Guide to Generating Required Healthy Start NCC Reports from CAREWare

This guide provides step-by-step instructions for:

1) Exporting data files from CAREWare
2) Using the exported data to generate three required Healthy Start reports, including Benchmark Performance Measures, Direct Services, and Enabling services.

308 Congress Street, 5th Floor
Boston, Massachusetts 02210

www.healthystartepic.org
www.nichq.org

healthystart@nichq.org
info@nichq.org

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+ Before beginning, you can go to the CAREWare | Healthy Start TASC website to download the excel tools this guide walks you through

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Exporting Data from CAREWare

Once you've logged into CAREWare:

1. Navigate to the *Reports* section.
2. Select "***Custom Reports***."
3. Select "***Manage/Run Custom Reports***."

4. Next, you will select the reports to export the necessary data for the DGIS required reporting. Once you've highlighted the appropriate report from the list of custom reports you will click on "***Manage/Run***" in the top menu.
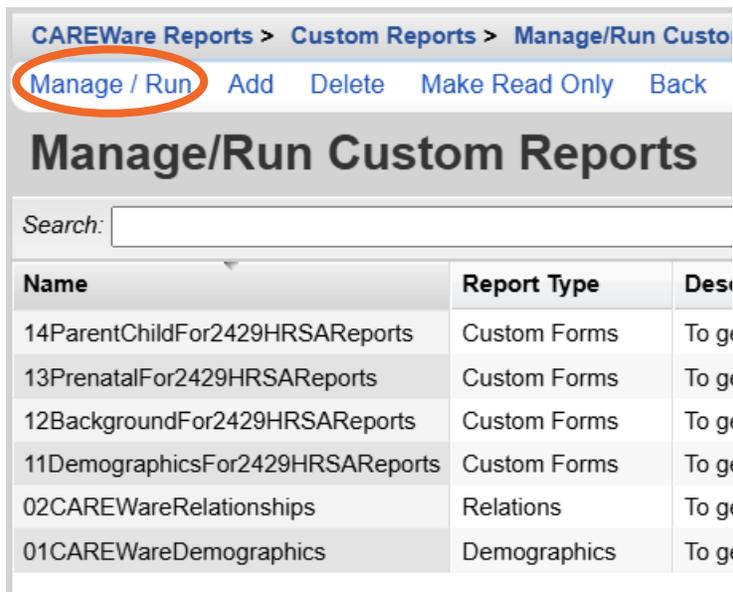

List of necessary reports:

- 01CAREWareDemographics
- 02CAREWareRelationships
- 11DemographicsFor2429HRSAReports
- 12BackgroundFor2429HRSAReports
- 13PrenatalFor2429HRSAReports
- 14ParentChildFor2429HRSAreports

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The reports you are going to run are listed above, you will follow the next steps for each report.

All six reports must be run, downloaded and saved and closed BEFORE use of the tools.

5. **AFTER** you have selected a report (**following step 4**), click on *"Run Report"*
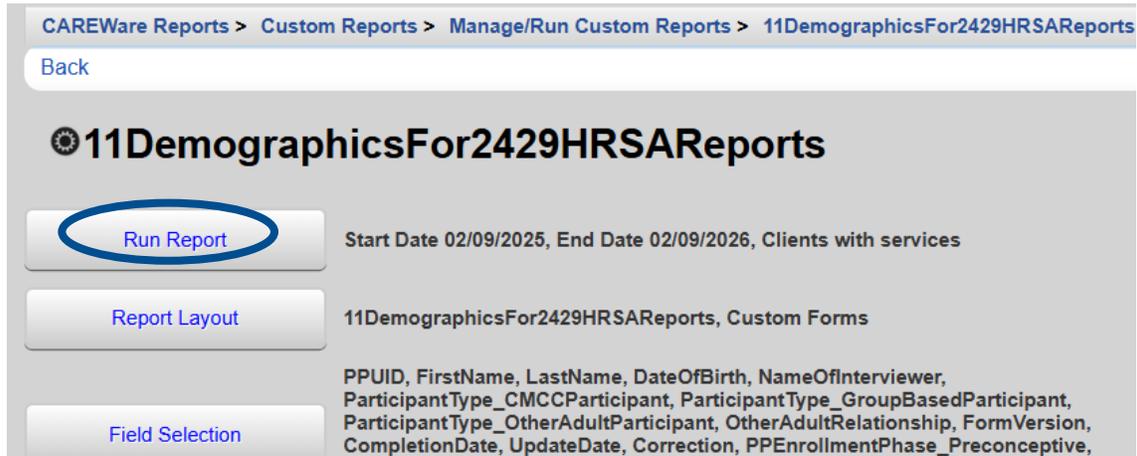
6. Enter the "***Date From***" and "***Date Through***"
    (best practice is to run these reports for a long period of time)

