

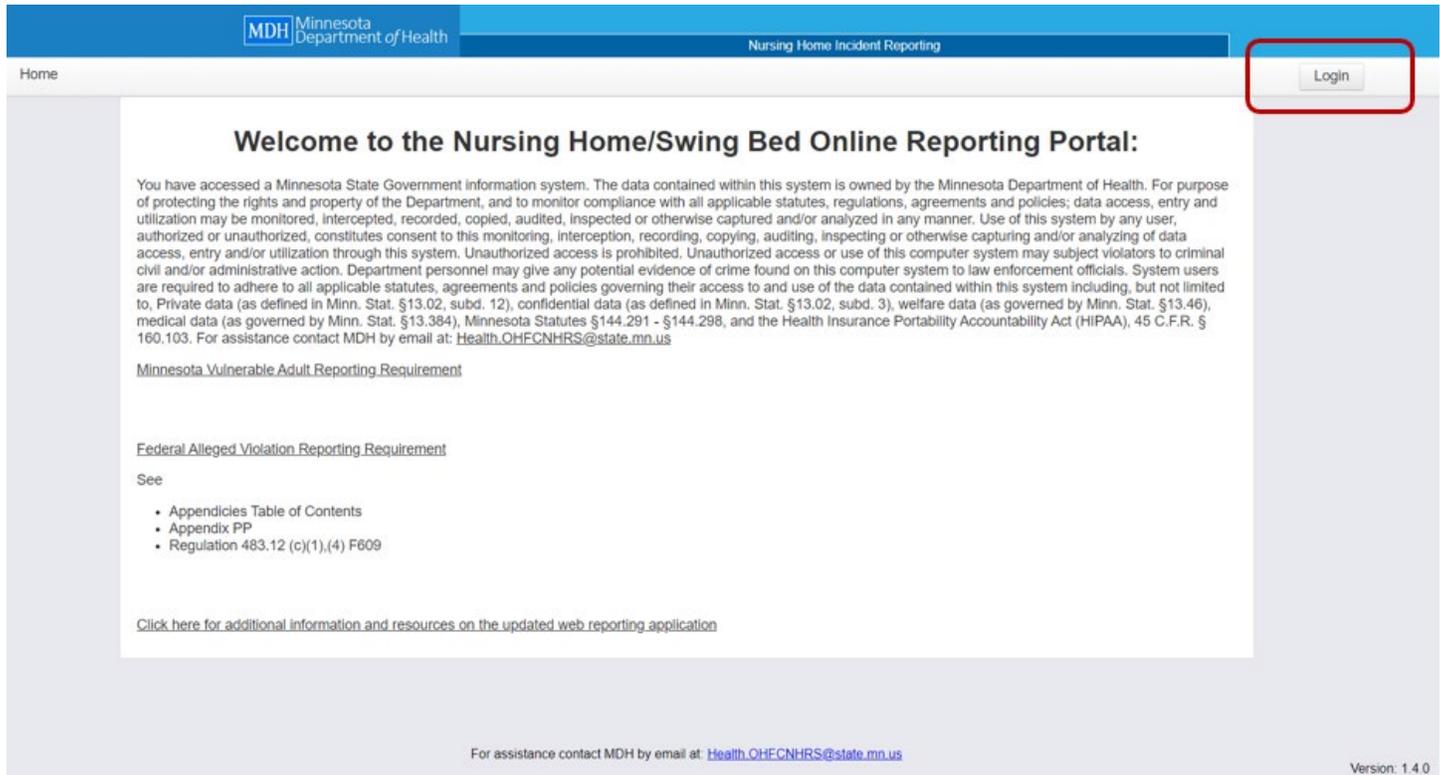
# Nursing Home Incident Reporting

## USER MANAGEMENT FOR SUPERUSERS

### How to Add Additional Users

1. Go to [MDH Nursing Home Incident Reporting \(https://nhir.web.health.state.mn.us\)](https://nhir.web.health.state.mn.us).
2. Make sure to add it to your “Favorites”.
3. Select “Login” in the upper righthand corner.
4. Once on the Home Screen, locate the “User Management” drop-down from the Main Menu located at the top left of the screen.
5. Select “Add User”.
6. Complete all boxes with an asterisk (\*):
  - a. Username.
  - b. Email.
  - c. First Name.
  - d. Last Name.
  - e. Phone.
7. Select the Users Role(s):
  - a. Facility Incident Submitter (regular user).
  - b. Facility Super User.
8. Select “Save”.
9. A *User Summary Page* should appear with the information you entered.
10. Add the next user following steps 5-9.
11. If you encounter any user entry issues, please contact OHFC at [health.ohfcnhrs@state.mn.us](mailto:health.ohfcnhrs@state.mn.us).

# Updated Web Reporting Welcome Screen



The screenshot shows the 'Updated Web Reporting Welcome Screen' for the Nursing Home Incident Reporting (NHIR) system. The page has a blue header with the MDH Minnesota Department of Health logo on the left and 'Nursing Home Incident Reporting' on the right. A 'Home' link is visible on the left side of the page. A red box highlights a 'Login' button in the top right corner. The main content area features a title 'Welcome to the Nursing Home/Swing Bed Online Reporting Portal:' followed by a detailed disclaimer paragraph. Below the disclaimer are three underlined links: 'Minnesota Vulnerable Adult Reporting Requirement', 'Federal Alleged Violation Reporting Requirement', and 'See'. The 'See' link points to a bulleted list containing 'Appendices Table of Contents', 'Appendix PP', and 'Regulation 483.12 (c)(1),(4) F609'. At the bottom of the main content area is a link: 'Click here for additional information and resources on the updated web reporting application'. The footer contains the text 'For assistance contact MDH by email at: Health.OHFCNHR@state.mn.us' and 'Version: 1.4.0'.

Home

MDH Minnesota Department of Health

Nursing Home Incident Reporting

