



# The Texas Public Health Information Network

The Texas Public Health Information Network (PHIN) is an online portal containing a collection of applications, such as the Health Alert Network and Rollcall, which provide users with a range of functions to carry out public health preparedness goals and duties. Examples of these functions include call down and alerting, bio-surveillance tools and communication systems designed to enhance collaboration between public health preparedness stakeholders. PHIN is a national initiative created by the Centers for Disease Control and Prevention to increase the capacity of public health to exchange data and information electronically across organizational and jurisdictional boundaries. This is done by promoting the use of standards and defining functional and technical requirements. More information about the CDC's PHIN concept is available at [www.cdc.gov/phin/index.html](http://www.cdc.gov/phin/index.html). The Texas PHIN portal is an implementation of CDC's PHIN concept, plus much more.

Users in Texas will have the ability to learn and share critical information amongst themselves by accessing an efficient, effective and interoperable public health information system. The Texas PHIN portal is utilized by a variety of people involved in public health activities, and in particular public health preparedness and emergency response. Users include persons from state and local governments, hospitals, physician offices, emergency responders and community based organizations. These users represent a wide array of professionals including public health and hospital administrators, physicians, nurses, epidemiologists, emergency responders, laboratory specialists, communicable and infectious disease specialists, public information officers and more.

The Department of State Health Services (DSHS) manages the Texas PHIN. The portal is under constant development through collaboration between DSHS and Texas Association of Local Health Officials (TALHO). Many more applications, features and refinements will be added to the portal in the future. This is the third major version of the PHIN portal in Texas.

## **GAINING ACCESS TO THE TEXAS PHIN PORTAL**

To access the Texas PHIN, go to the website at <https://www.txphin.org>. On the front page you will be asked to sign in to your account. This will require you to have a username and password.

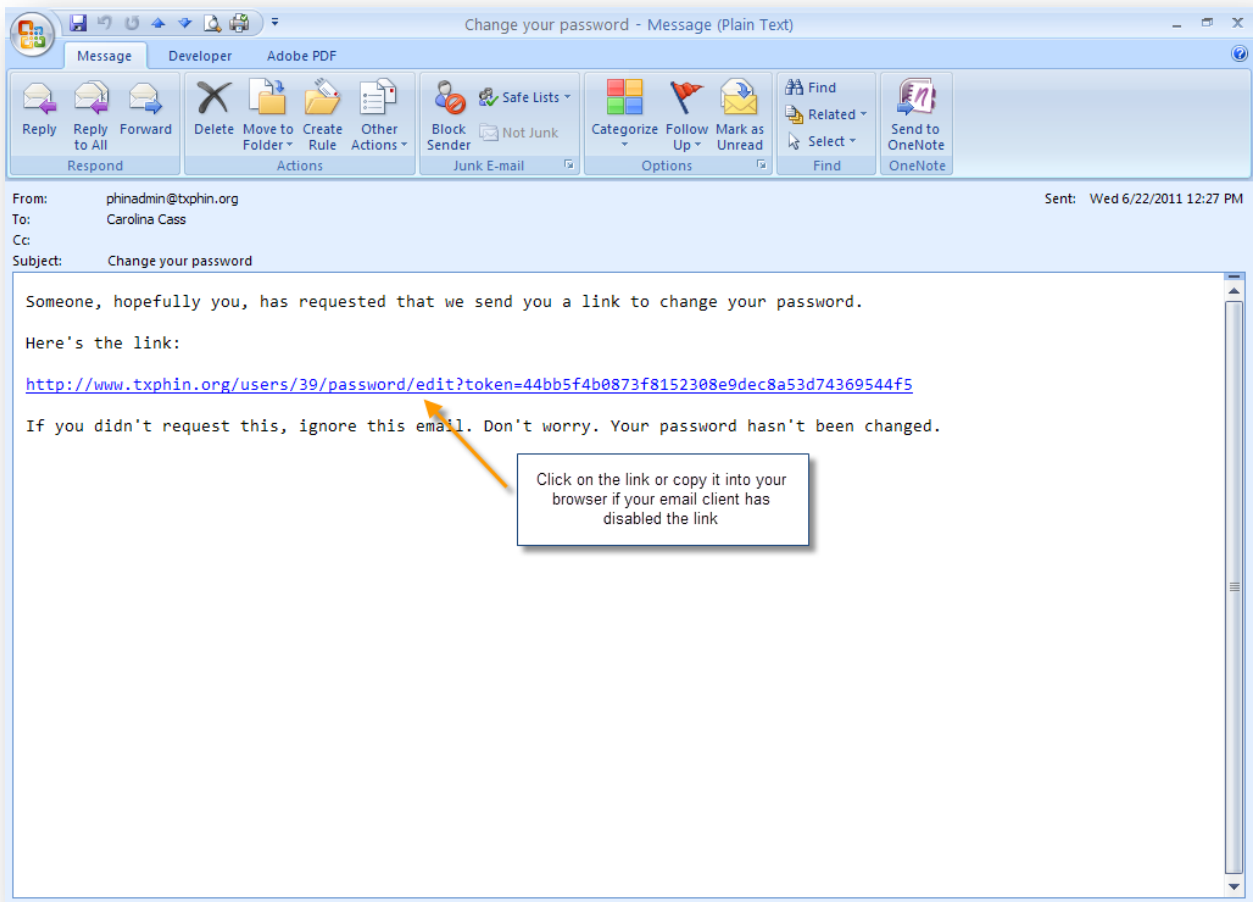
**If you are a previously registered Texas PHIN user** you will need to reset your Password and use your current email address as your username. Accounts from the previous PHIN portal at <https://texphin.dshs.state.tx.us> were migrated to the new TxPHIN with your email address as the user ID. Your previous username and password are not valid on the new portal. The new portal implements changes in username and password policy that are intended to make the portal easier to use. For security purposes, passwords were not migrated, therefore, we ask that users go to the “Forgot password” link to request a password reset. On the PHIN Sign In page, click on Forgot Password. Enter your current email address and click on Reset Password. You will be directed back to the PHIN Sign In.

