



CAREWare for Healthy Start Admin User Guide

Reporting

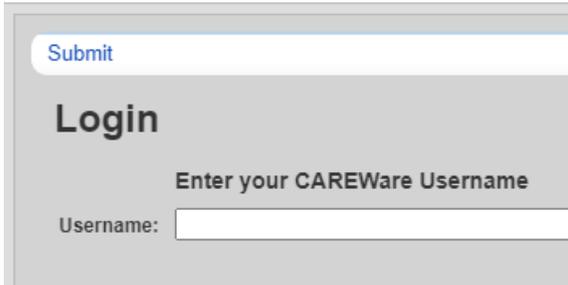
This user guide walks Provider Administrators through how to utilize the reporting section of CAREWare for required Healthy Start reports. If you are unsure whether you are a Provider Administrator for your Healthy Start project's CAREWare data system, please contact your project director or email CAREWare Support at careware@nichq.org.

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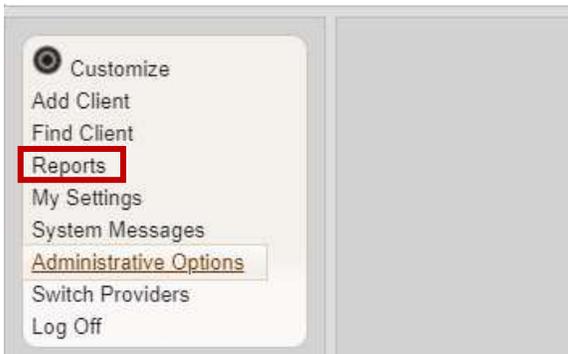
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A. Navigating to 'Healthy Start Reports'

1. Log into CAREWare at <https://healthystart.jprog.net/careware/rs/index.htm>



2. Click on **Reports** in the left navigation menu

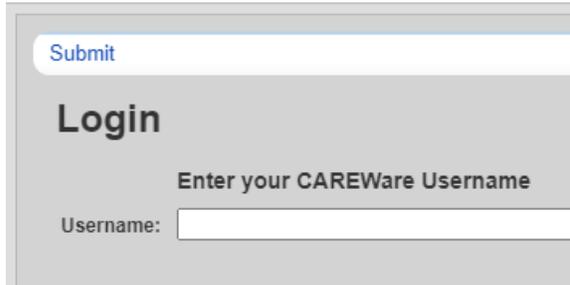


3. Click on **Healthy Start Reports**



B. How to Use the HSMED Validator

1. Log into CAREWare at <https://healthystart.jprog.net/careware/rs/index.htm>



Submit

Login

Enter your CAREWare Username

Username:

2. Follow the steps to [Navigate to 'Healthy Start Reports'](#). Once you are at the screen below, you are ready to move forward.



CAREWare Reports > Healthy Start Reports

Back

Healthy Start Reports

Monthly Aggregate Report	Manage/Run Monthly Aggregate Report
HSMED-II Report	Manage/Run HSMED-II Report with new specifications as of 5/2024
HSMED-II Validator	Validate HSMED-II Data with new specifications as of 5/2024
HSMED-II Report	Manage/Run HSMED-II Report
HSMED-II Validator	Validate HSMED-II Data

- NOTE: you will notice that there are two buttons for both the HSMED-II Validator and the HSMED Report. Unless otherwise instructed, please be sure to use the ones labelled with “**with new specifications as of 5/2024**”. This indicates that they are the tools for the 2024-2029 Healthy Start Grant Cycle. See screenshot below.

