

# TxHSN 2.0 User Guide - HAI

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**Welcome to the Texas Healthcare Safety Network 2.0 (TxHSN 2.0)!**  
**Enclosed are instructions for using the system.**

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## Request TxHSN 2.0 User Account



If you do not have a TxHSN account, you can request access by completing and submitting the TxHSN User Profile Request Form (see appendix A) to the [HAITEXAS@dshs.texas.gov](mailto:HAITEXAS@dshs.texas.gov) inbox.

Two emails will be sent to your inbox from the TxHSN system from Texas Healthcare Safety Network<noreply-txhsn>. The emails will include your username and temporary password.

Please login to your account as soon as possible and change your temporary password.

If you have any questions or need assistance, please email [HAITEXAS@dshs.texas.gov](mailto:HAITEXAS@dshs.texas.gov)

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## Login to TxHSN

Please follow the steps below to log into TxHSN 2.0.

**Please note if you copy and paste the username and password, any spaces will prevent you from login. We suggest typing in your username and password instead of copying/pasting.**

1. Go to the TxHSN 2.0 website <https://txhsn2.dshs.texas.gov/>



Welcome to the Texas Healthcare Safety Network 2.0!

Please use your login credentials to access the Texas Healthcare Safety Network.

Username \*

Password \*

Remember my username [Forgot Password?](#)

Login

Need Help or Have Questions?

[HAI Help Desk](#)  
[PAE Help Desk](#)  
[DSHS Healthcare Safety](#)

2. Type in your Username.
3. Type in your Password.

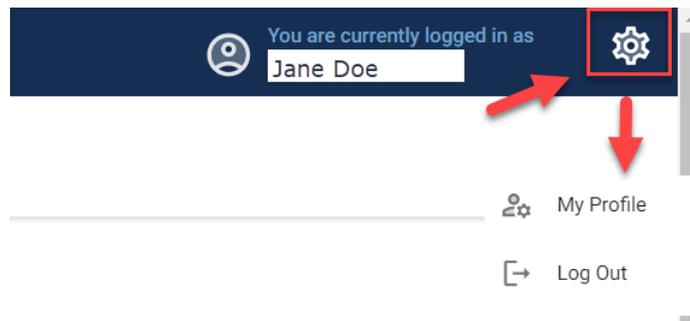
Note: Please ignore the period at the end of the temporary password provided in the email from the Texas Healthcare Safety Network<noreply-txhsn>. The period is not part of the temporary password.

Note: While not recommended for regular use, you can use the  to see your password to check for accuracy.

4. Click the **Login** button.

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5. You will be prompted to change your temporary password.
  - a. You will receive an email from Texas Healthcare Safety Network<noreply-txhsn> confirming your password was reset.
6. After updating password, click **Login to My Account** button to enter your username and updated password.
7. When logged into TxHSN 2.0, the Welcome page will open.
  - a. Your name will appear in the upper right corner of the Welcome page under "You are currently logged in as".
  - b. Click on the gear symbol  next to your name to log out or change your user profile.



8. It is possible the TxHSN Administrators may add required TxHSN training upon first login. If this occurs, you will be prompted to view training information prior to seeing the Welcome page.

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## Forgotten Username

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Click the **Forgot Password** link.



Welcome to the Texas Healthcare Safety Network 2.0!

Please use your login credentials to access the Texas Healthcare Safety Network.

Username \*

Password \*

Remember my username

[Forgot Password?](#)

Login

3. Select **I forgot my username**. Enter your email address and click **Submit**.



Need some help logging in?

Please choose one of the options below.

I forgot my username.

I forgot my password

Email Address \*

Submit

[Go To Login](#)

4. You will receive an email with the username associated with your TxHSN 2.0 account.

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## Reset Password

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Click the **Forgot Password** link.



Welcome to the Texas Healthcare Safety Network 2.0!

Please use your login credentials to access the Texas Healthcare Safety Network.

Username \*

Password \*

Remember my username

[Forgot Password?](#)

Login

3. Select **I forgot my password**. Enter your username and click **Submit**.



Need some help logging in?

Please choose one of the options below.

I forgot my username.

