Good afternoon. On behalf of MCHB and the REI Systems development team, welcome and thank you for attending today's Healthy Start Monitoring and Evaluation Data System (HSMED-II) Grantee User Training.

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Today we will be covering the full scope of HSMED that grantees will have access to. We've broken up our training into 6 main topics: the HSMED II system description, registration and account set up, log in and navigation, uploading client-level data, upload history and data validations, and reviewing uploads and marking reports as complete.

What is HSMED II?

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- The Healthy Start Monitoring and Evaluation Data System (HSMED-II) is integrated with HRSA's EHBs and will collect client-level data from Healthy Start grantees using the Healthy Start Data Collection Forms (Background Information Form, Prenatal Form, and Parent/Child Form).
- Grantees collect data from individuals served during each reporting month and submit the data through EHBs, by uploading an XML or CSV file to the HSMED-II web application.

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First off, what is HSMED? The **Healthy Start Monitoring and Evaluation Data System (HSMED-II),** is a system that has been integrated with HRSA's EHBs to collect client-level data from Healthy Start grantees using the Healthy Start Data Collection Forms: the Background Information Form, the Prenatal Form, and the Parent/Child Form.

Each month, grantees collect data from individuals served during the month and record the data in their own data collection systems. Then, they submit the data through EHBs for MCHB's review by uploading XML or CSV files to the HSMED-II web application.

What is HSMED II? (cont.)

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- The collected information will allow HRSA Healthy Start Program to view, store, and analyze data from grantees around the country in a uniform standardized way and format.
- This system will also provide HRSA and grantees other capabilities, including near real-time standardized reports.

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The data that is submitted by grantees will allow HRSA's Healthy Start Program to view, store, and analyze data from grantees around the country in a uniform standardized way and format. It also allows HRSA and grantees to review the data in real time and create near real-time standardized reports.

How is HSMED II different from HSMED?

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- HSMED II has been integrated with HRSA's Electronic Handbooks (EHBs) to consolidate grantee reports in a system grantees are already familiar with.
- HSMED II is based on the three Healthy Start Data Collection Forms rather than the previously used Screening Tools

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Now, most grantees have likely been in the Healthy Start program long enough to have some familiarity with the original HSMED system, so we'll go over a few of the key differences between the two systems.

First, and most importantly, we have integrated this new version of HSMED into HRSA's EHBs to consolidate grantee reports in a system that most grantees are already familiar with. We hope that this will make it easier for grantees, as they will have fewer logins and credentials to remember when submitting their reports.

Next, HSMED II is based on the new Healthy Start Data collection forms that were distributed in May 2020 for grantees to generate client-level data. These new forms gather information on the characteristics of primary participants, enrolled children, and other adults with primary custody of enrolled children. The latest versions of the Health Start Data Collection Forms can be accessed on the Healthy Start EPIC website.

How is HSMED II different from HSMED? (cont.)

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- Each month, a task will be created for grantees to report their information for a given reporting period.
- The new system will accept data uploaded in two file formats, eliminating the need for conversion.
- MCHB and HRSA reviewers will have easier and faster access to data that will be integrated with other sources of data to create opportunities for more complex data analyses.

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The new site went live on November 19, 2020, and grantees are now able to report their client level data. When grantees first access the system, they will have one reporting task for which they will be able to submit the data collected up until this point. After that, each month, a task will be created for grantees to report their information for a given reporting period.

The new system will accept data uploaded in two file formats, CSV and XML, eliminating the need for grantees to convert their data between the two formats, and allowing more flexible use of the system.

Finally, the new system will give MCHB and HRSA reviewers easier and faster access to the data and allow the data to be integrated with other sources of data to create opportunities for more complex data analyses.

