



# CY2019 Healthy Start Aggregate Data Reporting - 19-049 User Guide

VERSION 2.0

Health Resources and Services Administration (HRSA)  
Maternal & Child Health Bureau  
Division of Healthy Start & Perinatal Services

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# 1. Introduction

The Healthy Start Aggregate Data Reporting Template collects aggregate numbers on basic program components. This user guide provides the Healthy Start grantee with information, which will assist with completing and submitting the Healthy Start Aggregate Data Reporting Template effectively to the Healthy Start Program.

## 1.1 Background

The Health Resources and Services Administration (HRSA) Maternal and Child Health Bureau (MCHB) Division of Healthy Start and Perinatal Services (DHSPS) promotes and improves the health of the nation's women and children by working in partnership with states, communities, public-private partners and families through the Healthy Start program. The Healthy Start program addresses disparities in infant mortality and perinatal health outcomes through the implementation of five approaches:

- 1) Improving women's health
- 2) Promoting quality services
- 3) Strengthening family resilience
- 4) Achieving collective impact
- 5) Increasing accountability (through quality improvement, performance monitoring and evaluation)

In order to support the Healthy Start program's approach to increasing accountability, a provisional solution developed to achieve the capture, analysis, and reporting of data received through (Healthy Start) program participant interviews at Intake and Enrollment.

## 2. Healthy Start Aggregate Data Overview

The Healthy Start (HS) Aggregate Data Reporting Template allows HRSA to collect aggregate information and report on basic data components from all Healthy Start programs. This enables a national program-wide analysis and assessment of progress and effectiveness. The components include a monthly count regarding the number of new participants served, new births delivered, participation in prenatal care etc. (see Appendix A for details). This HS Aggregate Data Reporting Guide with the Reporting Template will serve as tools to continue collecting monthly HS aggregate data submitted to the Healthy Start Program, and is separate from the Healthy Start Monitoring & Evaluation Data (HSMED) which collects HS client-level data.

The Calendar Year (CY)2019 HS Aggregate Data Reporting Template data is to be submitted to the Healthy Start Program on the 10<sup>th</sup> of the preceding month, and reflect information from the 1<sup>st</sup> through 28/29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup> of every month.

This Healthy Start Aggregate Data Reporting Guide contains instructions to guide the grantees through the completion of the CY2019 Healthy Start Aggregate Data Reporting Template.

### 2.1 Summary of Healthy Start Aggregate Data Reporting Guide

The Healthy Start Aggregate Data User Guide is comprised of the following sections:

- Healthy Start Aggregate Data Reporting Template Use
  - Accessing the Healthy Start Aggregate Data Reporting Template
  - Completing the template questions and data fields
  - Finalizing a completed template
  - Submitting a completed template
- Appendix A – Healthy Start Aggregate Data Reporting Template
- Appendix B – Healthy Start Aggregate Data Metric Definitions

### 3. Healthy Start Aggregate Data Reporting Template Use

#### 3.1 Accessing the Healthy Start Aggregate Data Reporting Template

In order to access a blank Healthy Start Aggregate Data Reporting Template:

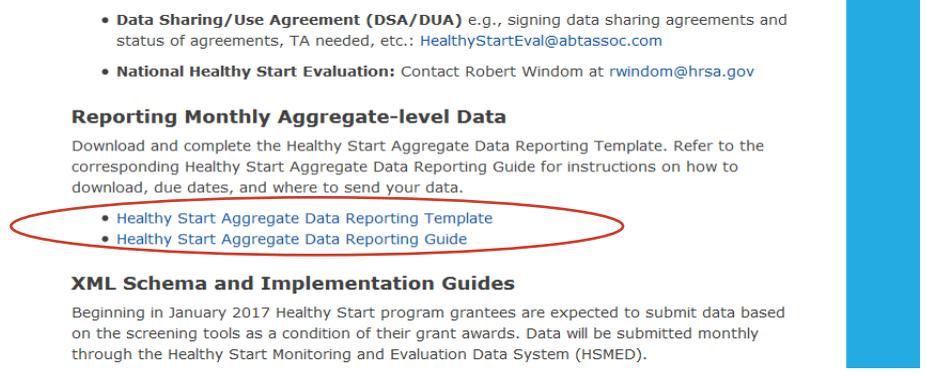
1. **“Mouse over”**  the following Healthy Start EPIC Center Monitoring, Data and Evaluation URL:

