

# User Instructions for First Login

# How to Create a Password and Perform Initial Login

1. Go to: <https://apps.health.state.mn.us/nhir/> (add it to your “favorites”)
2. Select “Login” in the upper right corner.
3. Look below the email and password boxes.
4. Select “Forgot Password”.
5. You will be prompted to enter your Username (or Email).
6. Enter your Username and click “Submit”.
7. You will then receive an email with a link (the link is only good for 5 minutes).
8. Click the link emailed to you, and you will be prompted to create a password.
9. Your password must be 10 characters with 1 upper and 1 lower case letter.
10. Once created – click submit.
11. Then log into the system with your Username and the Password you just created.
12. “Accept” the Attestation and you will be taken to the “Home” screen.

# Select Login

The screenshot shows a web application interface. At the top, there is a blue header with the MDH logo and the text 'Minnesota Department of Health' on the left, and 'Nursing Home Incident Reporting' on the right. Below the header, there is a navigation bar with 'Home' on the left and a 'Login' button on the right. The main content area is white and contains a 'Welcome' heading. Below the heading is a paragraph of legal disclaimer text. Underneath the disclaimer are two sections: 'Minnesota Vulnerable Adult Reporting Requirement' and 'Federal Regulation 42 CFR'. The 'Federal Regulation 42 CFR' section contains two paragraphs of text, each starting with a section number (§483.13(c)(2) and §483.13(c)(3)). At the bottom of the main content area, there is a link for 'Federal Incident Reporting Requirement'. At the very bottom of the page, there is a footer with contact information for MDH and the version number '1.0.2'.

MDH Minnesota Department of Health

Nursing Home Incident Reporting

Home Login

## Welcome

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](#)

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Version: 1.0.2

# Select Forgot Password

HEALTH REGULATION DIVISION - NURSING HOME INCIDENT REPORTING - REALM

Email

Password

[Forgot Password?](#)

[Log in](#)

# Enter Email or Username and Click Submit

## FORGOT YOUR PASSWORD?

Username or email

[← Back to Login](#)

**Submit**

Enter your username or email address and we will send you instructions on how to create a new password.

# Password Reset Email Text (sample)

- Someone just requested to change your Health Regulation Division - Nursing Home Incident Reporting - Realm account's credentials. If this was you, click on the link below to reset them.
- <https://apps.health.state.mn.us/auth/realms/hrd-nhir-realm/login-actions/reset-credentials?code=xq9TjVpZxsepKKLtvzDhrOBFcAPfynZAw5LKpg-kWxs.935a1493-79f1-4e12-9214-53d7f51a2f13&execution=55121124-8620-498e-8578-ce9f69daf066&key=M6Ptr8a6Qy>
- This link will expire within 5 minutes.
- If you don't want to reset your credentials, just ignore this message and nothing will be changed.

# Enter Email or Username and Password and Click Log In

HEALTH REGULATION DIVISION - NURSING HOME INCIDENT REPORTING - REALM

Email

Password

[Forgot Password?](#)

[Log in](#)

# Select Accept

## Welcome joycesurveyer

Accept

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### Federal Incident Reporting Requirement

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Version: 1.0