Reporting Requirements

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- First HSMED-II submission is due **December 15th**
- What to submit (by 12/15):
  - The "**latest versions**" of forms for each participant screened in 2020
    - Women who were pregnant in 2020
      - Upload the most recently completed/updated version of the prenatal form
      - Upload the most recently completed/updated version of the background form
    - Non-pregnant women, men, and "other adults"
      - Upload the most recently completed/updated version of the background form
    - Children
      - Upload the most recently completed/updated version of the parent/child form
- After 12/15 due date, continue to submit forms as they are completed/updated each month
  - Due date is the 15th of each month
  - If a form is completed *and* updated in a month (or updated more than once), each version will need to be uploaded by submitting as separate files chronologically.

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Grantees are expected to make their first submission of data into the HSMED-II by December 15th, 2020. Since grantees have been collecting data since May 15th, project sites are sitting on many months worth of data. To ease the burden of reporting in December, the Division is only expecting program sites to upload the latest data for participants screened in 2020. What this means is that grantees should prepare their data files to contain only the latest versions of forms completed or updated for participants – to break this down by participant type: All women who were pregnant and screened in 2020 should have the most recently completed/updated version of the prenatal form uploaded in December, as well as their most recently completed/updated version of the background form. For non-pregnant women, men, and "other adults" (unenrolled individuals with primary custody of an enrolled child), the most recently completed/updated version of the background information form should be uploaded in December. Lastly, for children, the most recently completed/updated version of the parent/child form should be uploaded in December.

After December, grantees will continue to submit forms as they are completed and/or updated each month. The due date for HSMED-II submissions is the 15th of each month.

Recap: Topics in this Section

- HSMED II System Description
- HSMED vs. HSMED II
- Reporting Requirements and Timeline

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HSMED New User Registration/Account Setup

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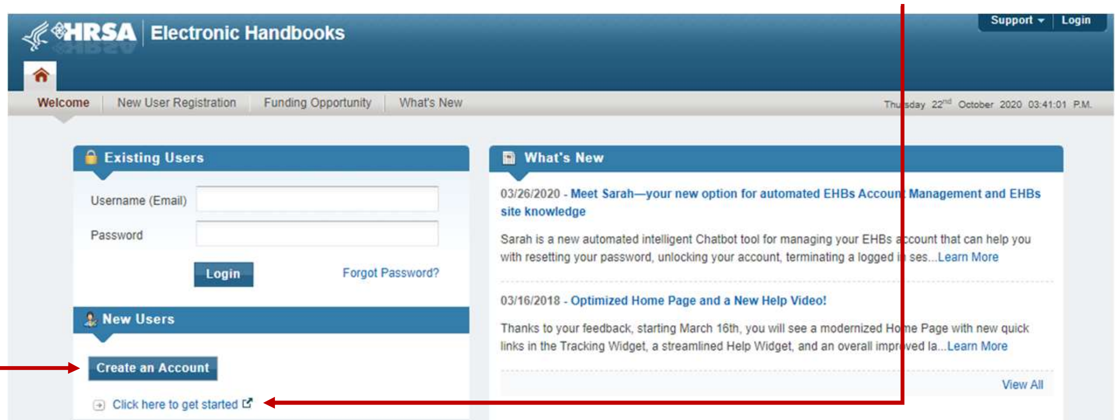
- Navigate to EHBs Log-In Page
- To register for a new EHBs account, click “Create an Account.” Find additional information and FAQs by clicking “Click here to get started”



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If you are already an existing user, then you can directly log into EHBs, however if you have never created or used an EHBs account before, you will need to create a new account.

To register for a new EHBs account, click the “Create an Account” button. FAQs and additional information on the registration process can be found by clicking the “Click here to get started” link located directly under the “Create an Account” button.

The registration process is designed to be intuitive, and is an inherent function of the EHBs, so we will not go into a lot of detail in this training, however, if you have any questions or issues with registration, you can call the EHBs hotline. The information for the hotline is located in the Contact Us pane which will be on the bottom left of the page.

Notes on Registration

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- Vendors who will be uploading for grantees will be required to follow the same registration process as grantees.
- Vendors could be associated with multiple organizations to submit data for those institutions.
- Once you have created an account, the Project Director (PD) of the organization(s) you are associated with must grant you access to the grant to allow you to upload submissions for their organization.

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There are a few additional items to note on registration.