<http://healthystartepic.org/healthy-start-implementation/monitoring-data-and-evaluation/>

Hold down the **“Ctrl”** key on the keyboard. While holding down the **“Ctrl”** key and **mouse over** the URL, a **“pointer hand”**  will appear. Then do a **“left click”** with the mouse.

These steps will result in the display of the **Monitoring, Data & Evaluation** webpage.

Then scroll down to the following section: **Reporting Monthly Aggregate-level Data** and **“left click”** with the mouse on to **“Healthy Start Aggregate Data Reporting Template”**, circled below in screenshot, to **“Open”** blank CY2019 Healthy Start Aggregate Data Reporting Template, in the form of a writable MS Excel format.



- **Data Sharing/Use Agreement (DSA/DUA)** e.g., signing data sharing agreements and status of agreements, TA needed, etc.: [HealthyStartEval@abtassoc.com](mailto:HealthyStartEval@abtassoc.com)
- **National Healthy Start Evaluation:** Contact Robert Windom at [rwindom@hrsa.gov](mailto:rwindom@hrsa.gov)

**Reporting Monthly Aggregate-level Data**  
 Download and complete the Healthy Start Aggregate Data Reporting Template. Refer to the corresponding Healthy Start Aggregate Data Reporting Guide for instructions on how to download, due dates, and where to send your data.

- [Healthy Start Aggregate Data Reporting Template](#)
- [Healthy Start Aggregate Data Reporting Guide](#)

**XML Schema and Implementation Guides**  
 Beginning in January 2017 Healthy Start program grantees are expected to submit data based on the screening tools as a condition of their grant awards. Data will be submitted monthly through the Healthy Start Monitoring and Evaluation Data System (HSMED).

2. Upon displaying the blank **CY2019 Healthy Start Aggregate Data Reporting Template** save it for future use with the following steps:
  - a. Click the **“Save”** icon button to the left top corner of the MS Excel template.
  - b. Upon accessing the window to **“Save As”**, select your folder of choice to save the file.
  - c. Upon accessing the window to select and enter **“File name”** into the preferred naming convention in which you will enter your grant organization’s grant number, reporting month and year, the name: **HS\_Data\_Report** and actual reporting date.

### 3.2 Completing the template questions and data fields

Grantees are required to complete the metric questions within the in the Healthy Start Aggregate Data Reporting Template. The grantee will submit the reports monthly. For example, the November 2019 report should reflect data for November 1<sup>st</sup> through 30<sup>th</sup> of the month. However, the November report should be submitted to the Healthy Start Program on December 10<sup>th</sup> of the preceding month. This provides time for the grantees to gather and analyze the aggregate data necessary to submit the report from the prior month. If grantees have not seen participants, the grantees should input “0.” In essence, the HS Aggregate-level Data Reporting Template is to:

- Be submitted to the Healthy Start Program on the 10<sup>th</sup> of the preceding month.
- Reflect information from the 1<sup>st</sup> through 28/29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup> of every month.
- **\*\*Reflect all previous month’s data with each monthly data submission.**
  - **NOTE: CY2019 template pre-populates reporting months and year.**
- **Data responses consist of “enrolled” and “active” participants when specifically requested.**
- **“Enrolled” HS participants are Pregnant Women, Non-Pregnant Women, Infants 0-11 months (before the age of 12 month), \*Children 12-17 months (before the age of 18 months) and \*Men, who were enrolled to receive HS services.**
  - **NOTE: 1.a. Number of new HS participants served within the past month and \*1.c. Total number of HS participants served CY2019 (April 2019 –Dec 2019)** asks for numbers of **“Enrolled”** HS participants (pregnant/non-pregnant women, infants 0-11 months, and children 12-23 months)
- **“Active” are “enrolled” participants who actually received HS services, at least once within a reported month.**
  - **NOTE: 1.b. Number of active HS participants served within the past month** asks for number of **“Active”** HS participants (pregnant/non-pregnant women, infants 0-11 months, and children 12-17 months) who received HS service(s) within a given month.