I forgot my password

Username \*

Submit

[Go To Login](#)

4. You will receive an email associated with your TxHSN 2.0 account with a link to create a new password.

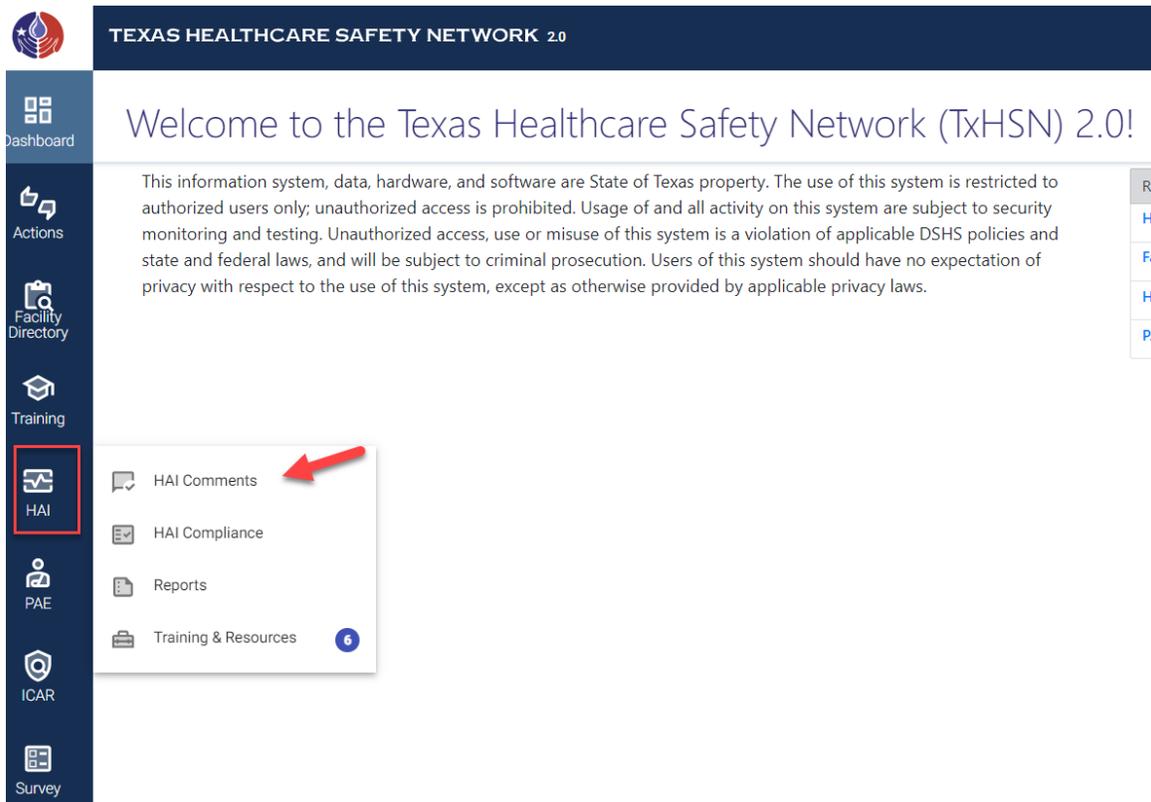
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## Submit HAI Comments

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Type in your Username. Type in your Password. Click **Login** button.
3. On the Welcome page, icons for the TxHSN modules will be visible on the left side panel.

Note: Depending on your user access, not all the icons shown in the picture below will be visible on your Welcome page.

4. Click on the **HAI** icon to open the HAI menu options. Then click **HAI Comments**.



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- The **HAI Comments** page will display a list of hospitals (“facilities”) for which you have login access as a HAI user.

Note: You can also search by facility ID, facility type, facility name, or address by typing the information in one of the filter fields and clicking Search.

## HAI Comments

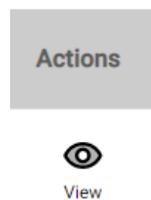
Filter facilities by facility type, facility name, facility address and facility ID.

Facility ID   Facility Type   Facility Name   Address   Search

Limit Data to 250   Facilities

Facility Name	Facility Type	Facility ID	Address	City	State	Zip Code	County	Phone	Actions
ABC REGIONAL MEDICAL CENTER	Hospitals				TX		JEFFERSON		 View

- Click **View** in the Actions column (on the far right) for the hospital for which you want to add, edit or view comments.



- The **HAI Comment History** page displays a list of half year reporting periods (January-June; July-December). Click **Add** in the Actions column to enter a new HAI comment.