The image displays two screenshots from the Texas PHIN portal. The left screenshot, titled "Sign In to Your Account", shows a form with fields for "Email" and "Password", a "Forgot password?" link, a "Remember me" checkbox, and a "Log In" button. An orange arrow points from the "Forgot password?" link to the right screenshot. The right screenshot, titled "Change your password", shows a form with an "Email address" field containing "ccass@talho.org" and a "Reset password" button. An orange arrow points from the "Reset password" button to a callout box that says "Enter your email address and click 'Reset password'".

An email confirmation will be sent to you with a link to change your password.

You will receive an email within the next few minutes. It contains instructions for changing your password.

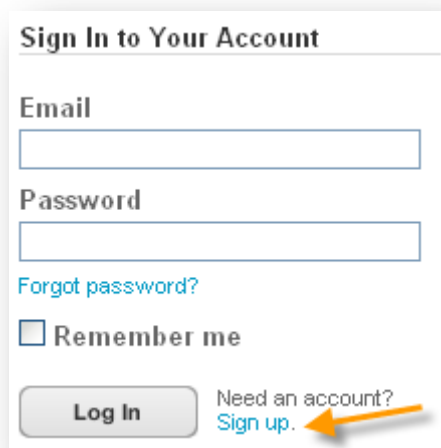
Click on the link or copy it into a browser address bar if your email client has disabled the link. The link will take you to a webpage on which there are controls for changing your password. Follow the instructions to change your password.



If you encounter issues during this process, send an email to [phinadmin@txphin.org](mailto:phinadmin@txphin.org)

## GAINING ACCESS TO THE TEXAS PHIN PORTAL CONT...

If you are a new user click on the link labeled “Sign Up”, located to the right of the “Log in” button.



**Sign In to Your Account**

Email

Password

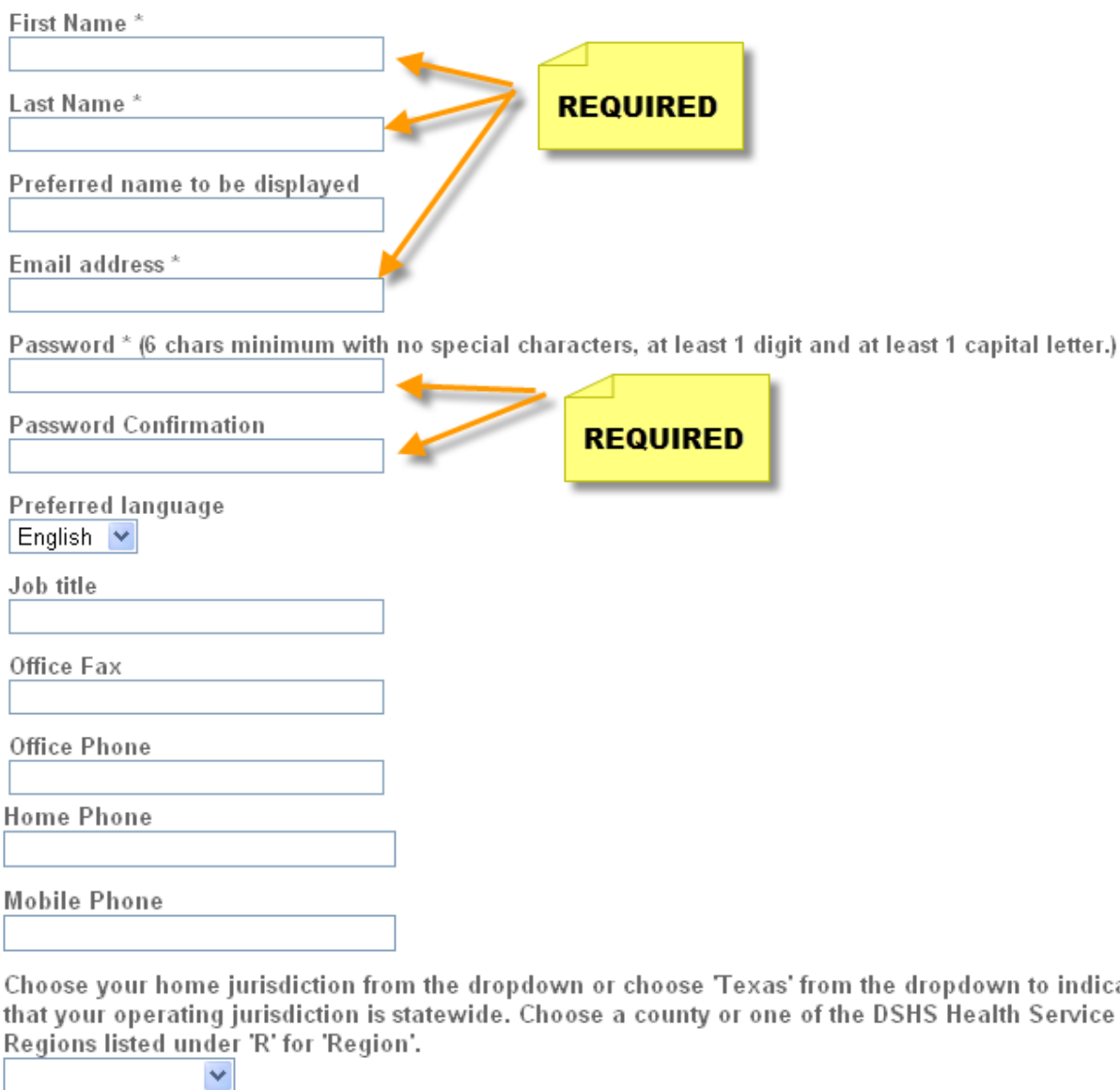
[Forgot password?](#)

☐ Remember me

Need an account? [Sign up.](#)

Your browser will be directed to a form on which you should fill in the required information: First Name, Last Name, Email Address, and Password. Please take the time to fill in the optional information as well.