1. When responding to each metric question, you enter data into a text field, of the corresponding column, by navigating over a text field with your mouse and “*Left click*” on the mouse.
2. Upon text field selection, key into the field box the data requested by that corresponding metric with numerical/number data, and when required and allowed, alphabetical text.
  - All data fields for metric questions: 1 – 8, and their sub-metrics, require numerical data entry, only. **NOTE:** all “**\*Total**” columns do not require data entry as summed totals should automatically calculate due to a “sum” formula. **DO NOT ENTER numbers into columns K, P and U.**
  - For “**Initial Report Information**”, alphabetical text and numerical data are entered into the columns/text fields.
  - The column/fields for question 8 allow for both alphabetical text and numerical data, but question is not required for template completion.

### 3.3 Finalizing a completed template

After completing data entry, in response to all metric questions, you must save own completed CY2019 Healthy Start Aggregate Data Report Template by the following:

- a. Click the “**Save**” icon button to the left top corner of the MS Excel located at the bottom left corner of the questionnaire page.
- b. Upon accessing the window to “**Save As**”, select your folder of choice to save the file.
- c. Upon accessing the window to select and enter a “**File name**” enter the preferred naming convention in which you will enter your grant organization’s grant number, reporting month and year, the name: **HS\_Data\_Report** and actual reporting date.

The following is an example naming convention: **MC#####\_03-2019\_HS\_Data\_Report\_4-30-2019**

**NOTE:** each grant organization must save own completed aggregate data report template in order to submit the template to the Healthy Start Program and it is the grant organization’s responsibility to save/archive data templates. The Healthy Start Program is not responsible for providing grantees with access to their data after finalization and submission of data.

### 3.4 Submitting a completed template

Upon successfully completing and finalizing a Healthy Start Aggregate Data Reporting Template, submit the data template to the Healthy Start Program via email with the following:

1. Draft email with the “**Subject**” title including grant number, reporting month and year, the name: **HS\_Data\_Report** and actual reporting date.  
The following is an example title convention for “**Subject**” title: **H49MC#####\_03-2019\_HS\_Data\_Report\_4-30-2019**
2. Add text to email that indicates a completed Healthy Start Aggregate Data Reporting Template is attached and confirm grantee name, grant number, and data reporting month and year.
3. Attach the completed Healthy Start Aggregate Data Reporting template with the naming convention, instructed in **3.3: Finalizing a completed template:**  
**H49MC#####\_03-2019\_HS\_Data\_Report\_4-30-2019**
4. Add to the “**To**” recipient field, of email draft, the following recipients: [HealthyStartData@hrsa.gov](mailto:HealthyStartData@hrsa.gov) and email address of your assigned HRSA Healthy Start Project Officer (example: [abcefg hij@hrsa.gov](mailto:abcefg hij@hrsa.gov)).

**NOTE:** Be certain that the recipients of completed Healthy Start Aggregate Data Reporting Templates are the Healthy Start Data Mailbox and the assigned HRSA Healthy Start Project Officer.

5. Upon completing email draft, click “**Send**” to the Healthy Start Data Mailbox and your assigned HRSA HS Project Officer

**NOTE:** There will be **NO** automatically generated e-receipt of your email and submission. If you should choose to receive a receipt of submission, please include a request for receipt, within the body of the email, and the Healthy Start Program will return to sender an e-reply of receipt.



## 4. Appendix A – Healthy Start Aggregate Data Reporting Template

Below are sectional views of a sample HS Aggregate Data Template, by column. Refer to Appendix B for Data Metric Definitions.

