2 Forgot Password

If you have an IHS Web Account, but have forgotten your password, you can change it by first clicking the "Login" link on the bottom left of the Eye Care Data Mart Home page and then clicking the "Forgot Password" link on the following page:

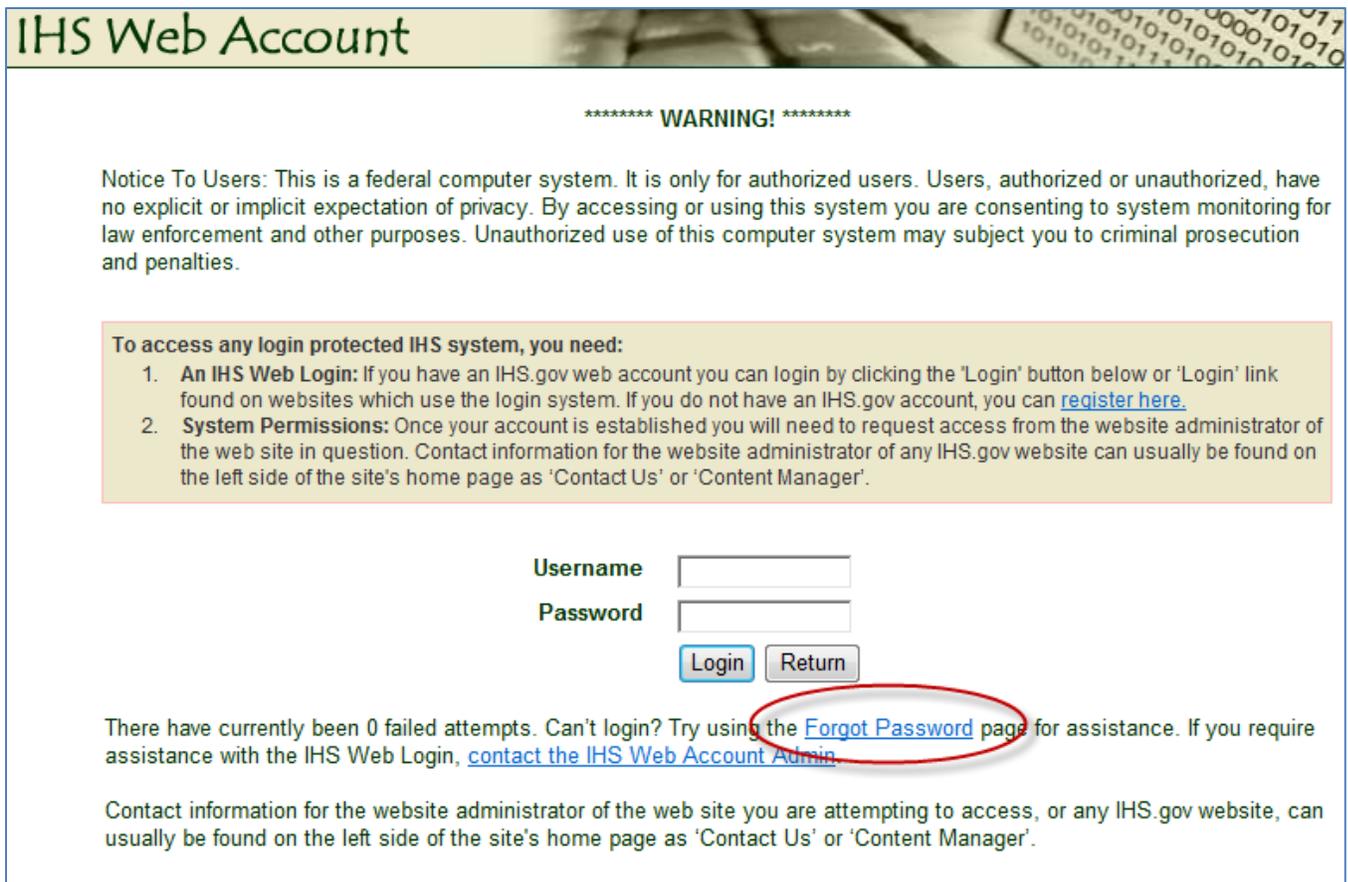


Figure 4: Forgot Password Link

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:

U.S. Department of Health and Human Services
Indian Health Service
The Federal Health Program for American Indians and Alaska Natives
IHS Home

IHS Web Account

Forgot Password

* Indicates Required Field

NOTE: If you do not know the username or e-mail address that is associated with your account contact the [IHS Web Account Admin](#).