Healthy Start Reports

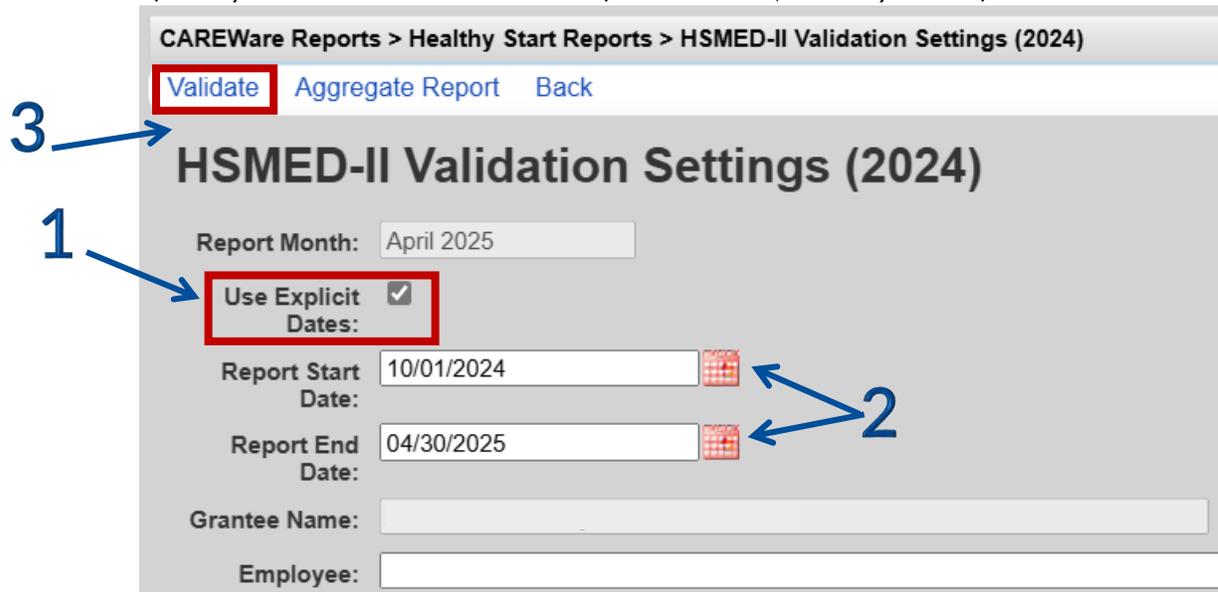
Monthly Aggregate Report	Manage/Run Monthly Aggregate Report
HSMED-II Report	Manage/Run HSMED-II Report with new specifications as of 5/2024
HSMED-II Validator	Validate HSMED-II Data with new specifications as of 5/2024
HSMED-II Report	Manage/Run HSMED-II Report DO NOT USE
HSMED-II Validator	Validate HSMED-II Data

3. Next Click on HSMED-II Validator.

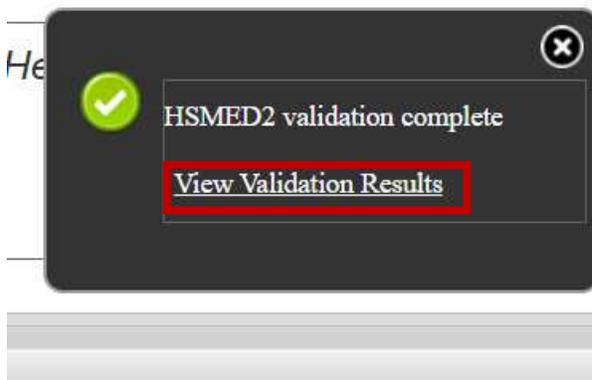
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HSMED-II Validator	Validate HSMED-II Data

4. On the screen pictured below you will do the following:
 - i. Select the checkbox **Use Explicit Dates**. (labeled as step 1 below)
 - ii. Select a date range longer than 3 months, for best reporting results. (labelled as step 2 below)
 - iii. Your **Grantee Name** will auto populate.
 - iv. Then click on **Validate** and wait (labelled as step 3 below). *Depending on the length of time you selected and the amount of data entered, this may take a few moments.*



4. Once it has finished you will see a box pop up in the top right corner of the browser.



- i. Click on **View Validation Results**. It will take you to a screen with **Affected Clients**. This will be a list of participants/clients entered into your data system, that has resulted in errors.