### Columns A – F: Initial Report Information

Initial Report Information					
Grant Number (ex. H49MC#####)	Grantee Name	Geography (Rural, Urban or Border)	State (Abbreviation ex. DC, NY)	Reporting Month (Numerical)	Reporting Year (ex. 2019)
H49MC#####				4	2019
H49MC#####				5	2019
H49MC#####				6	2019
H49MC#####				7	2019
H49MC#####				8	2019
H49MC#####				9	2019
H49MC#####				10	2019
H49MC#####				11	2019
H49MC#####				12	2019





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- Columns Z – AC:**
- 2. HS Participants Health Insurance Status,**
  - 3. Program Participants’ Births**
  - 4. Program Participants’ Infant Deaths**

2. HS Participants Health Insurance Status	3. Program Participants' Births			4. Program Participants' Infant Deaths
Number of new Healthy Start participants enrolled with health insurance, within the past month	3.a. Number of live births within the past month	3.b. Number of Low Births Weight births within the past month	3.c. Number of < 37 Weeks (Pre-term) births within the past month	Number of Infant Deaths (from birth to one year) within the past month
0	0	0	0	0





## 5. Appendix B – Healthy Start Aggregate Data Metric Definitions

Data Elements	Definitions	Data Points
<b>Grant Number</b>	Healthy Start (HS) grantees assigned 10-digit alpha numeric at the beginning of a new grant cycle. The alpha numeric is located on the Notice of Award (NoA).	<b>Grantee Number:</b> A “10” digit alpha numeric characters (e.g., H49MC#####) and the number should be entered in this data box (10 Spaces).
<b>Grantee Name</b>	HS grantees assigned grantee names at the beginning of a new grant cycle. The grantee name is located on the NoA.	<b>Grantee Name:</b> alpha characters and there is no limit.
<b>Geography:</b> <b>Rural</b> <b>Urban</b> <b>Border</b>	Choose the “ <b>Geographic</b> ” area that the grantee is serving. The choices include: 1) Rural, 2) Urban and 3) Border.	Click a one button to select the Geographic area served by the grantee.
<b>State</b>	Grantee’s State Acronym (e.g., CA represents California)	Acronym must be 2 alpha characters in CAPS (e.g., MD). There are only 2 spaces for this data box.
<b>Reporting Month</b>	Represents the “reporting” month.” This consists of two numeric characters that correspond with the month of the year. For example. “02” correspond with “February.”	Month must be 2 numeric characters (e.g., 02 represents February).
<b>Reporting Year</b>	Represents the reporting “year”. This is a four-digit numeric set of characters, which correspond to the report year. For example, “2019.”	The year must be 4 digits (e.g., 2019)

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<p><b>1.a. Number of <i>new</i> Healthy Start Participants served within the past month</b></p>	<p>Newly <i>enrolled</i> HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants 0-11 months</b> (before the age of 12 months), 3) <b>Children 12-17 months</b> (before the age of 18 months), 4) <b>Non-Pregnant Women</b>, and 5) <b>Men</b>, for the month. This is a <b>monthly count, meaning at the time of the monthly reporting, report the HS participants who just enrolled into the program, during or within that month.</b> The <b>*Total</b> (sum of all newly enrolled HS participants) will automatically populate and does not require data entry.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>1.b. Number of <i>active</i> Healthy Start Participants served within the past month</b></p>	<p>For all <i>active</i> HS participants who received a service within the past month. <i>Active</i> HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants 0-11 months</b> (before the age of 12 months), 3) <b>Children 12-17 months</b> (before the age of 18 months), 4) <b>Non-Pregnant Women</b>, and 5) <b>Men</b>, for the month. This is a <b>monthly count, meaning at the time of the monthly reporting, report the number of active HS participants who received a service, during or within that month.</b> The <b>*Total</b> (sum of all enrolled/active HS participants) will automatically populate and does not require data entry.</p> <p><b>NOTE: within a report month, “active” non-pregnant women who become pregnant are to add to the “Pregnant Women” column and subtracted from the “Non-Pregnant Women” column; and “active” infants who become the age of 12 months are to be counted as “Children” and subtracted from “Infants” counts.</b></p>	<p>Numeric characters and there is no limit.</p>
<p><b>1.c. <i>Total</i> number of Healthy Start Participants served <b>CY2019 (April 2019 - Dec 2019)</b></b></p>	<p><b>Total</b> number of <i>enrolled</i> and <i>active</i> HS participants who received a service within the <b>current calendar year.</b> The <i>enrolled</i> and/or <i>active</i> HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants 0-11 months</b> (before the age of 12 months), 3) <b>Children 12-17 months</b> (before the age of 18 months), 4) <b>Non-Pregnant Women</b>, and 5) <b>Men</b>, for the year. This is a <b>total count, meaning at the time of the monthly reporting,</b></p>	<p>Numeric characters and there is no limit.</p>