First, vendors who will be uploading for grantees will be required to follow the same registration process as grantees. You can associate your account with multiple organizations to submit data for those institutions.

Once you have created your account and associated it with the correct organizations, the Project Directors of the organizations you are associated with must grant you access to the grant to allow you to upload submissions for their organization

Granting User Privileges

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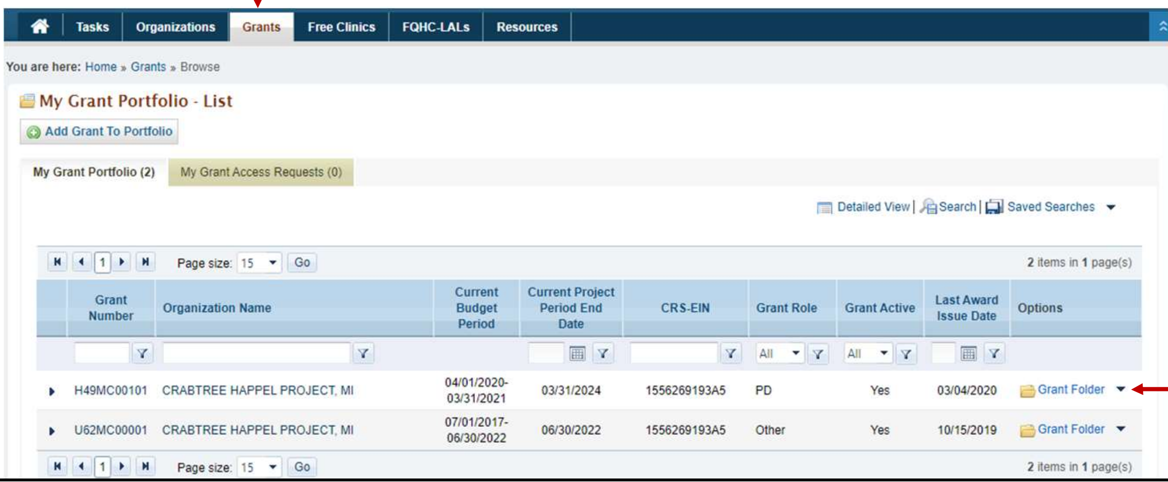
- PDs must grant access to other users to allow them to upload for HSMED. Click the “Grants” tab and select the “Grant Folder” for your HS grant.



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Now, let’s talk about how PDs should grant user privileges.

PDs should click on the “Grants” tab, find their Healthy Start grant in their grant portfolio and click the “Grant Folder” button for their Healthy Start grant.

Granting User Privileges (cont.)

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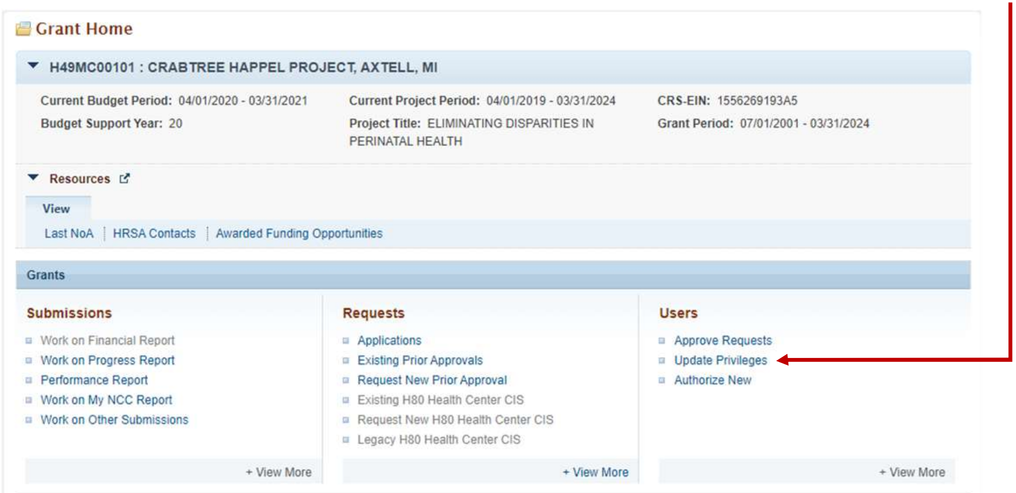
- Check Grant details and select “Update Privileges” from the Users pane.