HAI Comment History: ABC REGIONAL MEDICAL CENTER ×

Facility  
**ABC REGIONAL MEDICAL CENTER**  
Add, view or edit HAI comments

Reporting Period	Comment Status	Requested By	Requested On	Reviewed By	Actions
January - June 2023					 Add
July - December 2022	APPROVED	Elon Musk	4/5/23, 10:35 AM	Jane Doe	 View  Edit

Edit is not available after the comment period deadline

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8. Type comment in the free text field on the **HAI Add Comment** page
  - a. Click **Save Comment** to return later to edit the comments before the deadline.
    - i. A **HAI Comments Saved Successfully** pop-up message will display to confirm the comments were saved but NOT submitted.
    - ii. Click the **Close** button.
  - b. Click **Submit** to send final comments to DSHS Administrators for review and approval.
    - i. A **HAI Comments Submitted Successfully** pop-up message will display to confirm submission and pending review by DSHS Administration.
    - ii. Click the **Close** button.

HAI Add Comment ×

Facility  
**ABC REGIONAL MEDICAL CENTER**

NOTE: Comments are intended for public viewing. They will appear on the final public Healthcare Safety Reports posted on the DSHS website. Enter comments regarding your facility's Healthcare Safety Report here. For example, you may submit a comment describing general prevention measures that have been implemented at your facility to reduce HAI risks for your patients.

Entered By **Jane Smith** on 6/6/23

Facility Comments \*

Type a comment here

Deadline date to submit comments noted here

Save Comment

Reporting Time Period	January - June 2023
Reviewed by	TBD
DSHS reviewed this comment on	

Please contact [HAITexas.dshs.texas.gov](mailto:HAITexas.dshs.texas.gov) if you have any questions.

Comments must be submitted by 10/30/2023 to be eligible for DSHS Review and Approval.

Cancel

Submit

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- To **Edit** the HAI Comments, follow steps 1 – 6 above to return to the **HAI Comment History** page. The comment status will display “in progress”. Click **Edit** in the Actions column to display the **HAI Add Comment** page as noted above in step 8. Follow the instructions in step 8.

Note: HAI Comments can be edited and saved multiple times before the deadline date. Comments cannot be edited after the deadline date or after clicking the Submit button.

HAI Comment History: ABC REGIONAL MEDICAL CENTER ×

Facility

ABC REGIONAL MEDICAL CENTER  
Add, view or edit HAI comments

Reporting Period	Comment Status	Requested By	Requested On	Reviewed By	Actions
January - June 2023	IN PROGRESS				 

Items per page: 10 1 - 1 of 1 |< < > >|

- To DSHS Administrators reject the Comments, you will receive an email from Texas Healthcare Safety Network<noreply-txhsn> describing the reason for rejection and providing instructions for resubmission, if desired. To edit and resubmit Comments, follow steps 1-9 above.
- If DSHS Administrators approve the Comments, you will receive an email from Texas Healthcare Safety Network<noreply-txhsn> confirming approval.

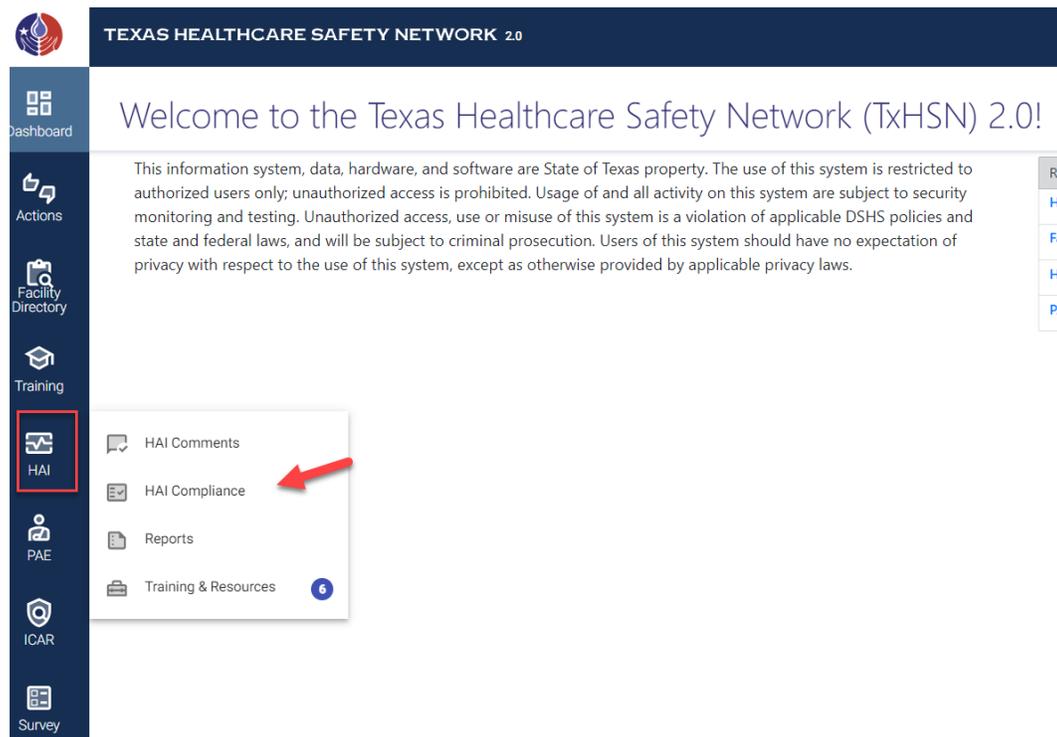
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## HAI Compliance