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7. After you've selected your date range, click on "**Excel**."
(please note that you should keep all of the checkboxes blank)
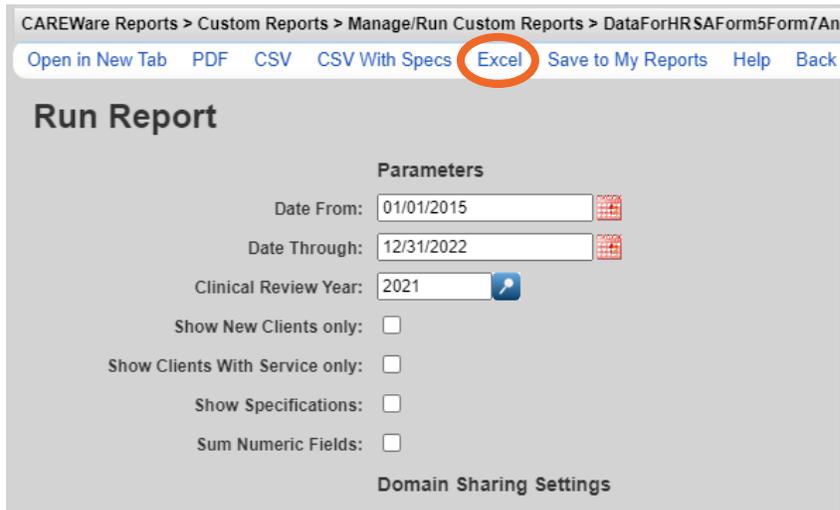
Save the data file in a folder by any name. It will be a CSV (Comma Separated Values) file.

Once you have saved the file, be sure to close it.
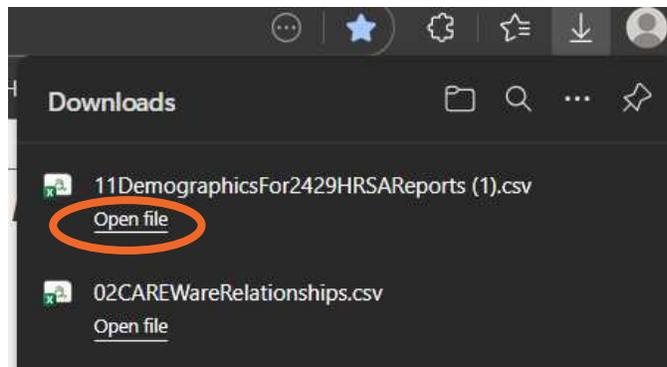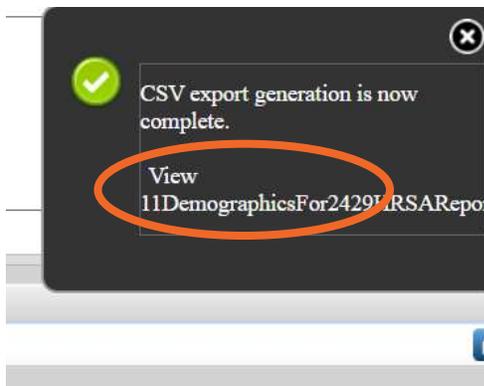
8. In the top right corner, a message will appear indicating that the export generation is complete. Click on the link that says "**View**....", it will then list the name of the report that you have just run. Once you have clicked on view, you will be able to open the file that has just downloaded. See screenshots below.

➕ Once you have opened the file, save it and then close it.

➢ **Again,** run each of the following reports and save them in a place that is easy for you to find. Ensure that the saved reports are not open before moving onto the next steps to use the reporting tools.
   o 01CAREWareDemographics
   o 02CAREWareRelationships
   o 11DemographicsFor2429HRSAReports
   o 12BackgroundFor2429HRSAReports
   o 13PrenatalFor2429HRSAReports
   o 14ParentChildFor2429HRSAReports

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

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Using the Data Export in Any of the Three Excel Tools

1. After you have downloaded the tools and enabled your macros, open the tool you would like to use.
   a. For guidance on how to download the tools and enable macros see: How to Enable Macros (for DGIS Excel Reporting Tools)

   b. All links to the tools below can be found online at CAREWare | Healthy Start TASC

   Performance Measure   Direct Services   Enabling Services

📊 Each of the three tools follow the same steps. We will walk through the Performance Measures in detail.

Performance Measures

First let's walk through using the Performance Measures Tool.

2. Select the "**Period Start Date**" and "**Period End Date**" range and "**Calculate Age Base Date**."
   a. The "**Calculate Age Base Date**" is the date you select to use as a base to determine participant's age.
      i. For example, if the **Calculate Age Base Range** is January 12, 2026, then all participants will be calculated with their age **as of** January 12, 2026. This would mean that if their birthday is in May, the tool will still calculate how old they were on January 12, 2026.

3. Then, click on "**Process Report**".

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

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

4. Once you have clicked on "**Process Report**", excel will prompt you to upload the six reports you have downloaded from CAREWare, one at a time. The following window will appear.