New user (\* = Required field)



First Name \*

Last Name \*

Preferred name to be displayed

Email address \*

Password \* (6 chars minimum with no special characters, at least 1 digit and at least 1 capital letter.)

Password Confirmation

Preferred language

Job title

Office Fax

Office Phone

Home Phone

Mobile Phone

Choose your home jurisdiction from the dropdown or choose 'Texas' from the dropdown to indicate that your operating jurisdiction is statewide. Choose a county or one of the DSHS Health Service Regions listed under 'R' for 'Region'.

Are you a public health professional? ☐

or [Cancel](#)

## GAINING ACCESS TO THE TEXAS PHIN PORTAL CONT...

Listed below are the different profile attributes the form requests:

Preferred language

English ▼

Language: Check your preferred language as either English or Spanish

Job title

Job Title: Please provide your job title so administrators can better decide what roles to grant you

Office Fax

Office Phone

Home Phone

Mobile Phone

Home Jurisdiction: When choosing your Home Jurisdiction, from the drop down box click on the county or DSHS Health Service Region that you operate in for your job. If you have responsibility for statewide activities that are not limited to a certain county or region, click on "Texas." **Your choice of jurisdiction is very important.** The portal presents content and functionality based on this attribute. For example, it is possible for jurisdiction administrators to load news content that specifically pertains to their county. If you are not registered in that county, you won't see that custom, localized content.

Choose your home jurisdiction from the dropdown or choose 'Texas' from the dropdown to indicate that your operating jurisdiction is statewide. Choose a county or one of the DSHS Health Service Regions listed under 'R' for 'Region'.

▼

Are you a public health professional? ☐

[Sign Up](#) or [Cancel](#)

▼

- Texas
- Anderson
- Andrews
- Angelina
- Aransas
- Archer
- Armstrong
- Atascosa
- Austin
- Bailey
- Bandera
- Bastrop
- Baylor
- Bee
- Bell
- Bexar
- Blanco
- Borden
- Bosque

▼

## GAINING ACCESS TO THE TEXAS PHIN PORTAL CONT...

Requesting a Public Health Professional Role Be Assigned to You: Access to applications and features within the Texas PHIN portal is highly dependent upon what Roles are assigned to your user profile.

Check the box next to the question “Public Health Professional?.”

Are you a public health professional? ☐

or [Cancel](#)

When the box is checked more form fields will appear:

Are you a public health professional? ☒

Health Professional Information

What is your primary role in public health or emergency response?  
(your role will be 'public' if you do not check that you are a public health professional)

Public

Are you with any of these organizations?

Please describe your role within your organization

or [Cancel](#)

What is your primary role in public health or emergency response?  
(your role will be 'public' if you do not check that you are a public health professional)



Public

- Public
- Emergency Management Coordinator
- Emergency Medical Services Authority
- Emergency Operations Center Coordinator
- Emergency Room Director
- Emergency Training Coordinator
- Environmental Health Director
- Epidemiologist
- FBI WMD/BT Agent
- Health Alert and Communications Coordinator
- Health Officer
- Immunization Director
- Infection Control Practitioner
- Laboratory BT
- Laboratory Director
- Medical Director
- Medical Examiner/Coroner
- Medical Society
- Microbiologist
- Poison Control Center
- Public

Scroll through the list of Roles and click on the one that best describes your designated role in public health or emergency activities. You do not have to choose a Role. You will automatically be assigned the Role of Public if you do not choose a different Role. You will have the opportunity to request more Roles after gaining access to the portal.

## GAINING ACCESS TO THE TEXAS PHIN PORTAL CONT...

### Professional Organization:


Are you with any of these organizations?   

If you are affiliated with any of the professional organizations listed in the next drop down box, click on the appropriate organization. If you are not affiliated, you do not have to choose an organization.

### Role:

Please describe your role within your organization

Briefly describe your role in your organization. This information will assist administrators in evaluating your user applications and deciding to grant Roles to your user profile.

Lastly, click on the Sign Up button  when you have entered all required information. After submitting the registration you will receive an email from the [phinadmin@txphin.org](mailto:phinadmin@txphin.org) asking you to confirm your email address by clicking on the link within the email. If your email client disables the link, copy it out of the email and enter it in your browser address bar.