1. Enter your first and last name:

* **First Name:** * **Last Name:**

2. Enter **EITHER** your username **OR** the e-mail address that is associated with this account:

* **Username:**

OR

* **E-mail:**

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 Eye Care Data Mart Home page:

IHS Web Account

Forgot Password

We've sent an e-mail message to **test.user@ihs.gov** with the following subject line: **IHS Password Assistance**. When you click the link that appears in the body of the message, you'll be taken to a page where you can create your new password.

If this e-mail address is incorrect, you must [contact us](#) with your current e-mail address so that we can update our system.

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.

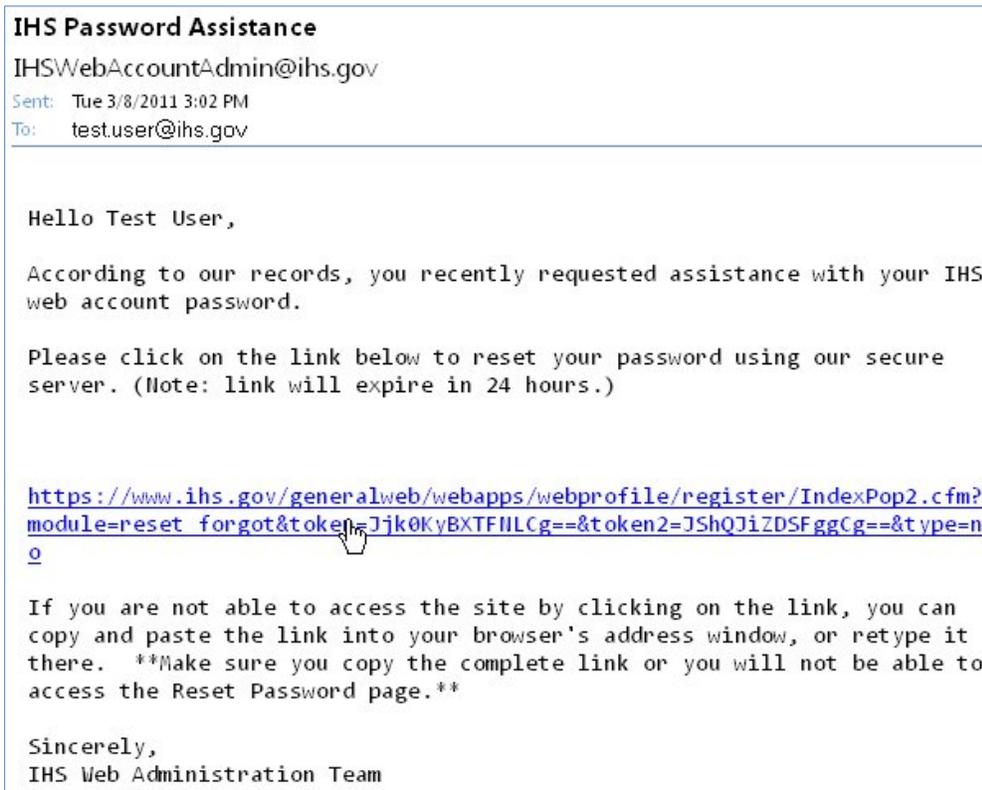


Figure 7: IHS Password Assistance Email

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 Eye Care Data Mart Access

Once you have your IHS Web Account, then you need to send an email to the Eye Care Administrators requesting access at

HQ_OCPSEyeCareAdmins@ihs.gov

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 the Eye Care Administrators.

If you have any other technical questions, please contact the NPIRS team at:

IHPESAdmins@ihs.gov