> Microsoft Excel
> Please select 01CAREWareDemographics file
> OK
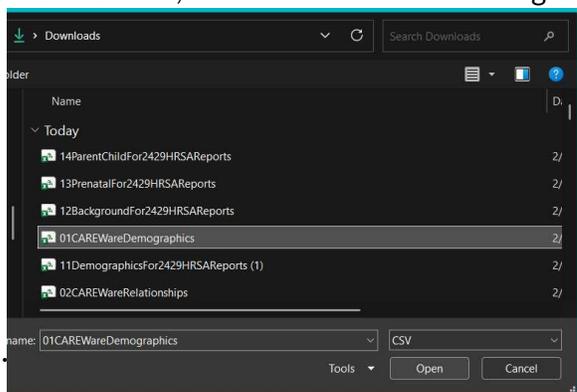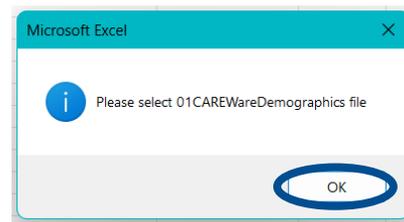
Click "**OK**", and a new window will appear for you to select the file listed. So, in this case, the CAREWare Demographic File is what first needs to be selected.

Downloads

Name
Today
14ParentChildFor2429HRSAReports
13PrenatalFor2429HRSAReports
12BackgroundFor2429HRSAReports
01CAREWareDemographics
11DemographicsFor2429HRSAReports (1)
02CAREWareRelationships

Name: 01CAREWareDemographics   CSV

5.

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6. Once you have uploaded the last file, the "**14ParentChildFor2429**" file, excel will begin calculating the performance measures. Please wait, as this may take a couple of minutes. When it's complete, it will bring you back to the main tab of the tool. From here you will be able to get the data needed for you to report on your performance measures.

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

Period Start Date	01/01/2025			Process Report		
Period End Date	03/31/2026					
Calculate Age Base Date	02/01/2026					
Processed On	02/10/2026					
Sno	Performance Measure Description	Benchmark	DGIS Measure	Goal (Target)	Performance Measure	Performa
1	The percent of HS women participants who receive interpersonal violence screening and referral		HS 04	**Interpersonal Violence Screening and Referral** To increase the proportion of Healthy Start women participants who receive interpersonal violence (IPV) screening to 90%; of those who screen positive for IPV, increase proportion who receive referrals to 95%	HS 04a	**Numerat** screening **Denomin**
					HS 04b	**Numerat** during the **Denomin** during the
2	The percent of pregnant HS participants who receive prenatal care beginning in the first trimester		HS 10	**Prenatal Care** To increase the proportion of pregnant HS participants who receive prenatal care in the first trimester to 80 percent	HS 10	**Numerat** first trime **Denomin** prior to th
3	The percent of pregnant / newly postpartum HS participants who received a postpartum visit within 12 weeks of delivery		HS 11	**Perinatal / Postpartum Care** To increase the proportion of HS women participants who receive a postpartum visit to 80 percent	HS 11	**Numerat** enrolled p postpartu **Denomin** days afte
4	The percent of HS women participants with a well-woman / preventive visit in the past year		HS 12	**Well Woman Visit / Preventive Health** To increase the proportion of HS women participants that receive a well-woman /	HS 12	**Numerat** received the past 1

PerformanceMeasures | Detail | Dashboards | 01CAREWareDemographics | 02CAREWareRelationships | 11Dem ··· +

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Direct Services

Next, we will take a look at the Direct Services tool.

First you will follow the same steps 1 & 2:

1. Select the "*Period Start Date*" and "*Period End Date*" range and "*Calculate Age Base Date*."
   a. The "*Calculate Age Base Date*" is the date you select to use as a base to determine participant's age.
      i. For example, if the *Calculate Age Base Range* is January 12, 2026, then all participants will be calculated with their age *as of* January 12, 2026. This would mean that if their birthday is in May, the tool will still calculate how old they were on January 12, 2026.
2. Then, click on "*Process Report*".
3. Once you have clicked on *"Process Report"*, excel will prompt you to upload the six reports you have downloaded from CAREWare, one at a time. The window will appear informing you which file to upload, once you hit ok, the next window will allow you to select the appropriate file. See screenshots above on pages 5 & 6.
4. After the final file has been uploaded, the tool will do the calculations. Please wait, as this may take a couple of minutes. When it's complete, it will bring you back to the main tab of the tool. From here you will be able to get the data needed for you to report.

Enabling Services

For the enabling services tool, you will follow the same steps as above (*for Direct Services*).

> **Now you know how to use the excel tools to calculate the necessary data for the required DGIS reporting!**
>
> Should you run into additional errors or trouble using the tool, please submit a **TA Request**. We would be happy to support you in this reporting process.

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