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.
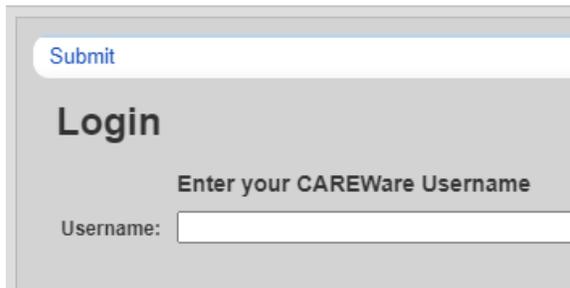
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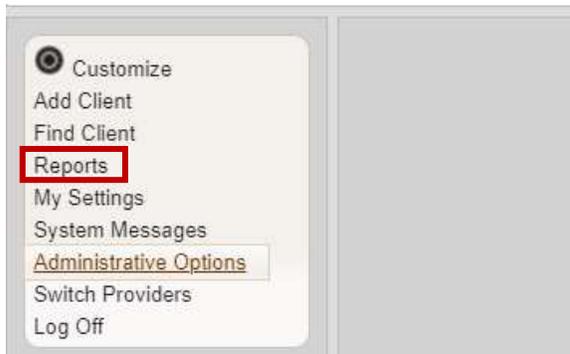healthystart@nichq.org
info@nichq.org

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For information on how to generate the data needed for NCC reporting see:
Guide to Generating Required Healthy Start NCC Reports from CAREWare

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**

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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!
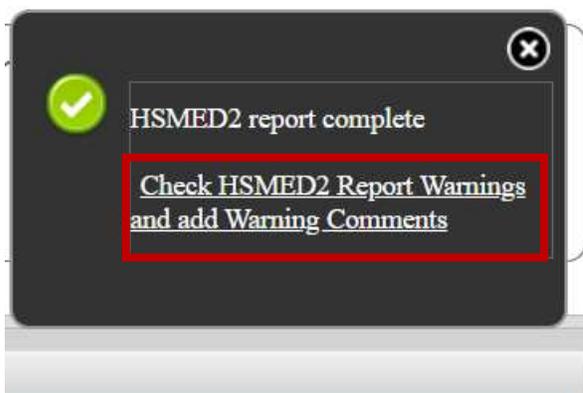
1. Now that you've logged into CAREWare and selected **Healthy Start Reports**, you will click on the **HSMED-II Report**.
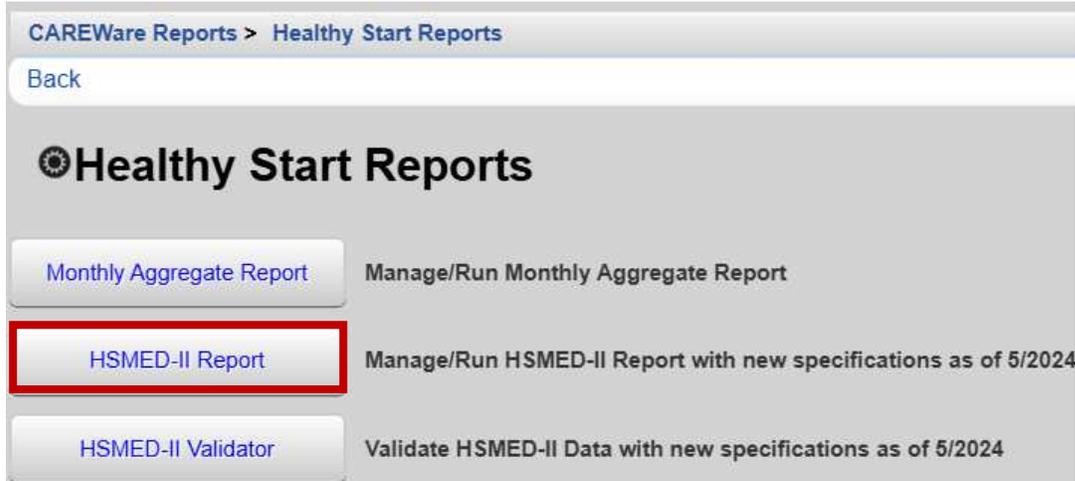
2. Use the following steps to run the **HSMED-II Report**.
    i. Select the checkbox Use Explicit Dates.
    ii. Select a date range longer than 3 months, for best reporting results.
    iii. Your Grantee Name will auto populate.
    iv. Then click on Run and wait. (depending on the length of time you selected, and the amount of data entered, this may take a few moments.)
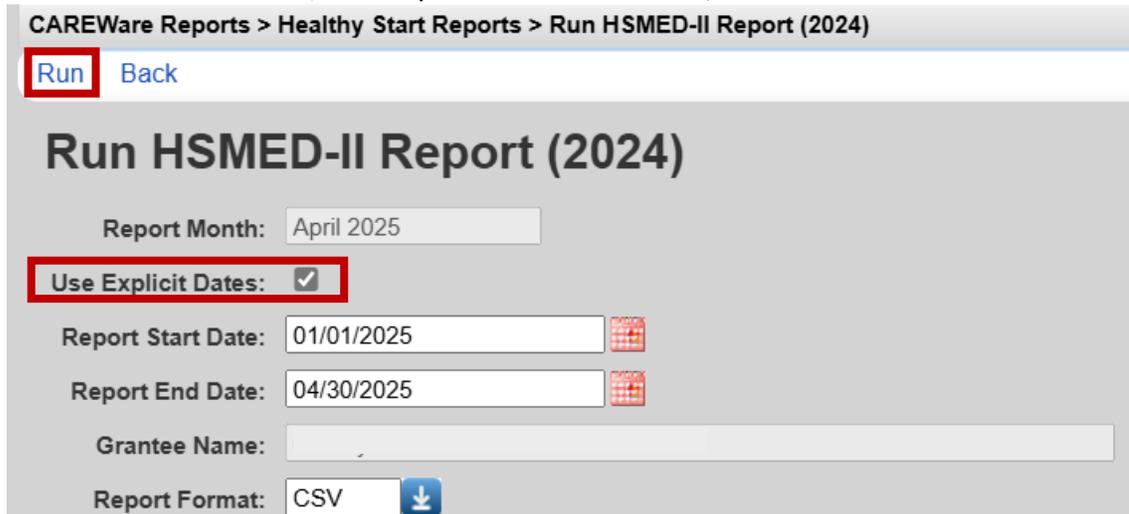
3. Once it has finished you will see a box pop up in the top right corner of the browser.

