



CAREWare for Healthy Start Admin User Guide

Reporting

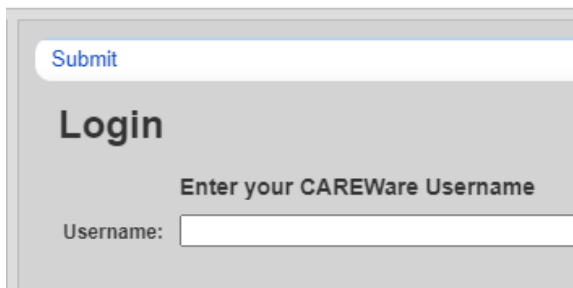
This user guide walks Provider Administrators through how to utilize the reporting section of CAREWare for required Healthy Start reports. If you are unsure whether you are a Provider Administrator for your Healthy Start project's CAREWare data system, please contact your project director or email CAREWare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

Contents

A. Navigating to 'Healthy Start Reports'	2
B. How to Run the HSMED-II Report	3

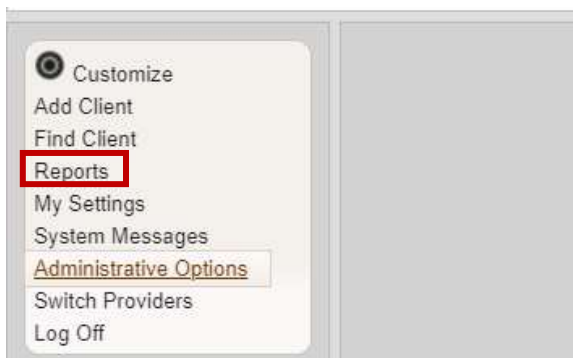
A. Navigating to 'Healthy Start Reports'

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



The image shows the CAREWare login interface. At the top, there is a 'Submit' button. Below it, the word 'Login' is displayed in a large, bold font. Underneath 'Login', the text 'Enter your CAREWare Username' is shown. Further down, the label 'Username:' is followed by a text input field.

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



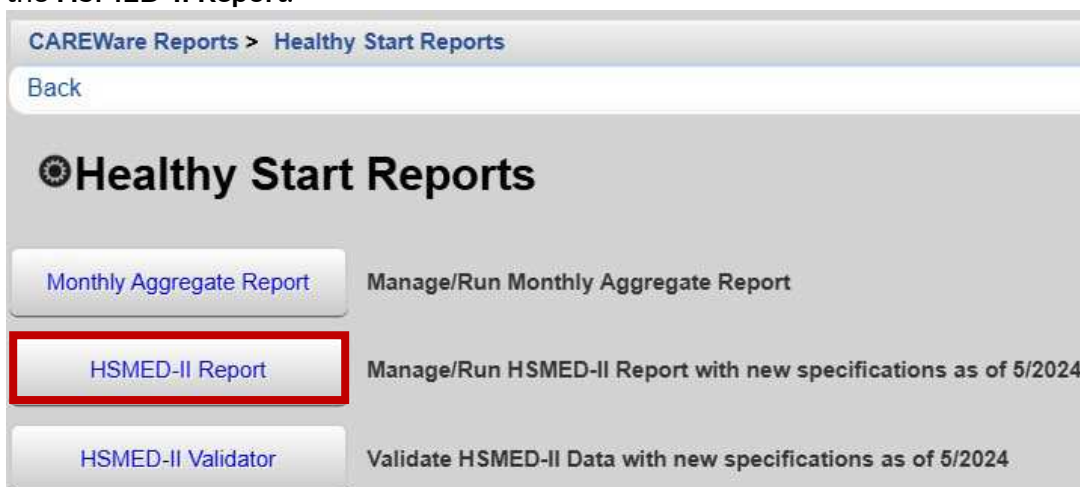
3. Click on **Healthy Start Reports**



B. How to Run the HSMED-II Report

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**.