Login

## Welcome to the Nursing Home/Swing Bed Online Reporting Portal:

You have accessed a Minnesota State Government information system. The data contained within this system is owned by the Minnesota Department of Health. For purpose of protecting the rights and property of the Department, and to monitor compliance with all applicable statutes, regulations, agreements and policies; data access, entry and utilization may be monitored, intercepted, recorded, copied, audited, inspected or otherwise captured and/or analyzed in any manner. Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, copying, auditing, inspecting or otherwise capturing and/or analyzing of data access, entry and/or utilization through this system. Unauthorized access is prohibited. Unauthorized access or use of this computer system may subject violators to criminal civil and/or administrative action. Department personnel may give any potential evidence of crime found on this computer system to law enforcement officials. System users are required to adhere to all applicable statutes, agreements and policies governing their access to and use of the data contained within this system including, but not limited to, Private data (as defined in Minn. Stat. §13.02, subd. 12), confidential data (as defined in Minn. Stat. §13.02, subd. 3), welfare data (as governed by Minn. Stat. §13.46), medical data (as governed by Minn. Stat. §13.384), Minnesota Statutes §144.291 - §144.298, and the Health Insurance Portability Accountability Act (HIPAA), 45 C.F.R. § 160.103. For assistance contact MDH by email at: [Health.OHFCNHR@state.mn.us](mailto:Health.OHFCNHR@state.mn.us)

[Minnesota Vulnerable Adult Reporting Requirement](#)

[Federal Alleged Violation Reporting Requirement](#)

See

- Appendices Table of Contents
- Appendix PP
- Regulation 483.12 (c)(1),(4) F609

[Click here for additional information and resources on the updated web reporting application](#)

For assistance contact MDH by email at: [Health.OHFCNHR@state.mn.us](mailto:Health.OHFCNHR@state.mn.us)

Version: 1.4.0

## Enter Email and Password



### Log in to Health Regulation Division - Nursing Home Incident Reporting - Realm

Email

Password

[Forgot Password?](#)