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

   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.

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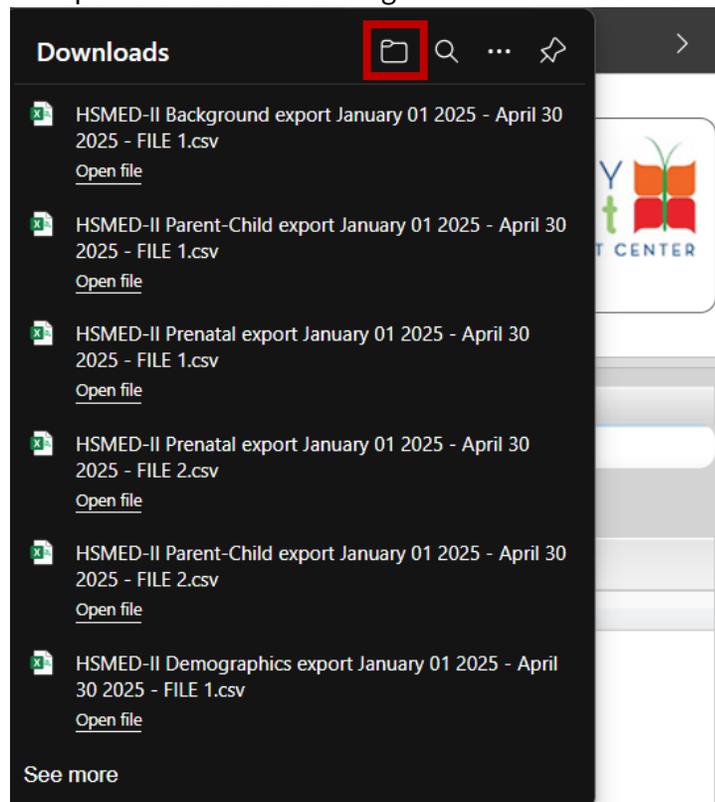
➕ Another option is to simply open your **Downloads** folder, as this is likely where your downloaded files default to.

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**.

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