



Community Health Representative (CHR) Data Mart

Version 1.2

Getting Access Guide

National Patient Information Reporting System (NPIRS)
Albuquerque, New Mexico

DOCUMENT REVISION HISTORY

#	Section	Date of Change	Description of Change
1.0	All	07/20/2011	Initial document creation.
1.2	All	10/15/2011	Rename document, update Section 4.0
1.3	All	07/20/2018	Made textual updates for consistency

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:



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

A - Z Index: [A](#)

[IHS Home](#)

IHS Web Account

[Register](#)

[Forgot Password](#)

[Contact Us](#)

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 CHR Data Mart application:

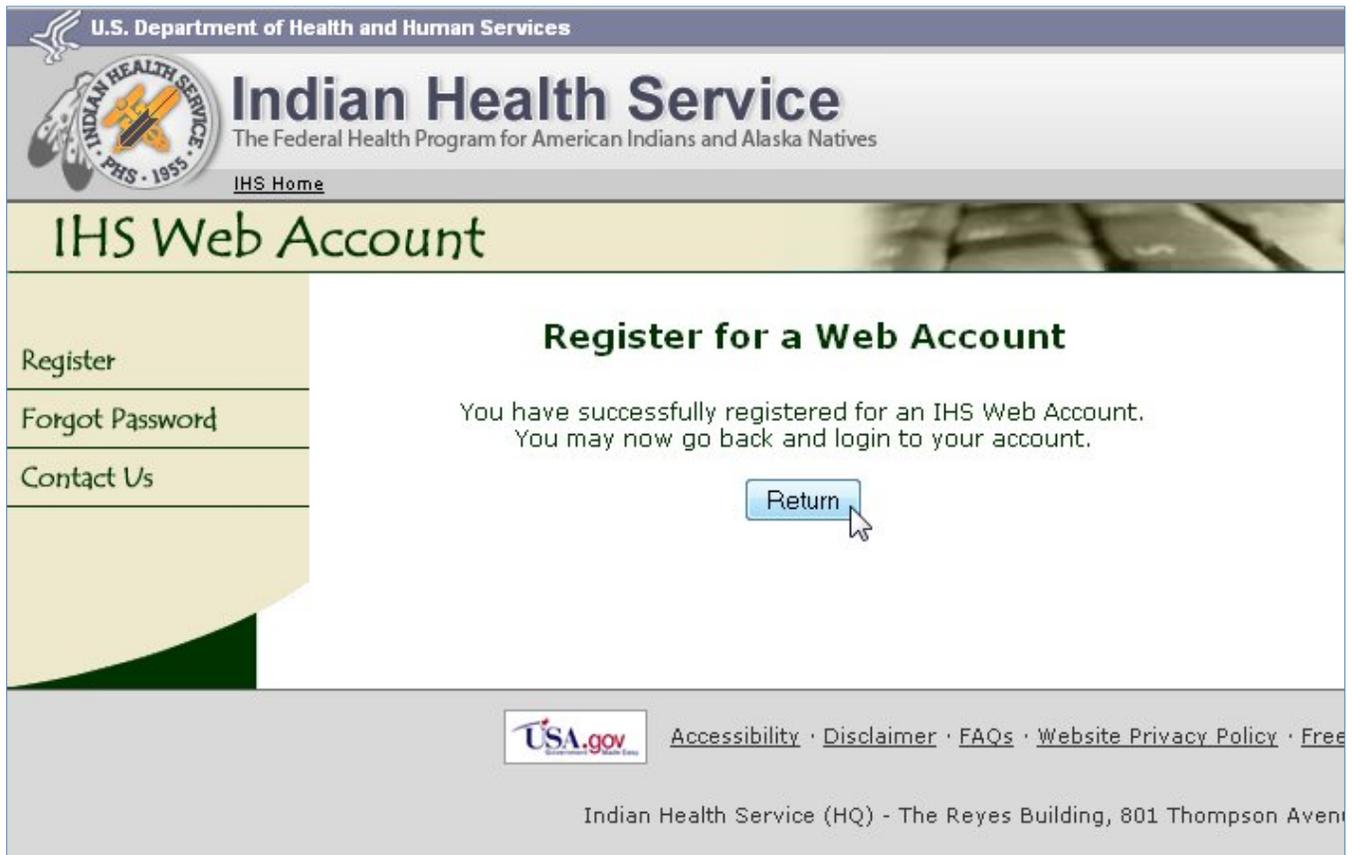


Figure 3: IHS Web Account Registration Complete

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 CHR 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:

The screenshot shows the 'Forgot Password' form on the IHS Web Account page. The page header includes the U.S. Department of Health and Human Services logo and the Indian Health Service logo. The main heading is 'IHS Web Account' and the sub-heading is 'Forgot Password'. A navigation menu on the left includes 'Register', 'Forgot Password', and 'Contact Us'. The form contains the following elements:

- A note: "NOTE: If you do not know the username or e-mail address that is associated with your account contact the [IHS Web Account Admin](#)."
- Step 1: "Enter your first and last name:" with input fields for "* First Name: Test" and "* Last Name: User".
- Step 2: "Enter EITHER your username OR the e-mail address that is associated with this account:" with an input field for "* Username: tuser1".
- An "OR" separator.
- An input field for "* E-mail: test.user@ihs.gov".
- Buttons for "Submit Form" and "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 CHR Data Mart Home page:

The screenshot shows the 'Forgot Password' form after submission. The page header and navigation menu are the same as in Figure 5. The main heading is 'IHS Web Account' and the sub-heading is 'Forgot Password'. The form contains the following elements:

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

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.

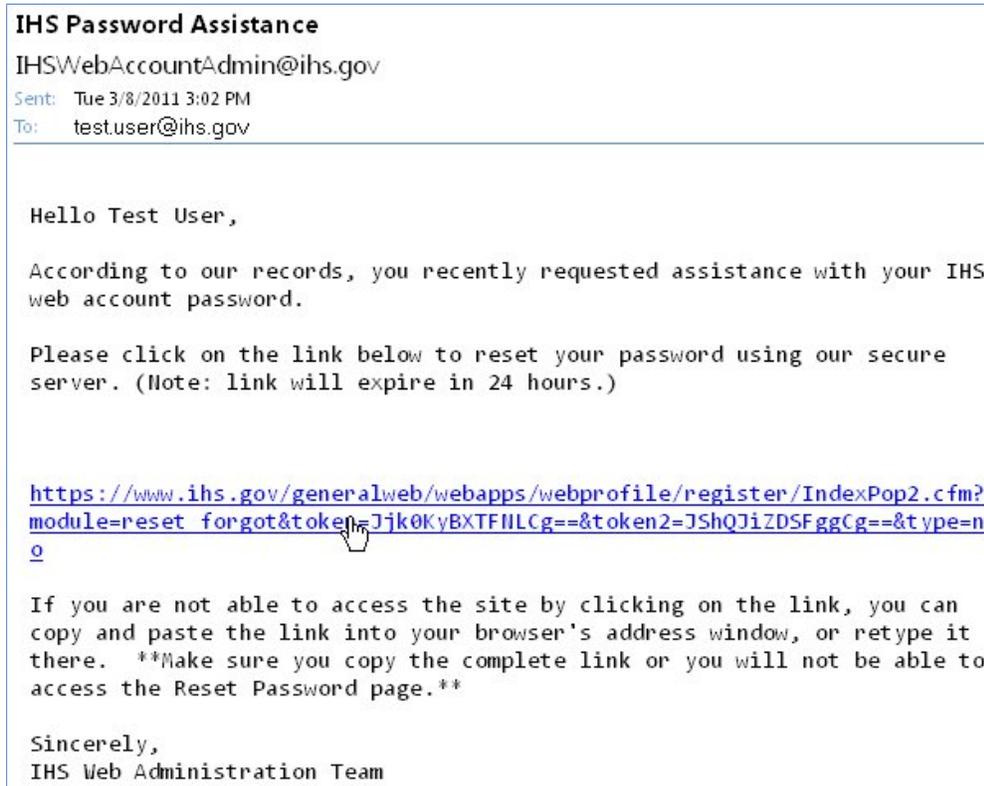


Figure 7: IHS Password Assistance Email

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:

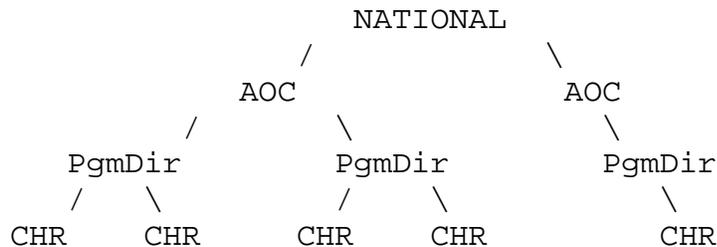


Figure 9: IHS Web Account Password Reset Successfully

4.0 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:



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:

IHPESAdmins@ihs.gov