Log in

## Select User Management

### Welcome schult1

You have accessed a Minnesota State Government information system. The data contained within this system is owned by the Minnesota Department of Health. For purpose of protecting the rights and property of the Department, and to monitor compliance with all applicable statutes, regulations, agreements and policies; data access, entry and utilization may be monitored, intercepted, recorded, copied, audited, inspected or otherwise captured and/or analyzed in any manner. Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, copying, auditing, inspecting or otherwise capturing and/or analyzing of data access, entry and/or utilization through this system. Unauthorized access is prohibited. Unauthorized access or use of this computer system may subject violators to criminal civil and/or administrative action. Department personnel may give any potential evidence of crime found on this computer system to law enforcement officials. System users are required to adhere to all applicable statutes, agreements and policies governing their access to and use of the data contained within this system including, but not limited to, Private data (as defined in Minn. Stat. §13.02, subd. 12), confidential data (as defined in Minn. Stat. §13.02, subd. 3), welfare data (as governed by Minn. Stat. §13.46), medical data (as governed by Minn. Stat. §13.384), Minnesota Statutes §144.291 - §144.298, and the Health Insurance Portability Accountability Act (HIPAA), 45 C.F.R. § 160.103. For assistance contact MDH by email at: [Health.OHFCNHRS@state.mn.us](mailto:Health.OHFCNHRS@state.mn.us)