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Type in your Username. Type in your Password. Click **Login** button.
3. On the Welcome page, icons for the TxHSN modules will be visible on the left side panel.

Note: Depending on your user access, not all the icons shown in the picture below will be visible on your Welcome page.

4. Click on the **HAI** icon to open the HAI menu options. Then click **HAI Compliance**.



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- Facility Selection for HAI Compliance** page will display a list of hospitals and/or ambulatory surgical centers (“facilities”) for which you have login access as a HAI user.

Note: You can also search by facility ID, facility type, facility name, or address by typing the information in one of the filter fields and clicking Search.

## Facility Selection for HAI Compliance

Filter facilities by facility type, facility name, facility address and facility ID.

Facility ID   Facility Type   Facility Name   Address   Search

Limit Data to 250   Facilities

Facility Name	Facility Type	Facility ID	Address	City	State	Zip Code	County	Phone	Actions
ABC REGIONAL MEDICAL CENTER	Hospitals				TX		HARRIS		 View
XYZ MEDICAL CENTER	Hospitals				TX		HARRIS		 View

- Click View in the Actions column (on the far right) for the facility you want to review the history of compliance for reporting PAEs.

Note: This is a view only page for information purposes.



View

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- 7. The **HAI Facility Compliance** page will display the compliance status for each half year reporting period (January-June; July-December). If the hospital is required to report HAI data and has conferred rights to DSHS to download the data from the National Healthcare Safety Network (NHSN), the hospital will be considered in compliance.

Note: This is a view only page for information purposes.

## HAI Facility Compliance

Facility

ABC REGIONAL MEDICAL CENTER

**NHSN ORG ID:**

12345

**Required to Report:**

Required to Report

Yes

If the hospital is required to report HAI data and has conferred rights to DSHS to download the data from NHSN, the hospital will be in compliance.

Year/Half Year	Is Facility in HAI Compliance?	Has Facility Conferred Rights to Texas?
2022 July - December	No	No
2022 January - June	Yes	Yes