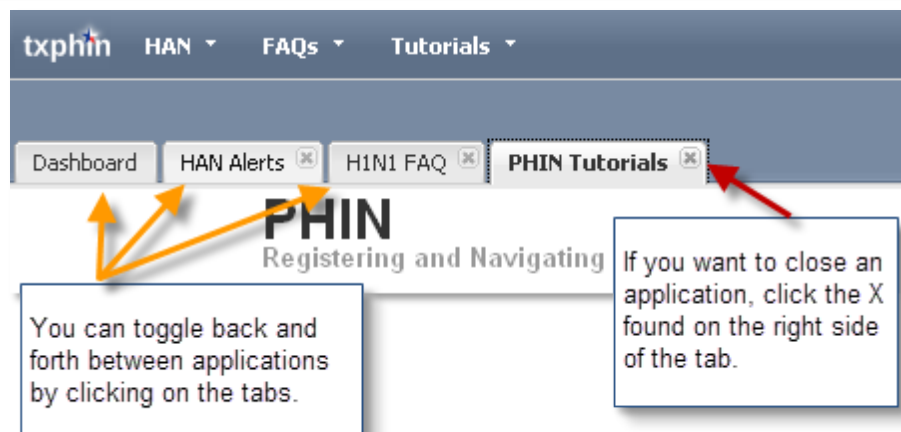
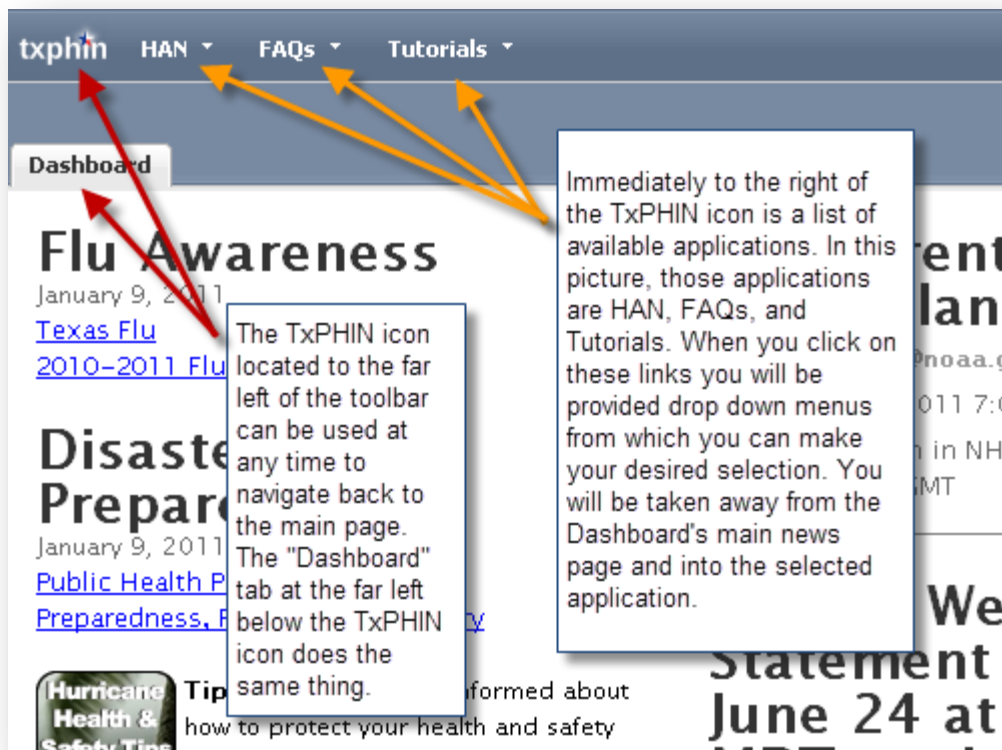
You will also receive an email confirming your Role assigned by the PHIN administrator. This role is the public health professional role you chose during the registration process.

Once you have confirmed your email address you will be directed to the Texas PHIN webpage.

## UNDERSTANDING THE TEXAS PHIN PORTAL'S DASHBOARD

After successfully logging in, you will see the Dashboard. The Texas PHIN Dashboard is the main navigation page that allows you to see and share information, update your profile, and find people within the PHIN network. There are two main navigation tool bars on the page. The TxPHIN Navigation Tool Bar is at the top of the page and the Mini-Applications Tool Tabs are at the bottom of the page. Dashboard options will vary with different Roles. For instance, if you are assigned the 'Administrator' Role, you will see more options on your dashboard upon sign in, such as "Admin". For now, we will explore only the Dashboard elements available to normal users.

The TxPHIN navigation toolbar at the top of the page contains links for different public health program applications, such as the Health Alert Network and the Rollcall Surveillance System. It also contains links to your personal profile and a directory of people within the PHIN community. If you only have the "Public" Role, you will not see a link for the PHIN Directory.





## UNDERSTANDING THE TEXAS PHIN PORTAL'S DASHBOARD CONT...

The screenshot displays the Texas PHIN Portal Dashboard. The top navigation bar includes the 'txphin' logo, a dropdown menu with 'HAN', 'FAQs', and 'Tutorials', and links for 'Find People', 'About TXPHIN', and 'Carolina Cass'. A 'Dashboard' tab is selected. The main content area features three columns of news articles. The left column has 'Flu Awareness' (dated January 9, 2011) with links to 'Texas Flu' and '2010-2011 Flu Season', and 'Disaster Preparedness' (dated January 9, 2011) with links to 'Public Health Preparedness' and 'Preparedness, Response & Recovery'. Below these is a 'Hurricane Health & Safety Tips' section with a CDC logo and a 'Tip of the Week' about hurricane safety. The middle column has 'No current storm in NHC Atlantic Wallet 2' (dated Thursday, June 23, 2011) and 'Air Quality Alert issued June 23 at 8:29AM CDT expiring June 23 at 6:00PM CDT by NWS Dallas-Fort Worth' (dated Thursday, June 23, 2011). The right column has 'TexasPrepares.org' (dated July 27, 2010) with a 'START YOUR PLAN HERE' button and a 'Read More' link. The bottom navigation bar includes 'Documents', 'Forums', 'Links', 'OLD: Use TXPHIN 1.0', and 'Need Help? Email: phinadmin@dshs.state.tx.us'.

txphin HAN ▾ FAQs ▾ Tutorials ▾ Find People About TXPHIN Carolina Cass ▾

Dashboard

### Flu Awareness

January 9, 2011  
[Texas Flu](#)  
[2010-2011 Flu Season](#)

### Disaster Preparedness

January 9, 2011  
[Public Health Preparedness](#)  
[Preparedness, Response & Recovery](#)

**Hurricane Health & Safety Tips**  
Tip of the Week: Be informed about how to protect your health and safety after a hurricane strikes.  
For additional tips, fact sheets, and podcasts, see [CDC's Hurricanes website](#).  
[Hurricane Health & Safety Tips](#)