#### Minnesota Vulnerable Adult Reporting Requirement

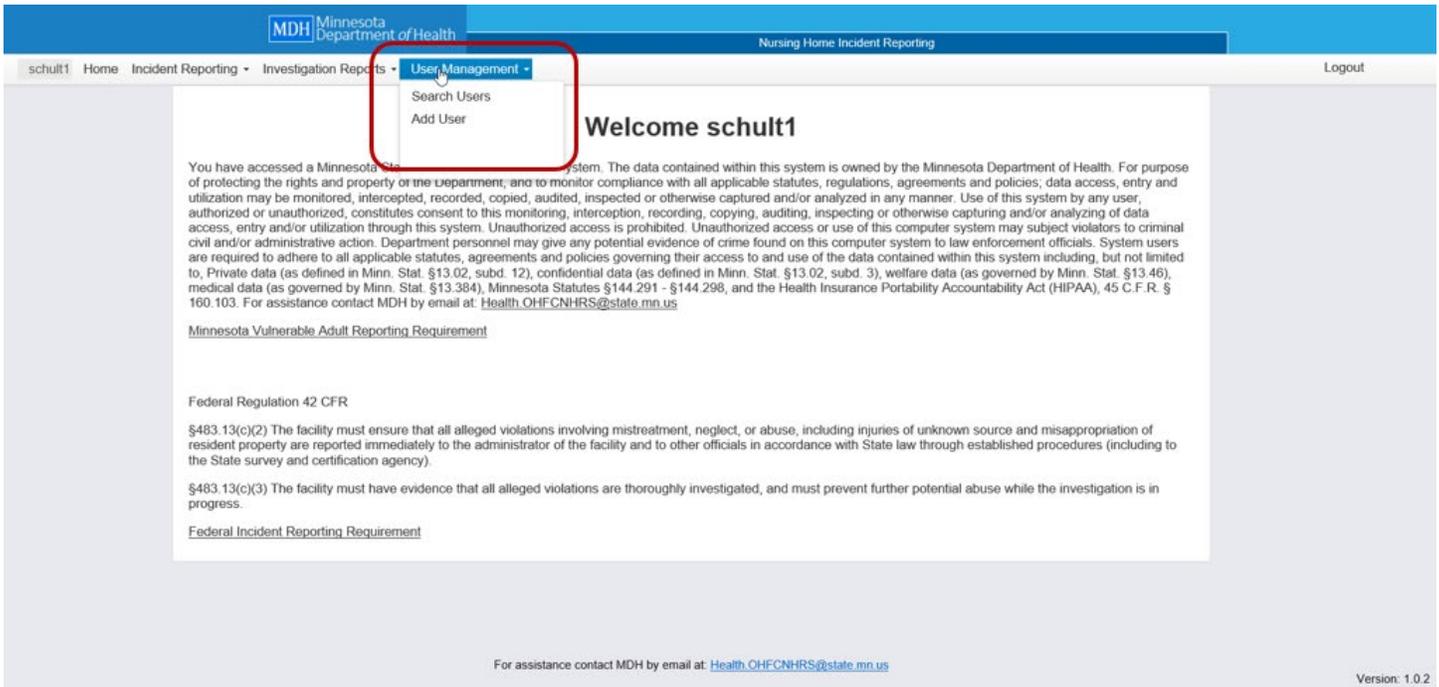
#### Federal Regulation 42 CFR

§483.13(c)(2) The facility must ensure that all alleged violations involving mistreatment, neglect, or abuse, including injuries of unknown source and misappropriation of resident property are reported immediately to the administrator of the facility and to other officials in accordance with State law through established procedures (including to the State survey and certification agency).

§483.13(c)(3) The facility must have evidence that all alleged violations are thoroughly investigated, and must prevent further potential abuse while the investigation is in progress.

#### Federal Incident Reporting Requirement

## Select "Add User"



## Complete All Required Fields and Save

### Add User

**User Info**

Username: *	<input type="text"/>	Email: *	<input type="text"/>
First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
Phone: *	<input type="text"/>	Alt Phone:	<input type="text"/>
Job Title:	<input type="text"/>		

**Roles:**

Facility Incident Submitter

Facility Super User

Enabled:

Cancel

## User Information Screen

The screenshot shows the 'View testuser1' screen in the NHIR system. The page header includes the MDH Minnesota Department of Health logo and the text 'Nursing Home Incident Reporting'. The breadcrumb trail is: schult1 Home Incident Reporting - Investigation Reports - User Management -.

**View testuser1**

[Edit](#) [Disable](#)

**User Info**

<b>Username:</b> testuser1	<b>Email:</b> test.test@state.mn.us
<b>First Name:</b> test	<b>Last Name:</b> user
<b>Phone:</b> (000) 000-0000	<b>Alt Phone:</b>
<b>Role:</b> Facility Incident Submitter	<b>Job Title:</b>
<b>Enabled:</b> Yes	