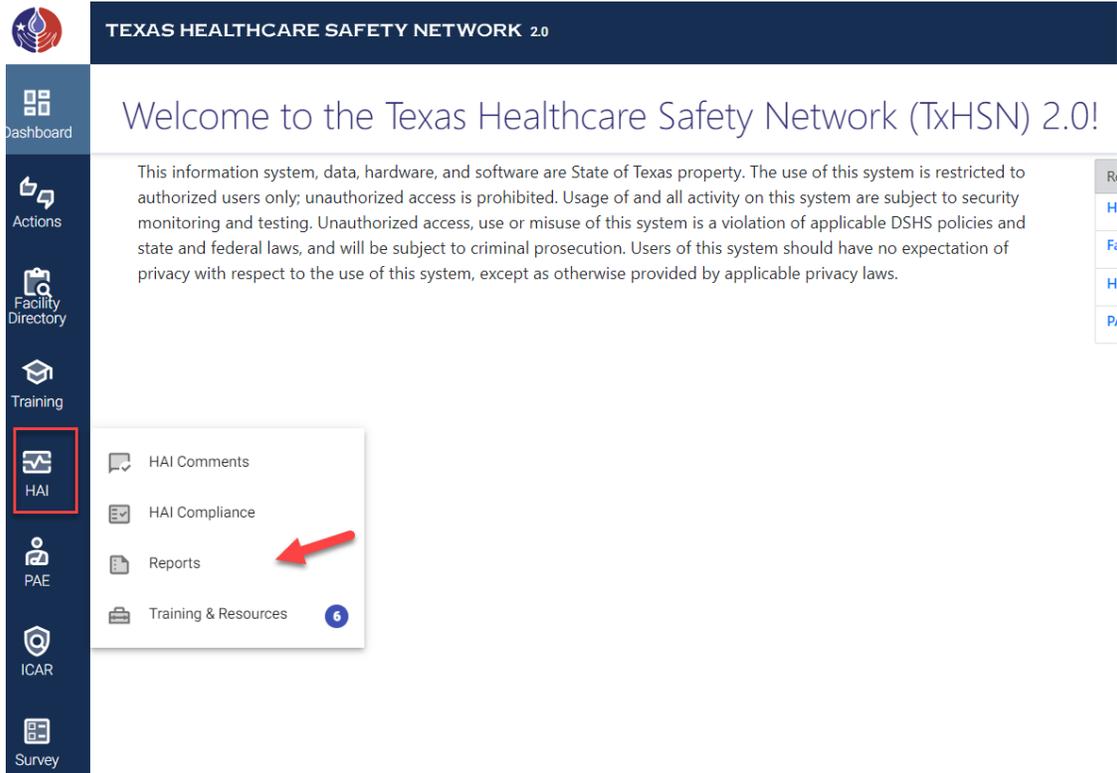
# TxHSN 2.0 User Guide - HAI

## Healthcare Safety Reports

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Type in your Username. Type in your Password. Click **Login** button.
3. On the Welcome page, icons for the TxHSN modules will be visible on the left side panel.

Note: Depending on your user access, not all the icons shown in the picture below will be visible on your Welcome page.

4. Click on the **HAI** icon to open the HAI menu options. Then click **Reports**.



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5. The **HAI Reports** page displays selections for category and type of HAI reports.
  - a. Click the first arrow to open the menu options for report Category. Click **Healthcare Safety Report**.
  - b. Click the second arrow to open the menu options for Report type. Select one of the three Reports. Click the **Next** button.

## HAI Reports

1 Select Report

Category  
Healthcare Safety Report

Report

- Internal Data Review Report
- Consumer Healthcare Safety Report
- Technical Healthcare Safety Report

Next

6. To filter report by facility, click to highlight a facility in the displayed list. Click **Generate Report** button.

2 Select Filters

Facility Type Facility Name Address City Facility ID Search Clear Generate Report

Facility Name	Facility Type	Physical Address	City	Phone
ABC REGIONAL MEDICAL CENTER	Hospitals		ADDISON	
XYZ MEDICAL CENTER	Hospitals		HOUSTON	

7. The report will begin “loading” and may take a few seconds. The report will open in a separate window for download files. The report can be viewed or printed in pdf format