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	<p><b>report the cumulative number of HS participants <i>enrolled and active</i>, including “new” HS participants, served within the calendar year.</b> The <b>*Total</b> (sum of all enrolled HS participants) will automatically populate and does not require data entry.</p> <p><b>NOTE: within a report year, “active” non-pregnant women who become pregnant are to count as “Pregnant Women” and subtracted from “Non-Pregnant Women” counts; and “active” infants who become the age of 12 months are to be counted as “Children” and subtracted from “Infants” counts.</b></p>	
<p><b>2. Number of new Healthy Start participants enrolled with health insurance served within the past month</b></p>	<p><b><i>Enrolled new</i> HS Participants include: 1) Pregnant Women, 2) Infants 0-11 months (before the age of 12 months), 3) Children 12–17 months (before the age of 18 months), 4) Non-Pregnant Women, and 5) Men, for the month with health insurance (e.g. Medicaid, Private) coverage, served to date at time of reporting. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report the cumulative number of HS participants with health insurance coverage, served during or within that month.</b></b></p>	<p>Numeric characters and there is no limit.</p>
<p><b>3.a. Number of live births within the past month</b></p>	<p>Number of <b>Live Births</b> from HS women participants within the past month date. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report total number of Live Births delivered from HS women participants, during or within that month.</b></p> <p><b>NOTE:</b> Exclude <b><i>Multiple Births</i></b> from this count; include, as a note, under “<b>7. Data Notes</b>”, column AR, the number of multiple births.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>3.b. Number of Low Birth Weight (&gt;2,500 grams) Births within the past month</b></p>	<p>Number of <b>Live Births less than 2,500 grams</b> from HS women participants within the past month. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report total number of Live Births</b></p>	<p>Numeric characters and there is no limit.</p>

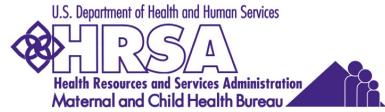
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	<p><b>less than 2,500 grams among HS participants, during or within that month.</b></p> <p><b>NOTE:</b> Exclude <i>Multiple Births</i> from this count; include, as a note, under “7. Data Notes”, column AR, the number of multiple births.</p>	
<p><b>3.c. Number of Births &lt; 37 Weeks (Pre-term) within the past month</b></p>	<p>Number of <b>Live Births that occur at 17 through 36 weeks of gestation</b> among HS women participants within the past month. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report total number of Live Births, which occur at 17 through 36 weeks from HS women participants, during or within that month.</b></p> <p><b>NOTE:</b> Exclude <i>Multiple Births</i> from this count; include, as a note, under “7. Data Notes”, column AR, the number of multiple births.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>4. Number of infant deaths (from birth to one year) within the past month</b></p>	<p>Number of <b>Infant Deaths from birth to one year</b> (before the age of 12 months) among HS participants within the past month. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report the total number of Infant Deaths among HS participants, within the past month.</b></p> <p><b>NOTE:</b> for every infant death, provide a cause of death, as a note, under “7. Data Notes”, column AR.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>5.a. Race:</b>  <b>American Indian or Alaska Natives</b>  <b>Asians</b>  <b>Black/African Americans</b>  <b>Native Hawaiians/Pacific Islanders</b></p>	<p><b>Total</b> number of <i>enrolled</i> and <i>active</i> HS participants, within the <b>current calendar year</b>, by primary <b>Race</b>, which include: 1) <b>Pregnant Women</b>, 2) <b>Infants 0-11 months</b> (before the age of 12 months), 3) <b>Children 12–17 months</b> (before the age of 18 months), 4) <b>Non-Pregnant Women</b>, and 5) <b>Men</b>, served to date, at time of reporting.</p> <p>This is a <b>total count</b>, meaning at the time of the monthly reporting, <b>report cumulative number of HS participants, by Race, per category (Pregnant, Infants, Children, Non-Pregnant and Men).</b></p>	<p>Numeric characters and there is no limit.</p>