**CDC Hurricane Health & Safety Tip**  
June 20, 2011  
Include Batteries in Your Emergency Kit

### No current storm in NHC Atlantic Wallet 2

nhcwebmaster@noaa.gov (nhcwebmaster)  
Thursday, June 23, 2011 12:25:32 PM  
No current storm in NHC AT2 as of Thu, 23 Jun 2011 17:25:32 GMT

### Air Quality Alert issued June 23 at 8:29AM CDT expiring June 23 at 6:00PM CDT by NWS Dallas-Fort Worth

<http://www.srh.noaa.gov>  
w-nws.webmaster@noaa.gov  
Thursday, June 23, 2011 8:29:00 AM  
...AIR POLLUTION WATCH LEVEL ORANGE... AIR POLLUTION WATCH - LEVEL ORANGE - FOR DALLAS-FORT WORTH. THE TEXAS COMMISSION

### TexasPrepares.org

July 27, 2010  
**ARE YOU READY - OR NOT?**  
**START YOUR PLAN HERE**  
[Read More](#)

Documents Forums Links OLD: Use TXPHIN 1.0 Need Help? Email: phinadmin@dshs.state.tx.us

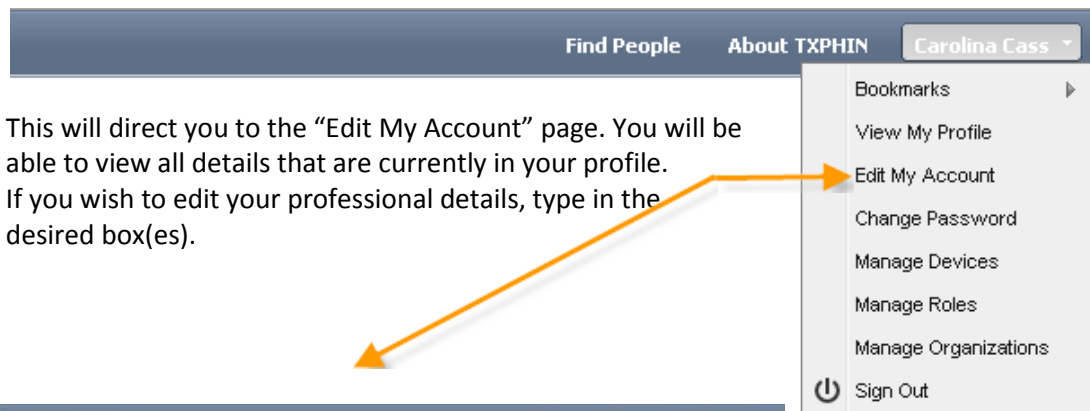
The Dashboard's main page acts as a news section for articles relevant to health issues on local, state, and national levels. Notice that the news articles are truncated, with a clickable link that will expand the article to its full length. These links can be toggled to collapse the article back to its truncated size.

## VIEWING AND EDITING YOUR ACCOUNT PROFILE



This is where all details of your profile are stored for personal viewing and editing. You can request Roles here, change language, change your email and/or password, and add information about yourself such as current employer, credentials, biography, job title, job description and experience in your field. There is also an option to upload your picture. This information is what is displayed to other users.

Click on the “Edit My Account” option:

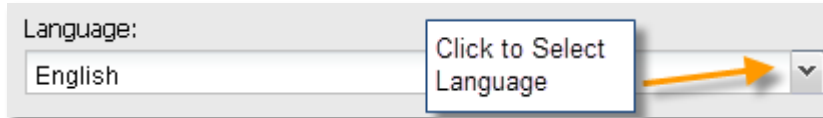


This will direct you to the “Edit My Account” page. You will be able to view all details that are currently in your profile. If you wish to edit your professional details, type in the desired box(es).

The image shows the 'Edit My Account' page. The 'Edit My Account' link in the top navigation bar is circled in red. The page contains various input fields for personal and professional information. The 'First name' field is filled with 'Carolina' and the 'Last name' field is filled with 'Cass'. The 'Email address' field is filled with 'ccass@talho.org'. The 'Language' dropdown is set to 'English'. The 'Privacy setting' checkbox is unchecked. The 'Alerting Devices' section shows a list of devices with their respective email addresses and phone numbers. The 'Roles' section shows a list of roles with their respective names and descriptions. The 'Organizations' section shows a list of organizations with their respective names and descriptions. The 'Picture to upload' section has a 'Browse...' button. The 'Office phone', 'Office fax', 'Home phone', 'Mobile phone', 'Job title', 'Employer', 'Job description', 'Bio', 'Credentials', and 'Experience' fields are all empty.

## VIEWING AND EDITING YOUR ACCOUNT PROFILE CONT...

To change your language, locate the “Language: option underneath the password boxes.

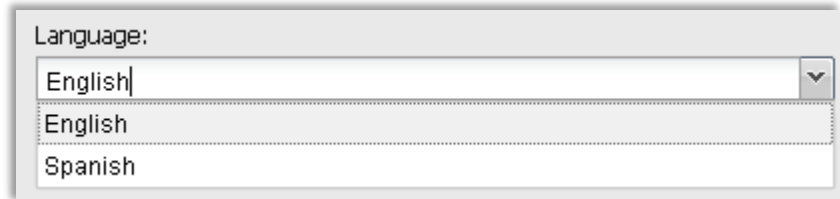


Language:  
English

Click to Select Language

▼

You can choose English or Spanish.