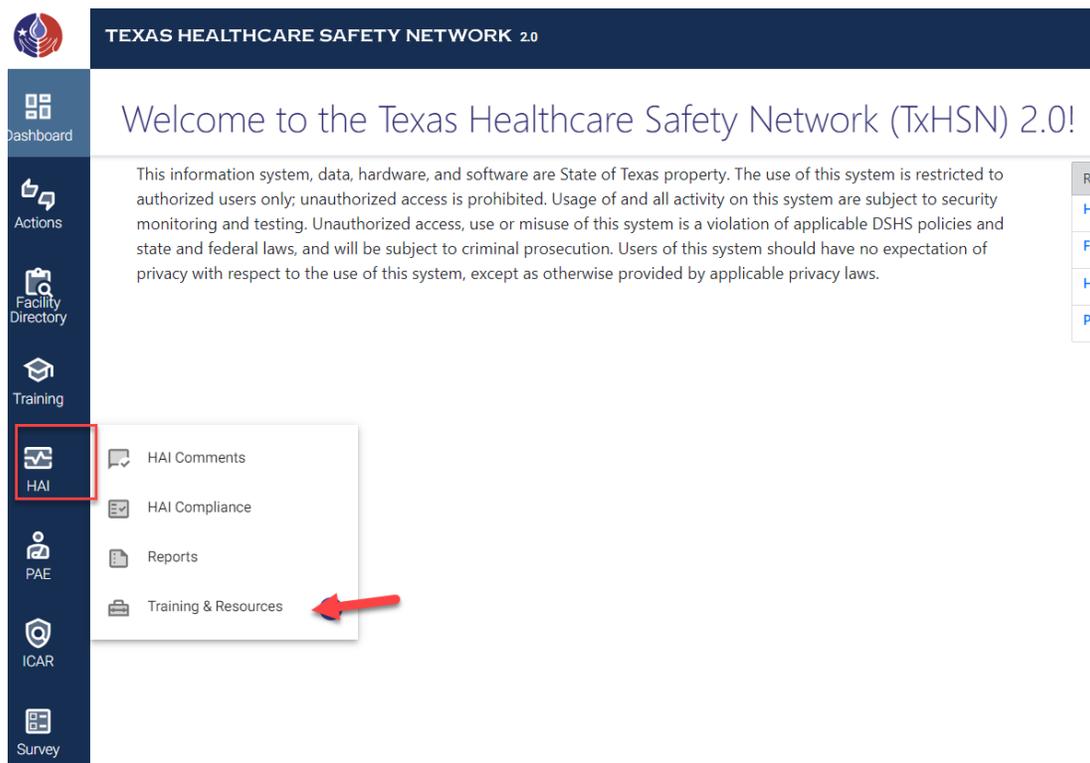
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## Training and Resources

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Type in your Username. Type in your Password. Click **Login** button.
3. On the Welcome page, icons for the TxHSN modules will be visible on the left side panel.

Note: Depending on your user access, not all the icons shown in the picture below will be visible on your Welcome page.

4. Click on the **HAI** icon to open the HAI menu options. Then click **Training and Resources**.



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5. On the **HAI Training and Resources** page, under the **Training** tab a list of available Standard Operating Procedures and User Trainings will display. Click **Download** or **View** in the Actions column to access the trainings.

## HAI Training and Resources

Standard operating procedures, user training and resources for the HAI content

Training 4 Resources 2

Standard Operating Procedures (SOP)

Training Name	Description	Last Updated	Actions
Pentest	Pentesting	7/26/22, 2:37 PM	Download

User Training

Training Name	Description	Last Updated	Actions
Testing	Testing	7/26/22, 2:38 PM	Download View

6. On the **HAI Training and Resources** page, under the **Resources** tab a list of websites and other resources will display. Click **Launch Link** in the Actions column to access to open the resource.

## HAI Training and Resources

Standard operating procedures, user training and resources for the HAI content

Training Resources 2

Resources

Resource Name	URL	Description	Last Updated	Actions
Texas Healthcare Safety Public Reports	<a href="http://txhsn.dshs.texas.gov/hcsreports/">http://txhsn.dshs.texas.gov/hcsreports/</a>	This is the home page for the HAI and PAE facility specific half year reports.	3/23/22, 12:02 PM	Launch Link

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## Update HAI Contacts/Users

1. Go to the login page for TxHSN 2.0. <https://txhsn2.dshs.texas.gov/>
2. Type in your Username. Type in your Password. Click **Login** button.
3. On the Welcome page, icons for the TxHSN modules will be visible on the left side panel.

Note: Depending on your user access, not all the icons shown in the picture below will be visible on your Welcome page.

4. Click on the **Facility Directory** icon to open the Facilities Search page to display a list of hospitals (“facilities”) for which you have login access as a HAI user. Click on the facility you want to update the HAI contacts/users.

Facilities Search  
Find facilities, facility demographics and approved facility users

Filter facilities.

Facility Type Facility Name Address City Facility ID Search

Limit

Facility Name	Facility Type	Facility ID	Address	City
ABC REGIONAL MEDICAL CENTER	Hospitals			
XYZ MEDICAL CENTER	Hospitals			

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5. The **Facility Information** page will display details about the hospital.