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On their Healthy Start grant information page, they should click the “Update Privileges” button from the Users pane.

Granting User Privileges (cont.)

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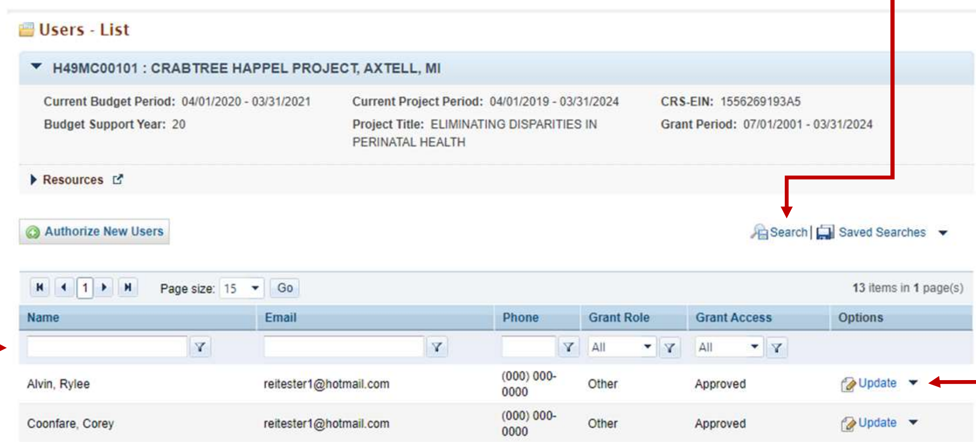
- Find the user you would like to assign privileges to using the search and/or filters and select “Update.”



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There, you must find the user you would like to assign privileges to using the search function or the filters directly beneath the column headers. Click the “Update” button to update the user’s privileges.

Granting User Privileges (cont.)

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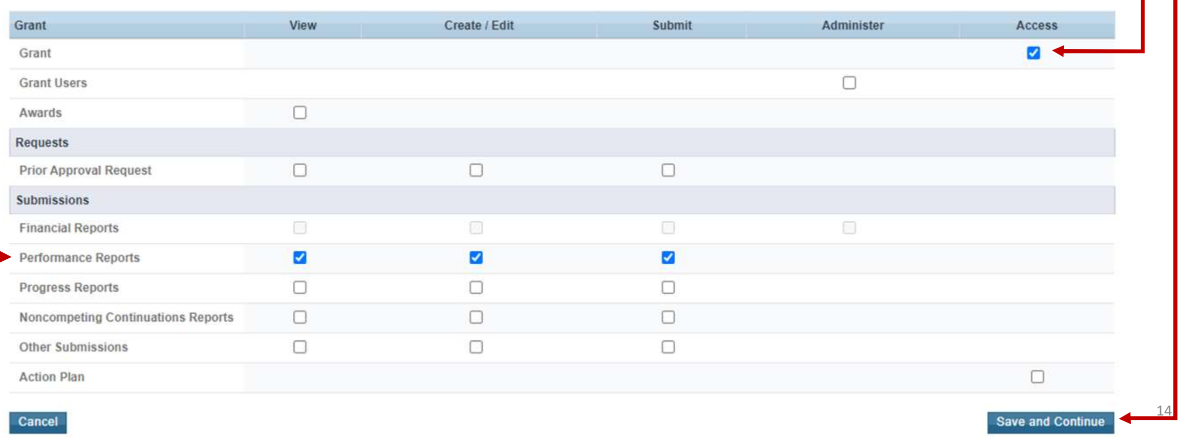
- Scroll down to the “Grant” Section. Assign “Access” permissions.
- Under Submissions, assign users “View,” “Create/Edit,” and “Submit” Performance Reports permissions to allow them to upload and submit.