CAREWare Reports > Healthy Start Reports > HSMED-II Validation Settings (2024) > Affected Clients (2024)

View Client Form Data Back Print or Export Hide/Show Columns

Affected Clients (2024)

Search:

PPUID	Last Name	First Name	Rule Description	Form Name	Viewed
PPUID	LAST NAME	FIRST NAME	G3: A response is re	Demographic	
PPUID	LAST NAME	FIRST NAME	G3: A response is re	Demographic	
PPUID	LAST NAME	FIRST NAME	G3: A response is re	Demographic	
PPUID	LAST NAME	FIRST NAME	G3: A response is re	Demographic	
PPUID	LAST NAME	FIRST NAME	G3: The 'Completion	Demographic	

- ii. As pictured above, you will see a list of PPUID's, Names, where the error was found and what it was. So, in the image above, you notice that the errors were in the Demographic Form on question G3. After you have resolved these errors, you should come back and run the validator again to confirm there are no additional data entry errors.
- iii. You can also use the **Print or Export** button to export the list into a spreadsheet, so you can manage the list more easily.

CAREWare Reports > Healthy Start Reports > HSMED-II Validation Settings (2024) > Affected Clients (2024)

View Client Form Data Back **Print or Export** Hide/Show Columns

Affected Clients (2024)

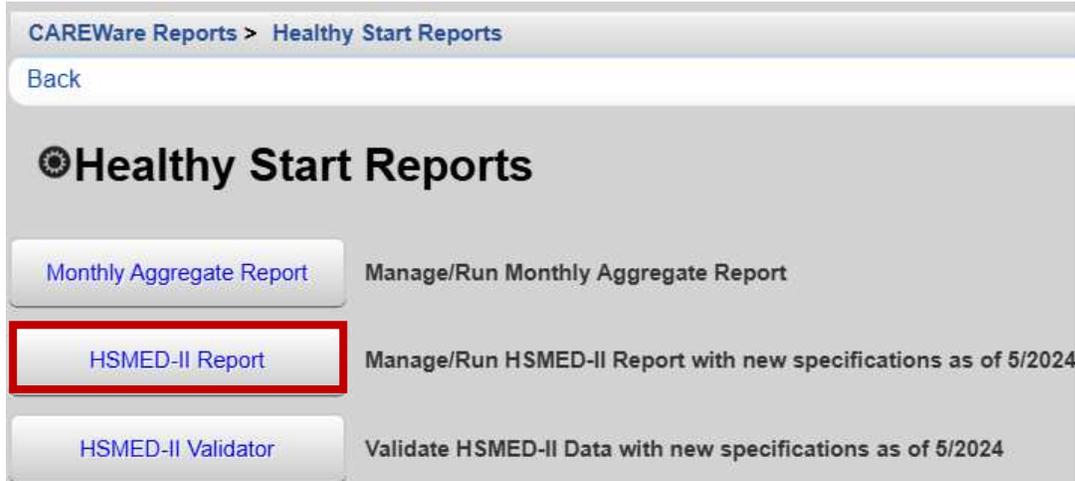
Search:

PPUID	Last Name	First Name	Rule Description	Form Name	Viewed
			G3: A response is re	Demographic	
			G3: A response is re	Demographic	

C. How to Run the HSMED-II Report

After you have run the Validator and resolved any errors, Follow the steps to '[Navigate to Healthy Start Reports](#)', and now you are ready to run the HSMED-II Report!

1. Now that you've logged into CAREWare and selected **Healthy Start Reports**, you will click on the **HSMED-II Report**.