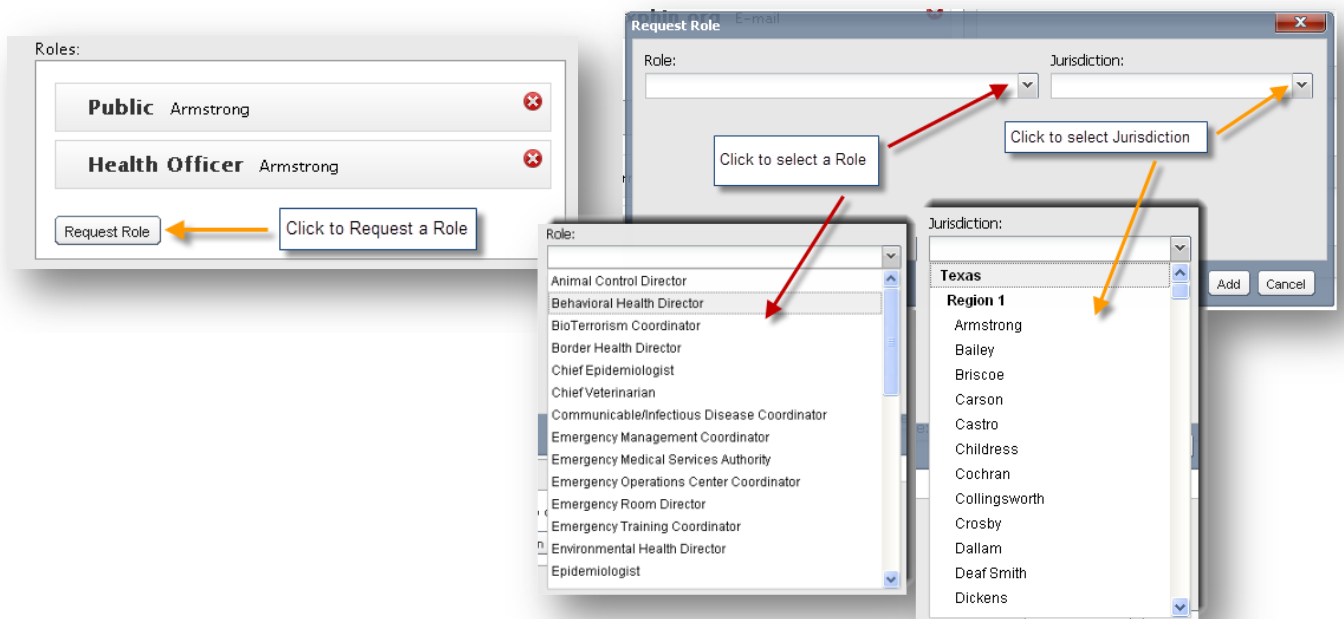


Language:  
English

English

Spanish

To request a new Role, click on “Request Role”. A dialogue box will open to allow you to choose your jurisdiction and Role.



Roles:

- Public Armstrong
- Health Officer Armstrong

Request Role

Click to Request a Role

Request Role

Role:

- Animal Control Director
- Behavioral Health Director
- BioTerrorism Coordinator
- Border Health Director
- Chief Epidemiologist
- Chief Veterinarian
- Communicable/Infectious Disease Coordinator
- Emergency Management Coordinator
- Emergency Medical Services Authority
- Emergency Operations Center Coordinator
- Emergency Room Director
- Emergency Training Coordinator
- Environmental Health Director
- Epidemiologist

Jurisdiction:

Texas

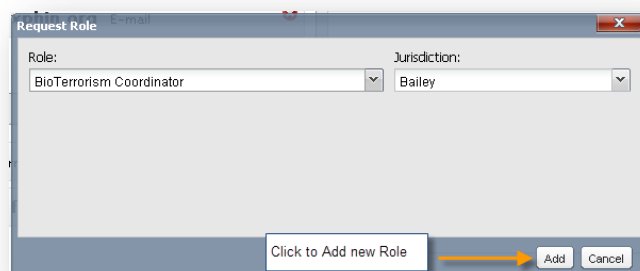
Region 1

- Armstrong
- Bailey
- Briscoe
- Carson
- Castro
- Childress
- Cochran
- Collingsworth
- Crosby
- Dallam
- Deaf Smith
- Dickens

Click to select a Role

Click to select Jurisdiction

Add Cancel



Request Role

Role:

BioTerrorism Coordinator

Jurisdiction:

Bailey

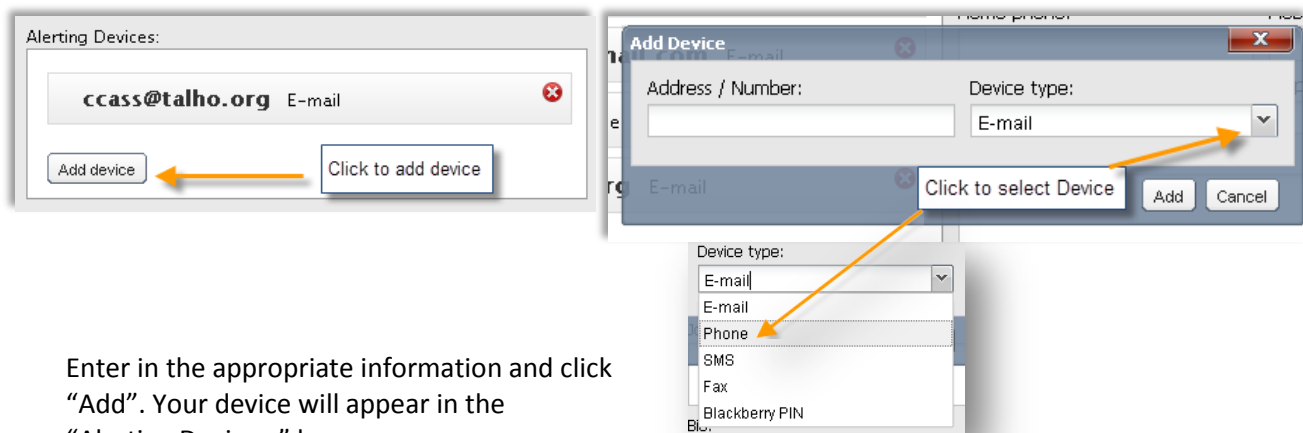
Click to Add new Role

Add Cancel

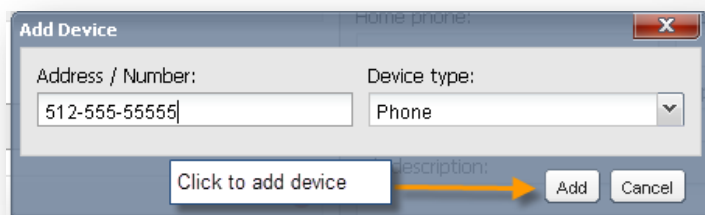
**To delete a Role**, simply click the red “x” button located next to each Role listed. This will remove that Role from your profile.