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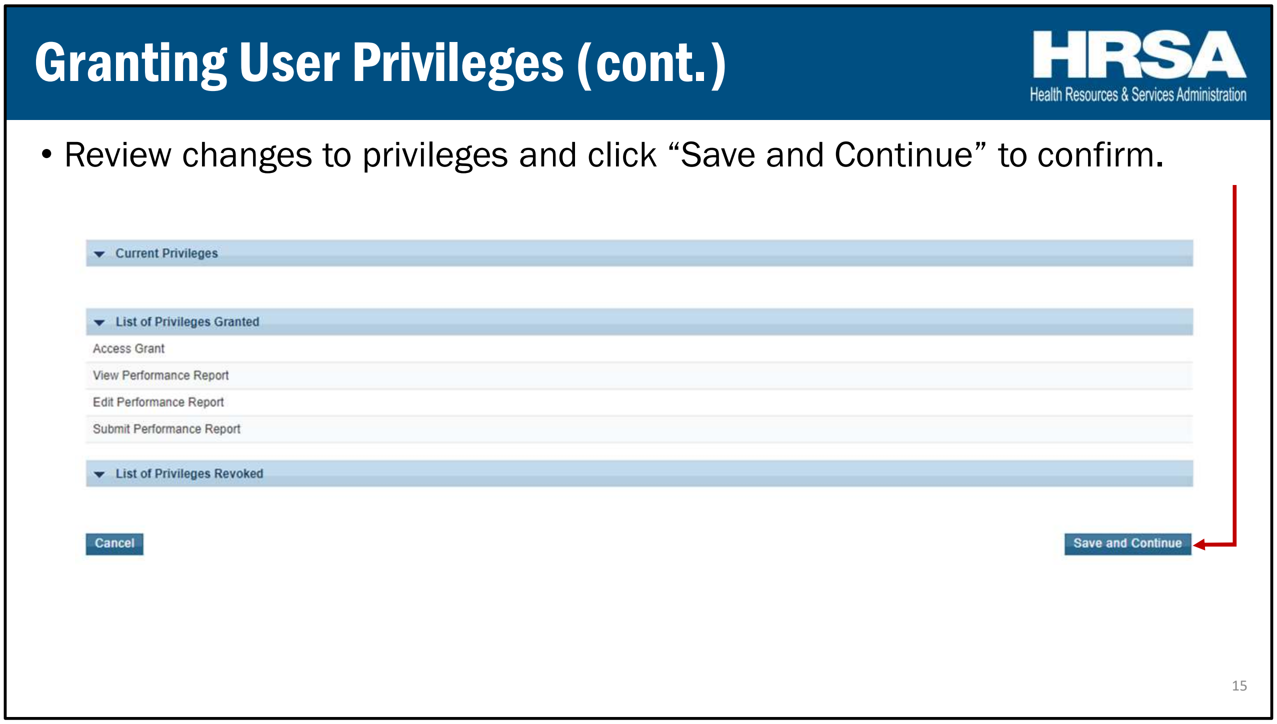
Scroll down on the screen and find the “Grant” section. Assign the user “Access” permission to the grant. In the Submissions section, assign users “View,” “Create/Edit”, and “Submit” permissions for Performance Reports to allow the user to upload and submit data.

Click the “Save and Continue” button.



Upon clicking the "Save and Continue" button, you will be taken to a confirmation page that shows a list of the privilege changes you have selected.

You must click "Save and Continue" again to save the privilege changes. If you leave the page before clicking the "Save and Continue" button, the changes will not be saved and the user will not have access to HSMED tasks.

The Project Director must repeat this for each user that will be responsible for uploading data to HSMED.

