

Guide to Generating Healthy Start Required Reports Using Any Data System

This guide will provide instructions for using exported data from HSMED-II to generate three required Healthy Start Reports, including the Benchmark Performance Measures, Form-7 and Form-5.

Table of Contents

Data Export	Error! Bookmark not defined.
Links to excel reporting tools	2
How to download the excel reporting tools	2
How to use data export in any of the three excel tools	5

Exporting Data

To use the reporting tools, you will first need to download your HSMED-II data. If you would like to use data from another data system, please let us know at careware@nichq.org. We can customize the tools as needed. Otherwise, your HSMED-II data will work perfectly with these tools!

Please note, once you have saved the exported data file, you will need to close the file. Keeping it open when using one of the tools may cause errors.

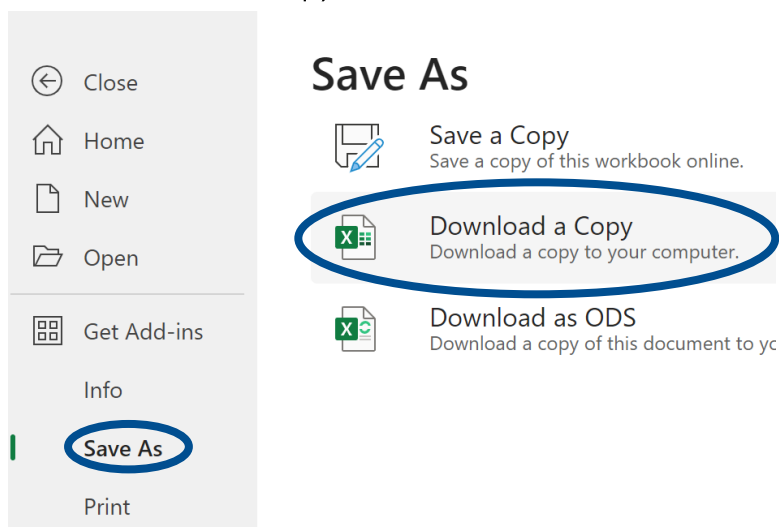
Links to Excel Reporting Tools:

- [Form-5](#)
- [Form-7](#)
- [Performance Measures](#)

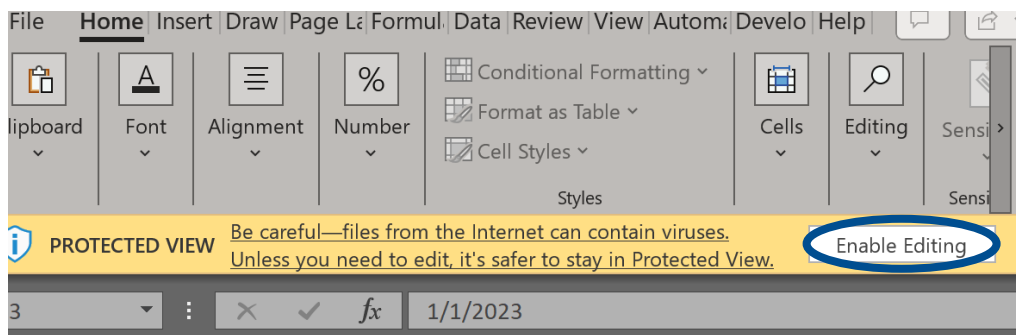
Downloading the Excel Reporting Tools

When you click on one of the above links, the tool may open in your browser. The tool will not work in the browser; you will need to download a copy of the tool. Follow the steps below to download the tool:

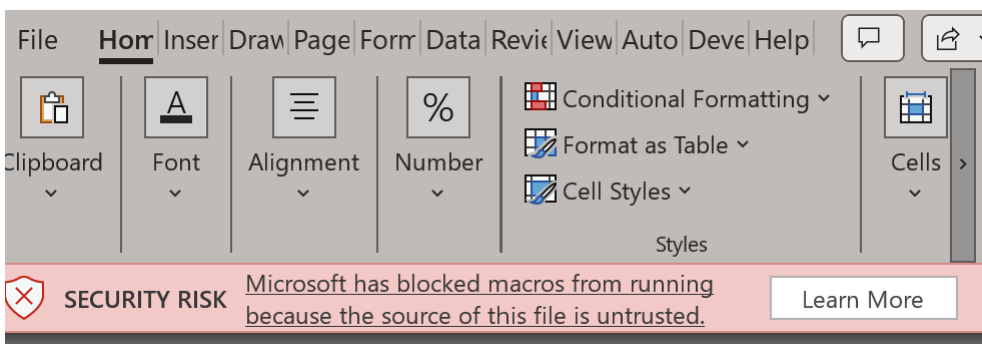
1. Click on “File” in the top left of the screen.
2. Navigate to “Save As.”
3. Select “Download a Copy.”



4. Be sure to enable editing.

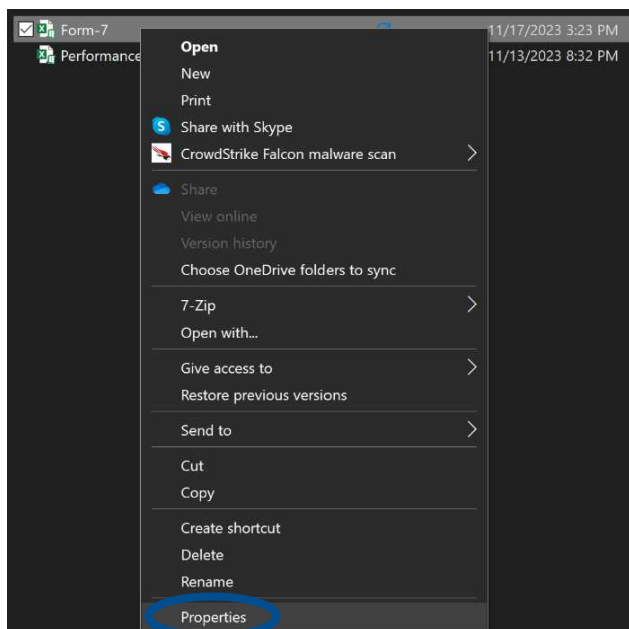


5. After you enable editing, you may receive another message like the one pictured here:

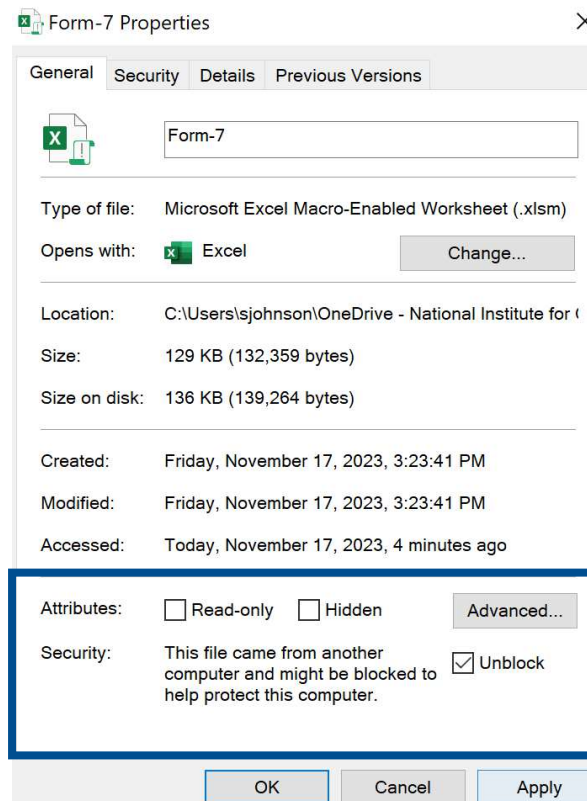


- a. You will need to unblock the macros. You can find details instructions from [Microsoft here](#). You can also reference the steps and screenshots below:
 - i. Navigate to your file explorer and open the folder where you saved the exported file.
 - ii. Select/highlight the exported file and right-click, then select "Properties."