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<p><b>Whites</b> <b>Multi-racial</b> <b>Other and/or Unknown</b> <b>Refused</b></p>		
<p><b>5.b. <u>Ethnicity:</u></b> <b>Hispanics/Latinos</b> <b>Non-Hispanics/Latinos</b></p>	<p><b>Total</b> number of <i>enrolled</i> and <i>active</i> HS participants, within the <b>current calendar year</b>, by primary <b>Ethnicity</b>, which include: 1) <b>Pregnant Women</b>, 2) <b>Infants 0-11 months</b> (before the age of 12 months), 3) <b>Children 12–17 months</b> (before the age of 18 months), 4) <b>Non-Pregnant Women</b>, and 5) <b>Men</b>, served to date, at time of reporting.</p> <p>This is a <b>total count</b>, meaning at the time of the monthly reporting, <b>report cumulative number of HS participants, by Ethnicity, per category (Pregnant, Infants, Children, Non-Pregnant and Men).</b></p>	<p>Numeric characters and there is no limit.</p>
<p><b>6.a. Number of HS participants who initiated Breastfeeding within 1 month following birth within the past month</b></p>	<p>Number of <b>enrolled</b> HS women participants who have given birth and initiated breastfeeding following birth. This is a <b>count</b>, meaning at the time of the monthly reporting, <b>report a number of HS pregnant participants who have given birth and initiated breastfeeding within 1 month following birth</b>, within the past month.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>6.b. Number of HS participants received Prenatal Care beginning in the 1<sup>st</sup> Trimester within the past month</b></p>	<p>Number of <b>enrolled</b> HS participants receive prenatal care beginning in 1<sup>st</sup> Trimester. <b>This count should only include HS Pregnant Women participants.</b> This is a <b>count</b>, meaning at the time of the monthly reporting, <b>report a number of HS participants receiving Prenatal Care beginning in 1<sup>st</sup> Trimester</b>, within the past month.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>6.c. Number of pregnant HS participants, only, who</b></p>	<p>Number of <b>enrolled pregnant</b> HS participants who abstained from, Tobacco Use. <b>This count should only include Pregnant Women participants.</b> This is a <b>count</b>, meaning at the time of the monthly</p>	<p>Numeric characters and there is no limit.</p>



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<b>abstained from Tobacco Use within the past month</b>	reporting, <b>report a number of HS pregnant participants who abstained from Tobacco Use</b> , within the past month.	
<b>6.d. Number of HS participants attended postpartum care visits within 2 months following birth within the past month</b>	Number of <b>enrolled</b> HS women participants who have given birth that make postpartum care visits. This is a <b>count</b> , meaning at the time of the monthly reporting, <b>report a number of HS women participants who have given birth and attended postpartum care visit(s) within 2 months following birth</b> , within the past month.	Numeric characters and there is no limit.
<b>7. Data Notes</b>	Report all data related notes in this section (e.g., data source, data limitations), data status (e.g., preliminary vs final), and data explanations (e.g. cause of infant deaths, low birth weights and/or pre-term births due to multiple births, etc.)	Alpha numeric characters and 250 character limit.