ABC REGIONAL MEDICAL CENTER

Facility Information	Facility Approved Contacts
<b>License Information</b>	<b>Facility Location</b>
<b>Facility Name</b> ABC REGIONAL MEDICAL CENTER	<b>Region</b> PHR 7
<b>Doing Business As</b>	<b>Jurisdiction</b> Waco-McLennan County Public Health District
<b>License Status</b> 20	<b>County</b> MCLENNAN
<b>License Type</b> Hospitals	<b>Address</b>
<b>CCN</b>	<b>City</b> WACO
<b>Designation / Services / Accreditation</b> ESRD-Acute Services / Lab Services / Obstetrics / Non Profit / General Hospital / Joint Commission / Emergency Department / Surgery / Diagnostic X-ray	<b>State</b> TX
<b>Facility ID</b>	<b>Zip Code</b> 76712

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6. Click the **Facility Approved Contacts** tab to display the current contacts for each type of user role in TxHSN. Only two people per facility are permitted for each user role.

Note: HAI contacts are mandatory for ambulatory surgery centers and general hospitals.

7. You have the options to Add, Remove or Replace a contact/user.

ABC REGIONAL MEDICAL CENTER

Facility Information    Facility Approved Contacts

**Add Contact** 

\*PAE contacts are for mandatory reporting as per Texas Health and Safety Code, Chapter 98 and will only be added for ambulatory surgery centers and general hospitals. HAI contacts are for mandatory reporting as per Texas Health and Safety Code, Chapter 98 and will be added for general hospitals only. Please contact [HAI Helpdesk](#) or [PAE Helpdesk](#) if you have any questions.

HAI	PAE	ICAR	Survey
<p>Name John Smith Title Infection Preventionist Email Status Active</p> <p> Remove  Replace</p>	<p>Name Jane Doe Title Quality Director Email Status Active</p> <p>Remove    Replace</p>	<p>+</p>	<p>+</p>
<p> +</p>	<p>+</p>	<p>+</p>	<p>+</p>

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8. Click **Add Contact**, **Replace** or **+** sign to add a contact.
  - a. Select an existing user for your facility. Select **Access Type**. Click **Submit**.

Note: ICAR Access is only intended for infection control assessments conducted by state or local public health departments at healthcare facilities. Survey Access is only assigned for occasional surveys and trainings posted by TxHSN Administrators.

- b. Select **Add New User**. Enter the **User Information** details. Required fields have an asterisk. Select **Access Type**. Click **Submit**.

Add Contact

Select existing user or add a new user.

John Smith  
 Jane Doe  
 Add New User

**Access Types**  HAI  PAE  ICAR  Survey

Add Contact

Select existing user or add a new user.

John Smith  
 Jane Doe  
 Add New User

**Enter User Information**

Salutation	First Name * Betty	Last Name * Jones
------------	-----------------------	----------------------

Email Address \*  
paetexas@dshs.texas.gov

Credentials	Job Title * Quality Director
-------------	---------------------------------

**Access Types**  HAI  PAE  ICAR  Survey

## TxHSN 2.0 User Guide - HAI

9. A Request Success pop-up message will confirm the request has been submitted to TxHSN Administrators for approval.

ABC REGIONAL MEDICAL CENTER

<b>Title</b> Infection Preventionist <b>Email</b> <b>Status</b> Active Remove Replace	<b>Title</b> Quality Director <b>Email</b> <b>Status</b> Active Remove Replace
 +	+

 **Pending Requests**

1. Request to add HAI Contact: Betty Jones. Status: Pending Administrator Approval.

10. A TxHSN Administrator will approve the request to update HAI contacts. The new HAI contact will receive two emails from Texas Healthcare Safety Network<noreply-txhsn>. One message will contain the user name, the second message will contain the temporary password.
11. If the request to update PAE contacts is rejected, you will receive an email from Texas Healthcare Safety Network<noreply-txhsn> providing a reason.
12. Another option for requesting or updating PAE contacts/users is to complete the **TxHSN User Profile Request** form and submit to [PAETexas@dshs.texas.gov](mailto:PAETexas@dshs.texas.gov) or [HAITexas@dshs.texas.gov](mailto:HAITexas@dshs.texas.gov).
13. To access the **TxHSN User Profile Request** form:
  - a. Click **PAE** icon on left panel of the Welcome page
  - b. Select **Training and Resources** from the PAE menu options
  - c. Click the **Download** button in the Actions column for:
    - i. TxHSN User Profile Request - Facility User (PAE)
    - ii. TxHSN User Profile Request - Facility User (HAI)