File Explorer

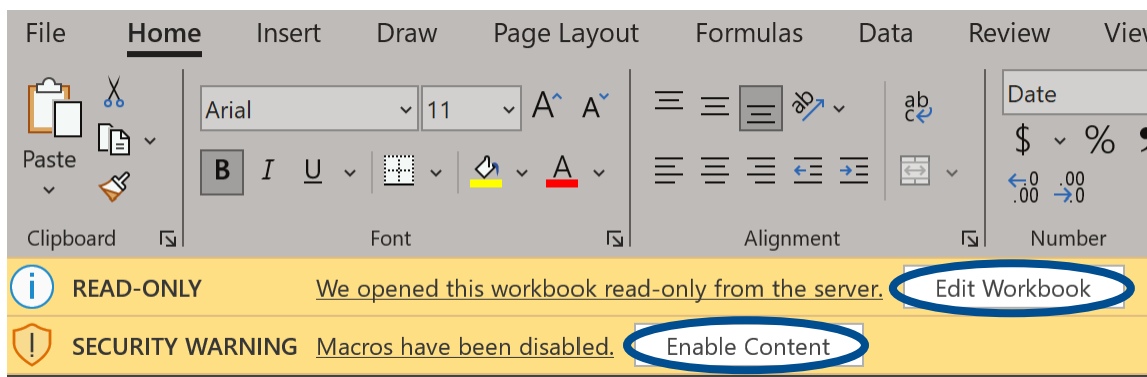


iii. Select “Unblock” and click “Apply”



Your file should now be ready for use!

If the link doesn't open in the browser, but in Excel, you will still need to save/download a copy for use and enable editing. It may look like the image below:



Just like in the previous steps, click on “*Edit Workbook*” and “*Enable Content*.” You may also need to follow the above steps to enable the macros if the “*Enable Content*” option does not appear for you.

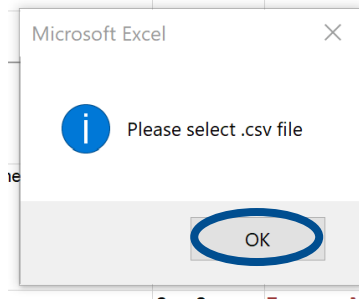
How to use data export in any of the three excel tools

1. Now that your macros are enabled, open the tool you would like to use.
2. Select the "Period Start Date" and "Period End Date" range and "Calculate Age Base Date."
3. Then click on "Process Report".

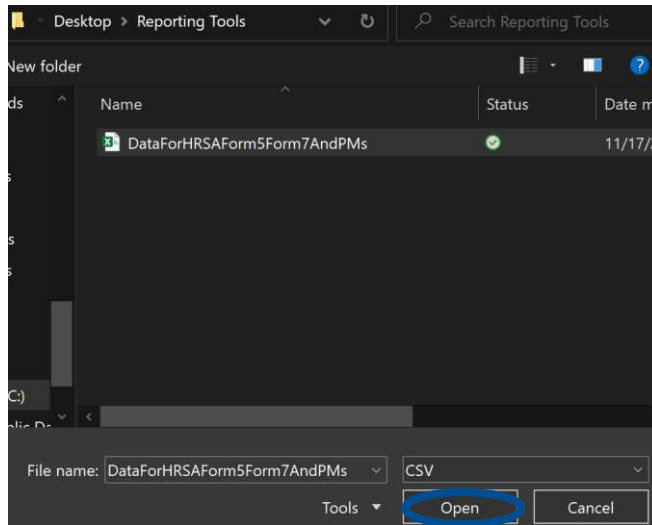
Benchmarks - Healthy Start Performance Measures (NOFO HRSA-19-049)

Period Start Date	01/01/23	Process Report
Period End Date	12/31/23	
Calculate Age Base Date	06/30/23	
Processed On	11/15/23	

4. After you have clicked "Process Report" the following window will appear, click "OK".



5. Select the file you previously exported from HSMED-II and click "Open."



Now the excel tool has calculated the form for you!

Should you run into additional errors or trouble using the tool, please email us at careware@nichq.org. We would be happy to support you in this reporting process.