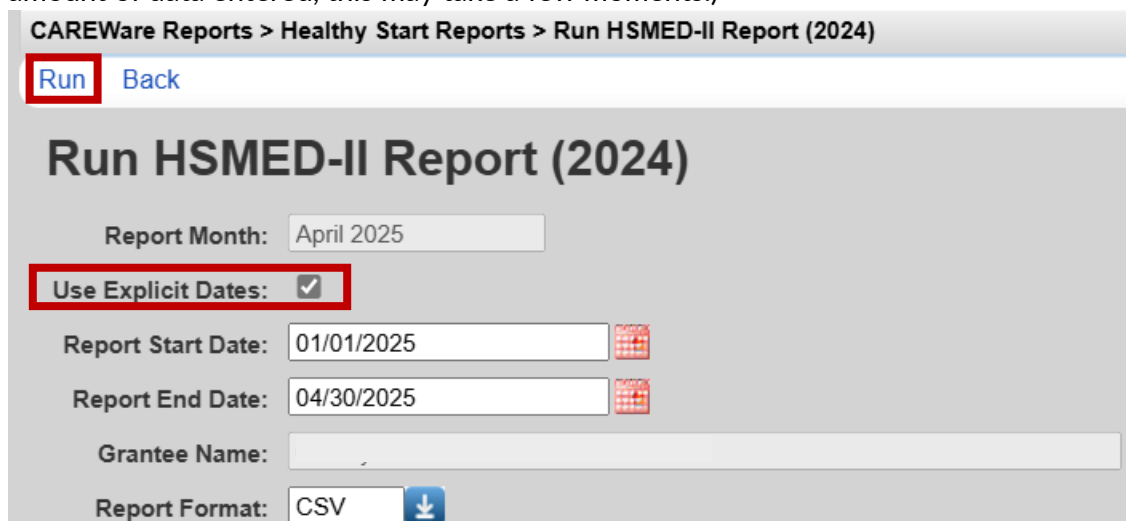
CAREWare Reports > Healthy Start Reports

[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. Use the following 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:

Use Explicit Dates: ☒

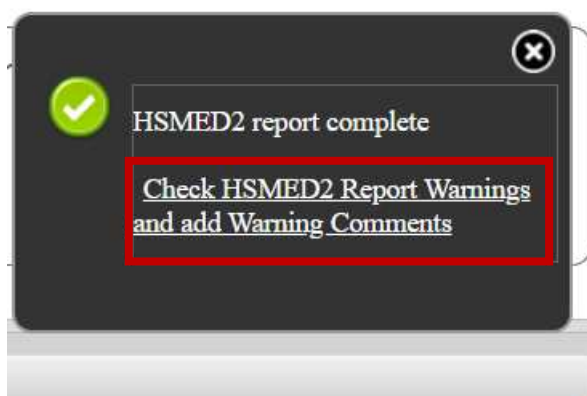
Report Start Date: 

Report End Date: 

Grantee Name:

Report Format: 

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



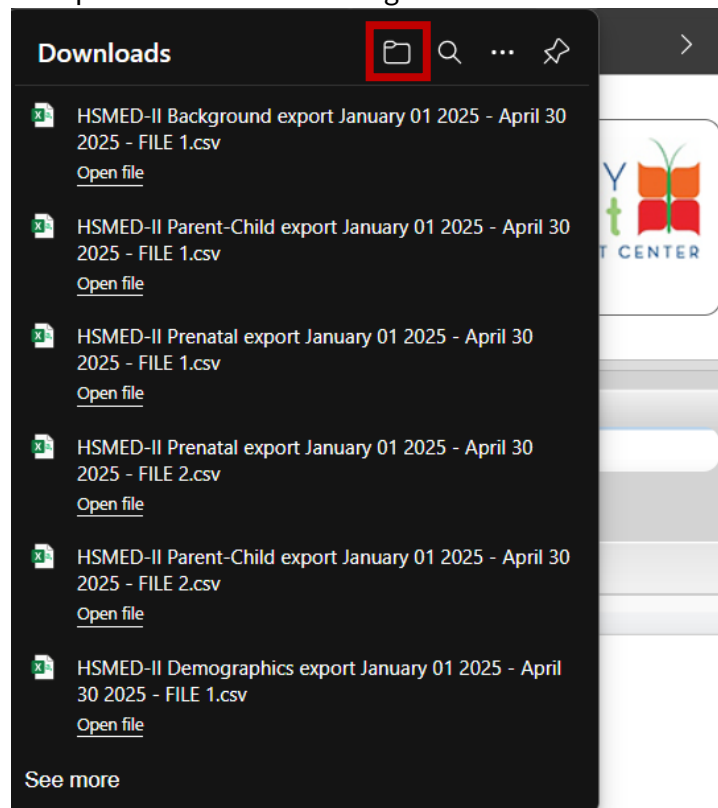
- i. Click on the link '**Check HSMED2 Report Warnings**'.

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: <input type="text"/>				
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

- ii. 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.
4. 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: <input type="text"/>				
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. From there you can use HRSA's validation tool to check for any data entry errors, before submitting your data.

If you need support in with this process, 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.