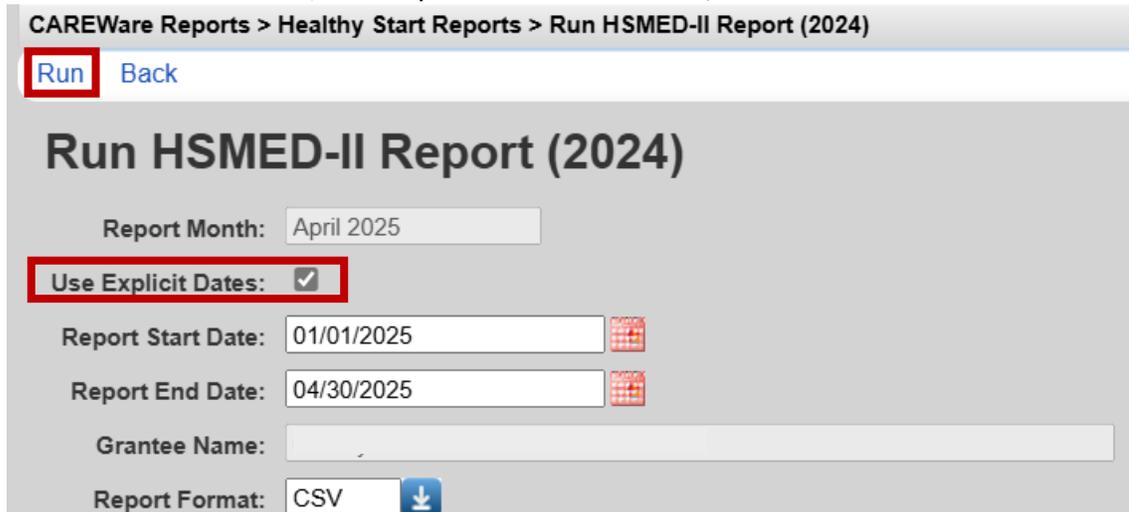
CAREWare Reports > Healthy Start Reports

Back

Healthy Start Reports

Monthly Aggregate Report	Manage/Run Monthly Aggregate Report
HSMED-II Report	Manage/Run HSMED-II Report with new specifications as of 5/2024
HSMED-II Validator	Validate HSMED-II Data with new specifications as of 5/2024

2. Just as with the Validator you will follow the same steps to run the **HSMED-II Report**.
 - i. Select the checkbox Use Explicit Dates.
 - ii. Select a date range longer than 3 months, for best reporting results.
 - iii. Your Grantee Name will auto populate.
 - iv. Then click on Run and wait. (depending on the length of time you selected, and the amount of data entered, this may take a few moments.)



CAREWare Reports > Healthy Start Reports > Run HSMED-II Report (2024)

Run Back

Run HSMED-II Report (2024)

Report Month: April 2025

Use Explicit Dates:

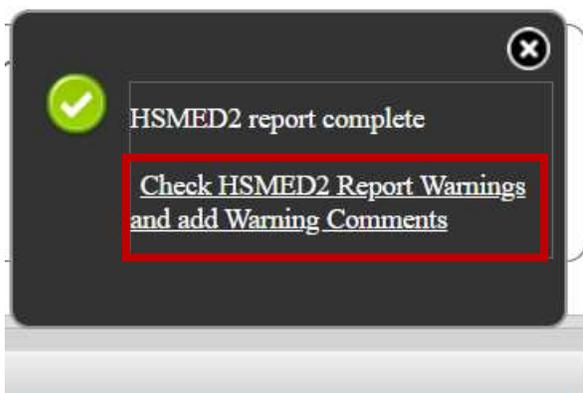
Report Start Date: 01/01/2025 

Report End Date: 04/30/2025 

Grantee Name: _____

Report Format: CSV 

- Once it has finished you will see a box pop up in the top right corner of the browser.



- Click on the link 'Check HSMED2 Report Warnings'.

CAREWare Reports > Healthy Start Reports > Run HSMED-II Report (2024)

Add or Update Comment For Warning Download Report Back Print or Export Hide/Show Columns

HSMED2 Warning Comments

Search:

Form	Client Name	PPUID	HSMED2 Field	Warning
ParentChild	FULL NAME	PPUID	ChildEnrollmentDate_2	G4: The 'ChildEnrollmentDate' is not in the valid range. The date
ParentChild	FULL NAME	PPUID	ScheduledPostpartumCareDate_2	Q20: The 'ScheduledPostpartumCareDate' is not in the valid ran
ParentChild	FULL NAME	PPUID	ScheduledPostpartumCareDate_3	Q20: The 'ScheduledPostpartumCareDate' is not in the valid ran
Prenatal	FULL NAME	PPUID	LiveBirthNumber_2	Post-Pregnancy Follow-Up Q1: 'LiveBirthNumber' is not required
Prenatal	FULL NAME	PPUID	LiveBirthNumber_3	Post-Pregnancy Follow-Up Q1: 'LiveBirthNumber' can only be ar
Background	FULL NAME	PPUID	EnrollmentDate_2	G3: The 'EnrollmentDate' is not in the valid range. The date can
ParentChild	FULL NAME	PPUID	ScheduledPostpartumCareDate_4	Q20: The 'ScheduledPostpartumCareDate' is not in the valid ran