**User Facility Info:**

**HFID:**  
00000

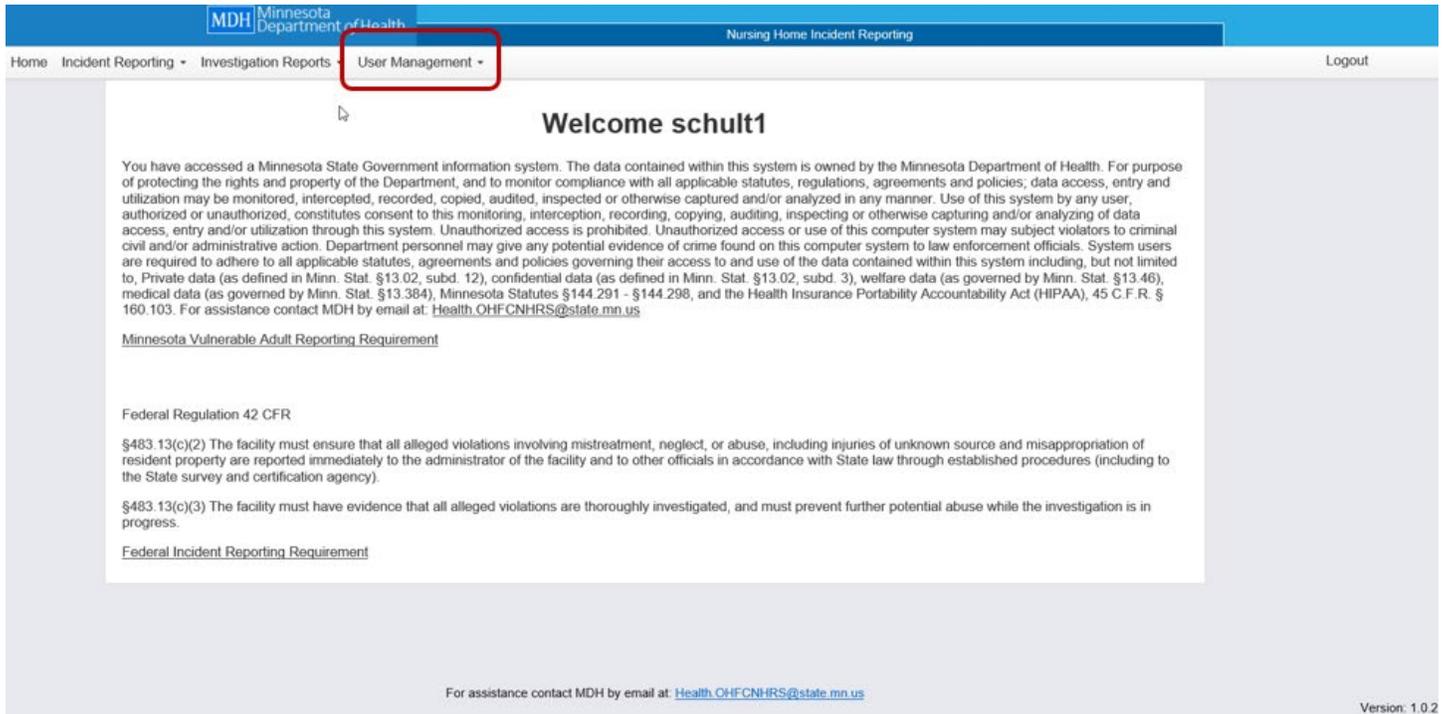
## How to Edit and Disable Users

- Go to “User Management” in the Main Menu.
- Select “Search Users” from the drop down menu.
- Chose user to edit or disable
- Select “Edit” or “Disable” user.

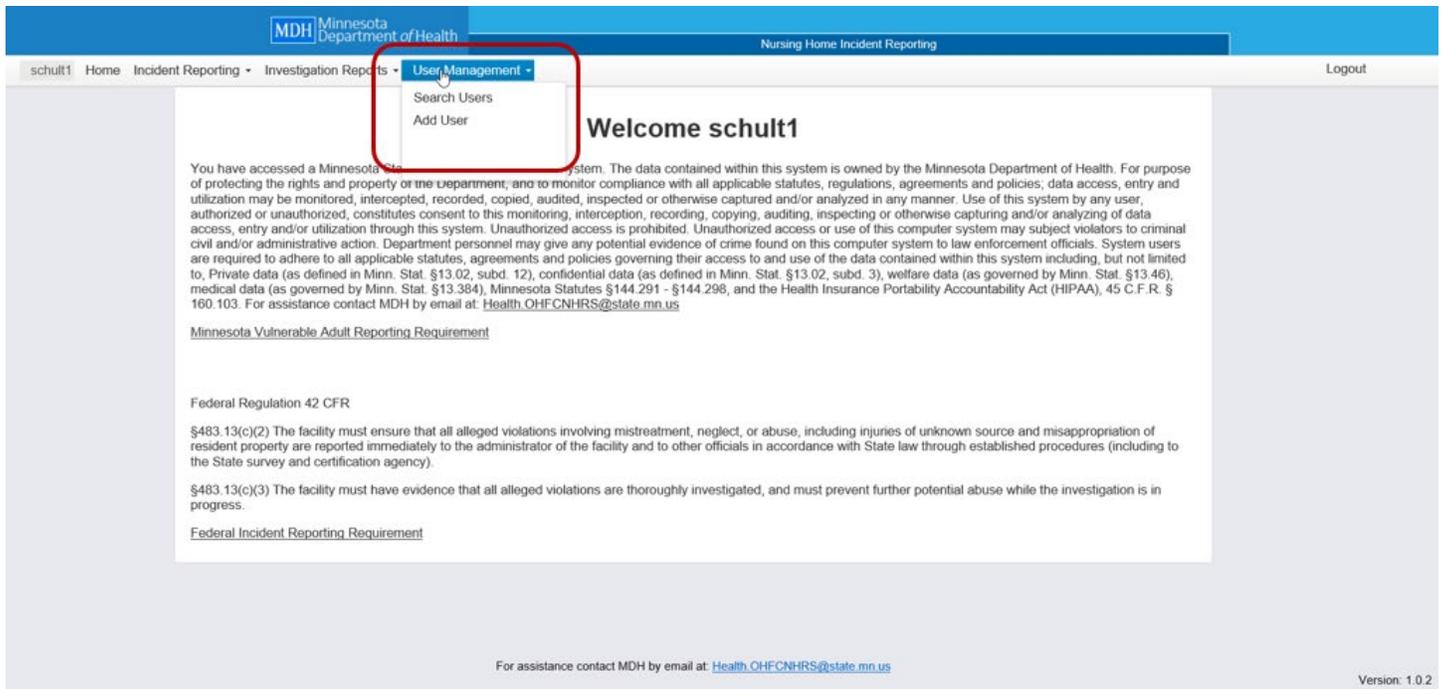
If **editing** - you will only be able to edit the users name and contact information. You will not be able to edit their “Username”. Once done with updates, select “Save”.