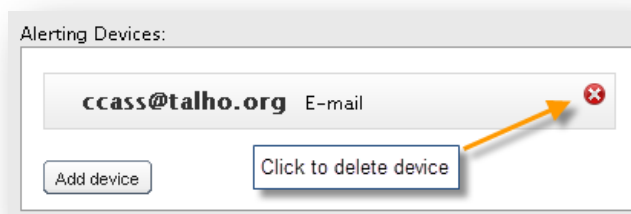
**You may add contact devices** to your profile that will allow people to contact you through multiple outlets. Click on the “Add device” button and a dialogue box will open with a drop down menu allowing you to add an e-mail, phone, SMS, Fax and/or Blackberry PIN.



Enter in the appropriate information and click “Add”. Your device will appear in the “Alerting Devices:” box:

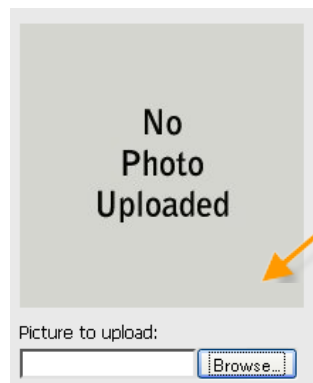


**To delete any of your alerting devices**, click the red circle X next to the device.

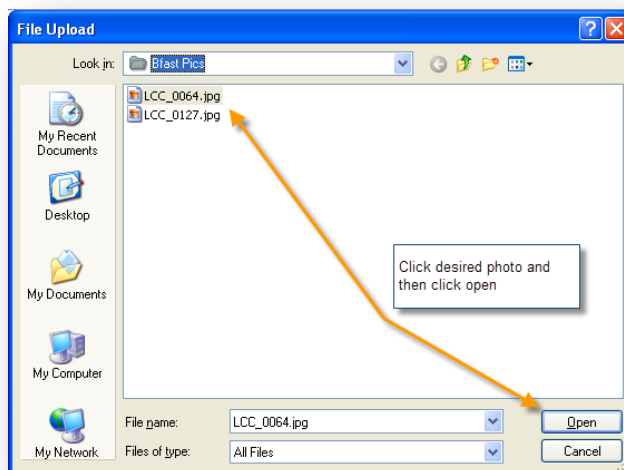


## VIEWING AND EDITING YOUR ACCOUNT PROFILE CONT...

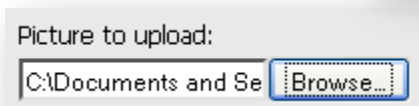
You also have the option of adding a picture to your profile.



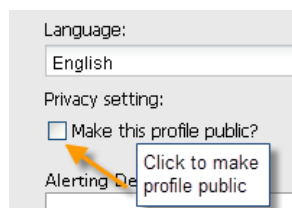
To upload a photo, click the "Browse" button and a dialogue box will pop open. Find your desired picture and click "Open".



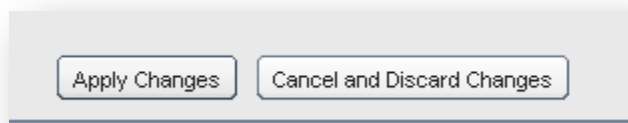
The box will close and you can now see the file name of the desired picture:



**As a registered user**, you have the option to allow or disallow public access to your profile through the TxPHIN directory. All information entered in "Edit My Account" will be viewable to others should you choose to allow public access. This feature allows other users to view you through the "Find People" option and is a great tool for networking and connecting with peers, however, this step is not the same as obtaining a "public" role in a jurisdiction. To allow public access, simply check the "Make this profile public?" box located between "Language" and "Alerting Devices". If you currently allow public access and wish to disallow, uncheck the "Make this profile public?" box.



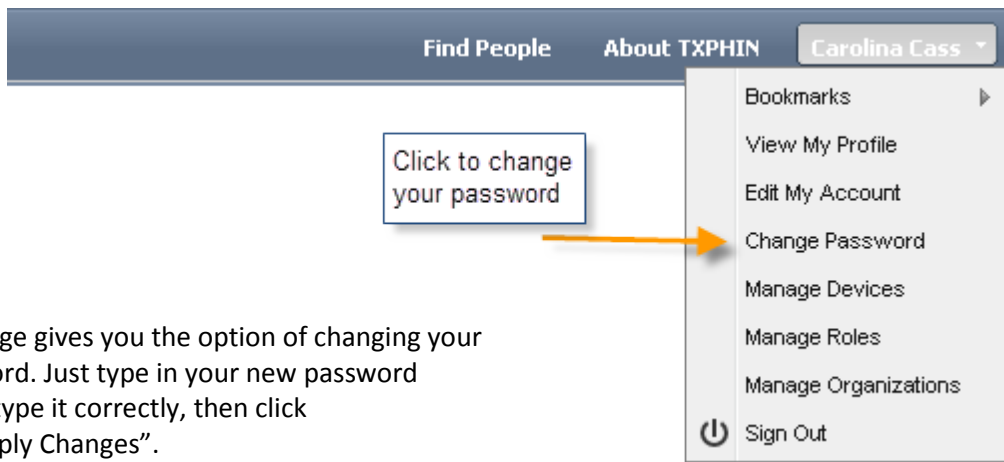
**When you are done editing**, click the "Apply Changes" button on the bottom right of your screen to ensure all changes to your profile are submitted. If you decide you do not want to save your changes, just click the "Cancel and Discard Changes" button.