- Similar to the validator tool, these warnings show you errors in your data. As pictured above, it provides the PPUID, name of the client/participant, along with the form and field the error can be found in.
- Next, you will click **Download Report**. You may receive a notification box in your browser indicating that the site is attempting to download multiple files, you must select **allow**. This allows the site to download all four of the files needed for your HSMED-II upload into the EHB.

CAREWare Reports > Healthy Start Reports > Run HSMED-II Report (2024)

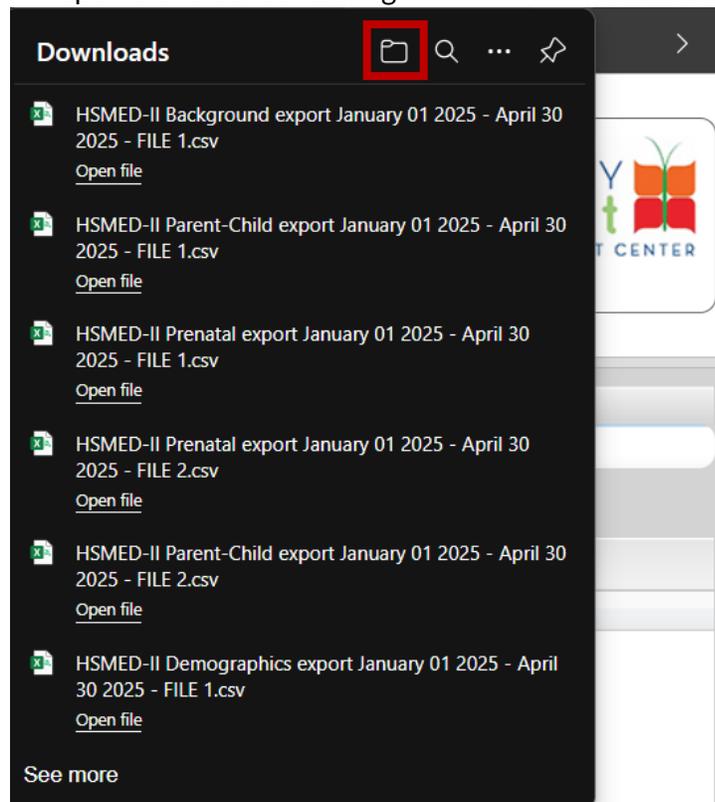
Add or Update Comment For Warning **Download Report** Back Print or Export Hide/Show Columns

HSMED2 Warning Comments

Search:

Form	Client Name	PPUID	HSMED2 Field	Warning
ParentChild	FULL NAME	PPUID	ChildEnrollmentDate_2	G4: The 'ChildEnrollmentDate' is not in the valid range. The date
ParentChild	FULL NAME	PPUID	ScheduledPostpartumCareDate_2	Q20: The 'ScheduledPostpartumCareDate' is not in the valid ran
ParentChild	FULL NAME	PPUID	ScheduledPostpartumCareDate_3	Q20: The 'ScheduledPostpartumCareDate' is not in the valid ran

5. Once the download is complete, you should receive a notification in the top right corner of the browser. When you begin to hover in the notification box, you should find an option to open the folder containing the files. It will be a folder icon.



Another option is to simply open your **Downloads** folder, as this is likely where your downloaded files default to.



You have successfully downloaded the HSMED-II files and can move forward with uploading them into your EHB. If you need support in how to upload your files to the EHB, feel free to submit a [TA Request](#). If you have specific questions about Healthy Start Reporting requirements, please contact the HRSA MCHB data team at HealthyStartData@hrsa.gov.