If **disabling** - it is recommended to do so within 24 hours of the end of the users employment at the facility. All have to do is select the “Disable” button and you are done. You can also reactivate a user by selecting “Enable”.

# Go to User Management



# Select Search Users



## Select Edit or Disable

The screenshot shows the MDH Minnesota Department of Health user management interface. The breadcrumb trail is: schult1 > Home > Incident Reporting > Investigation Reports > User Management. The main heading is "View joyceinc". Below this heading, two buttons, "Edit" and "Disable", are highlighted with a red rectangular box. The user information is displayed in a structured layout:

<b>Username:</b> joyceinc	<b>Email:</b> jduclos9876@gmail.com
<b>First Name:</b> Joy	<b>Last Name:</b> Duc
<b>Phone:</b> (123) 123-1234	<b>Alt Phone:</b>
<b>Role:</b> Facility Incident Submitter	<b>Job Title:</b> Incident Submitter
<b>Enabled:</b> Yes	

**User Facility Info:**

<b>HFID:</b> 00000
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## Edit Text and Save

schull1 Home Incident Reporting Investigation Reports User Management Logout

MDH Minnesota Department of Health Nursing Home Incident Reporting

### Edit joyceinc

**User Info**

Username: \* joyceinc Email: \* jduclos9876@gmail.com

First Name: \* Joy Last Name: \* Duc

Phone: \* (123) 123-1234 Alt Phone:

Job Title: Incident Submitter

Facility Contact:

Roles:

- Facility Super User
- Facility Incident Submitter

Facility: \* 00000: Test Facility - St Paul, Minnesota - 55000

Cancel Save

For assistance contact MDH by email at [Health.OHFCNHRIS@state.mn.us](mailto:Health.OHFCNHRIS@state.mn.us) Version: 1.0.2

## To Reactivate Account Select Enable

The screenshot shows the MDH Minnesota Department of Health interface for user management. The page title is "View joyceinc". At the top, there is a navigation bar with "Home", "Incident Reporting", "Investigation Reports", and "User Management". Below the navigation bar, the user profile for "joyceinc" is displayed. The profile includes fields for Username, Email, First Name, Last Name, Phone, Alt Phone, Role, Job Title, Enabled status, and User Facility Info. The "Enabled" status is currently set to "No". A red box highlights the "Edit" and "Enable" buttons, with a mouse cursor pointing to the "Enable" button.

**View joyceinc**

Edit Enable

**User Info**

**Username:** joyceinc **Email:** jduclos9876@gmail.com

**First Name:** Joy **Last Name:** Duc

**Phone:** (123) 123-1234 **Alt Phone:**

**Role:** Facility Incident Submitter **Job Title:** Incident Submitter

**Enabled:** No

**User Facility Info:**

**HFID:** 00000

Minnesota Department of Health  
 Health Regulation Division  
 Office of Health Facility Complaints  
 Street address  
 PO Box 64970  
 St. Paul, MN 55164-0970  
 651-201-4200  
 health.ohfc-complaints@state.mn.us  
 www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4200.