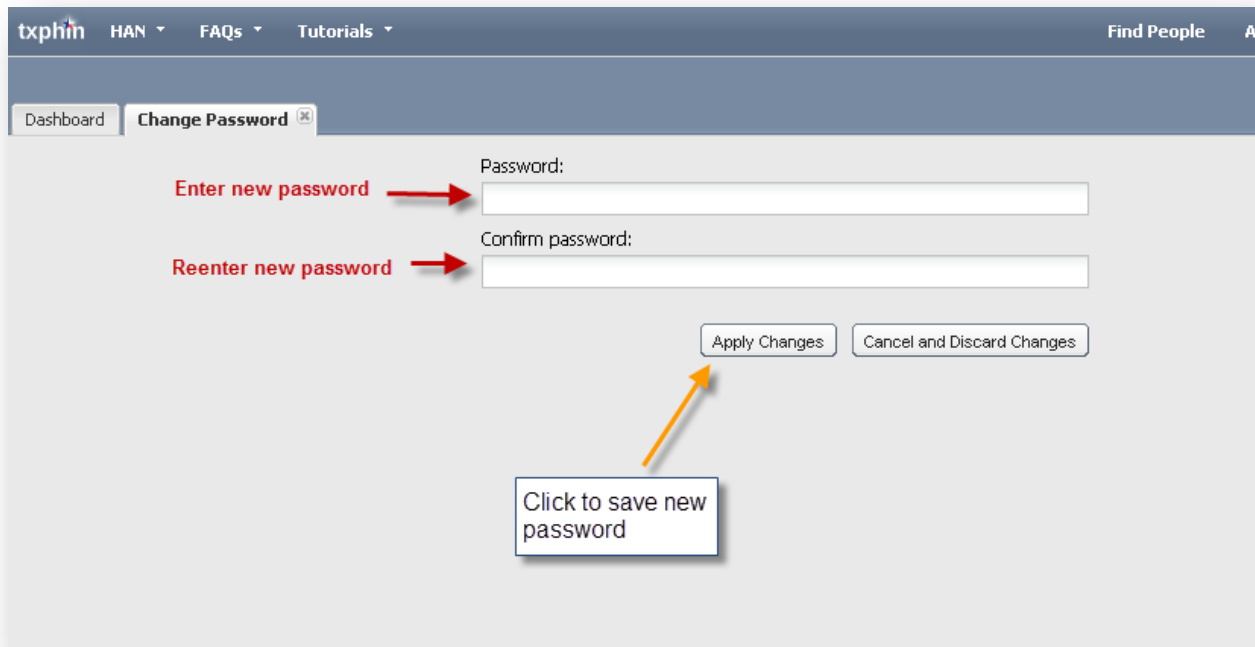
It is not required that you fill out any part of this profile or that you make the information available to the public.

## VIEWING AND EDITING YOUR ACCOUNT PROFILE CONT...

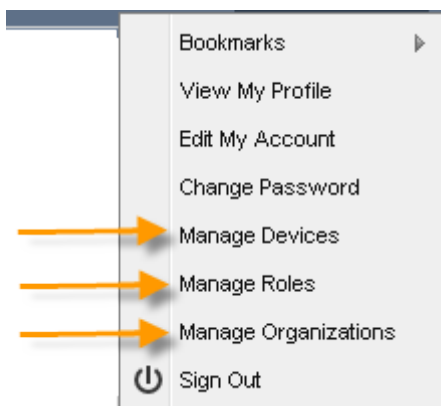
To change your password, click “Change Password” which is found in the drop down profile menu on the navigation tool bar.



This page gives you the option of changing your password. Just type in your new password and retype it correctly, then click on “Apply Changes”.



You will also notice that other options on the drop down menu are Manage Devices, Manage Roles, and Manage Organizations. Each will take you to a screen where you can edit that specific item without going into editing your entire profile.



## USING THE “FIND PEOPLE” LINK TO SEARCH THE TXPHIN DIRECTORY

This feature allows you to search for any individual who is currently registered on the TXPHin. If the individual has chosen to make their profile visible to the public, you will be able to view their full profile. If a profile is kept private, you will only be able to view their name within search results. This tool is especially helpful for networking with peers and obtaining important contact information.



Click on the “Find People” option located on the top right hand side of the TxPHIN Navigation Tool Bar. You will be directed to a search tool where you can enter either a partial or full name of the individual or individuals you are searching for:

A screenshot of the TXPHIN Search interface. The left sidebar contains search filters: 'Name' (text input), 'Email Address' (text input), 'Phone' (text input), 'Job Title' (text input), 'Roles' (dropdown menu with 'none selected'), and 'Jurisdictions' (dropdown menu with 'none selected'). At the bottom of the sidebar are 'Reset' and 'Search' buttons. The main content area is titled 'TxPHIN Search' and includes a text box for the search query. Annotations with orange arrows point to the search fields and the 'Reset' button. A text box explains: 'There are many search options: Name, email, phone number, job title, roles and jurisdictions. Use some or all of these fields to conduct your search.' Another text box points to the 'Reset' button: 'Click "Reset" to clear the fields and conduct a new search'. A third text box points to the 'Search' button: 'Click "Search" once the desired fields are complete'. The bottom of the page features a navigation bar with links for Documents, Forums, Links, and a footer with contact information.

After results are returned, you will be able to view profiles by clicking on each name. If the user has a private profile, you will receive the message “This user’s profile is not public” and will not be able to view details regarding the user.

The Mini-Applications navigation toolbar at the bottom of the site contains popup tools that can help you plan, share, and develop public health activities with other PHIN users.

