



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

# Version 2

## **Getting Started Guide**

July 2018

National Patient Information Reporting System (NPIRS) 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.
1.2	All	07/20/2018	Made textual updates for consistency

Community Health Nursing/Public Health Nursing (CHN/PHN) 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	CHN/PHN Data Mart Access	.9

#### **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 National Patient Information Reporting System (NPIRS) 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, 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:

L.S. Department of Health and Human Services				
Indian Health Service				
		Search ihs.gov		
Ars . 1955 IHS Ho	ome	Logh / Register / Five Us Feedback		
	CHN/PHN Data Mart			
IHPES Home	••••			
		an.		
Reports	Community Health Nursing/Public Health Nu	ırsing (CHN/PHN) Data Mart		
For Arress see the	Home			
Getting Started Guide		Project Description		
Questions or Comments:	Lögin	Project Description		
Content Manager	Please Log On	The Community Health Nursing/Public Health Nursing (CHN/PHN) Program and the Indian Health Performance Evaluation System (IHPES) formed a		
The second		partnership to develop a "version 2" CHN/PHN Data Mart. The data mart is much more than providing simple statistics to PHN related data. The data mart		
100	User Name	includes the ability for senior IHS leadership and CHN/PHN staff to access the most critical performance data for the program - GPRA Clinical Indicators,		
1 - A	Deserved and the second	Activity Codes, Workload, ICD9 and Timeliness reports. The application includes a number of "core" reports defined by CHN/PHN staff. The reports		
	Passworu	provide the ability to look at each performance measure from the national, area (regional), service unit or facility level. Access is provided via a web		
	Login	browser and can be accessed anytime through the IHS "internet".		
A CONTRACTOR OF A CONT		The data mart provides core reports such as: GPRA Clinical Indicators, Activiy Code, Home Visit Graphs, Age Group Report, Clinic Report, Top 25 ICD9		
	Click here to reset your password	Report, and Timeliness Graphs. The application provides the ability to generate reports "on the fly" by actual encounter date range and both Fiscal or GPRA		
and the		years. Both sets of reports can be generated by GPRA year, Fiscal year or		

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 Serv	A-Z Index: A		
The Federal Health Program for American Indians and Al	laska Natives		
IHS Web Account	101010010101 1010101010101 10101010101		
Regis	ster for a Web Account		
Forgot Password       To access any login protected IHS         Forgot Password       1. An IHS Web Login: If you hav login by clicking the 'Login' butto Systems Login, you can register         Contact Us       System Permissions: After you from the local administrator of t administrator of any web IHS si for text that says 'Questions? Compared to the system of the	<ul> <li>To access any login protected IHS system, you need: <ol> <li>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.</li> <li>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'</li> </ol> </li> </ul>		
	* Indicates Required Field		
* First Name:	Test		
Middle Initial/Name:			
* Last Name:	User		
Title:	System Tester		
* ІТU:	GOVERNMENT -		
* Level:	Area. 👻		
* E-mail:	test.user@ihs.gov		
* Username: Valid password characters are: 'a-	tuser1		
'#', '&', '*' or '' (spaces).			
* Password:			
* Re-enter Password:			
	Submit Registration Return to Site		

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:

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 Forgot Password Contact Us	Register for a Web Account You have successfully registered for an IHS Web Account. You may now go back and login to your account.	
	Accessibility · Disclaimer · FAQs · Website Privacy Policy · Free Indian Health Service (HQ) - The Reyes Building, 801 Thompson Aven	

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:

Plei	ase Log On	
	User Name Password Login	
	Click here to reset your password	

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:

U.S. Department of He	alth and Human Services		
A-Z Indian Health Service The Federal Health Program for American Indians and Alaska Natives			
IHS Web Account			
Register		For	rgot Password
Forgot Password	* Indicates Required Field		
Contact Us	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 la	ast name:	
	* First Name: Te	est	* Last Name: User
	2. Enter <b>EITHER</b> your u	sername <b>OR</b> the e-m	ail address that is associated with this account:
	* Username: tus	er1	
	OR		
	* E-mail: tes	st.user@ihs.gov	
			Submit Form Return to Site

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:

IHS Web Account	
Register	Forgot Password
Forgot Password Contact Us	We've sent an e-mail message to <b>test.user@ihs.gov</b> with the following subject line: <b>IHS Password Assistance</b> . 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 <u>contact us</u> with your current e-mail address so that we can update our system.
	Return

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:

IHS Web A	Account	
Register	Re	set Password
Forgot Password	* In	dicates Required Field
Contact Us	Name: Test User	
	Valid password characters are: 'a-z '@', '%', '#', '&', '*' or ' ' (spaces).	", "A-Z" and "0-9". Do not use special characters like:
	* New Password:	••••••
	* Re-enter New Password:	•••••
		Submit Form

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	
Register	Reset Password
Forgot Password	You have successfully reset your password.
Contact Us	
Figure 9: IHS Web Account Password Reset Suc	cessfully

## 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