Recap: Topics in this Section

- Registration
- Granting User Privileges

Login and Navigation

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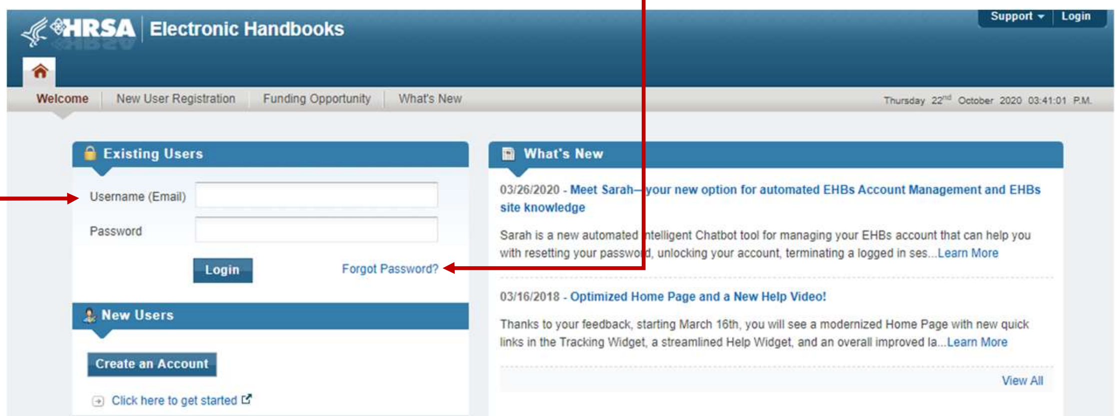
- On the EHBs Log-In Page, enter your username (the email connected to your account) and your password and click “Login.” If you forget your password, follow the prompts in “Forgot Password” to receive a temporary password.



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As soon as you have created an account, you can log in to EHBs via the EHBs login page.

Enter your username (the email connected to your account), and your password. Click “Login” to enter the system. If you forget your password, follow the prompt in “Forgot Password” to receive a temporary password. You will then be prompted to create a new password when you log in.

Login and Navigation

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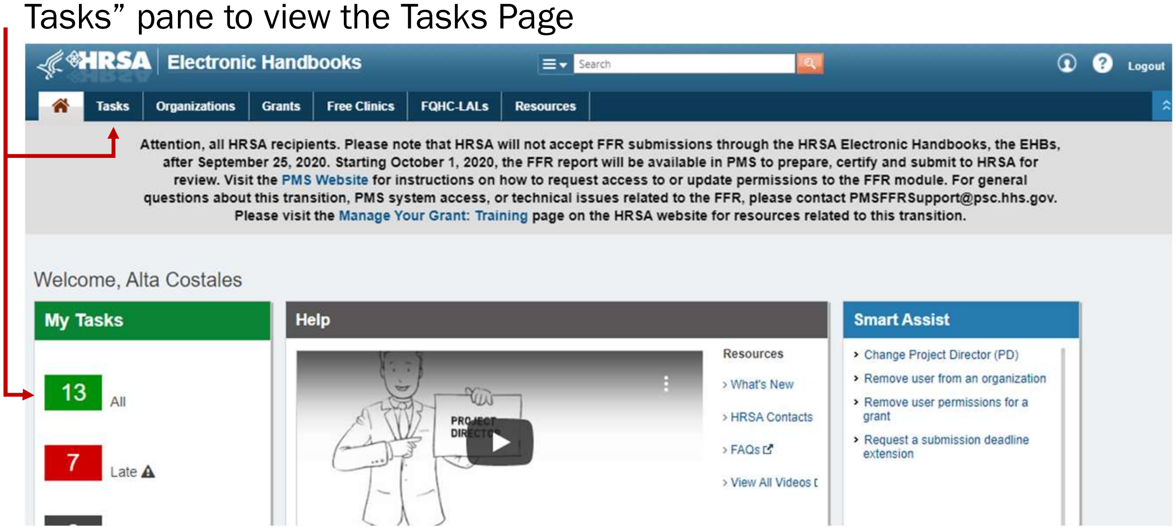
- On the Home Page, click the “Tasks” tab or the “All” button in the “My Tasks” pane to view the Tasks Page



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On the home page, click the “Tasks” tab or the “All” button in the “My Tasks” pane to view the Tasks page.

Tasks Page

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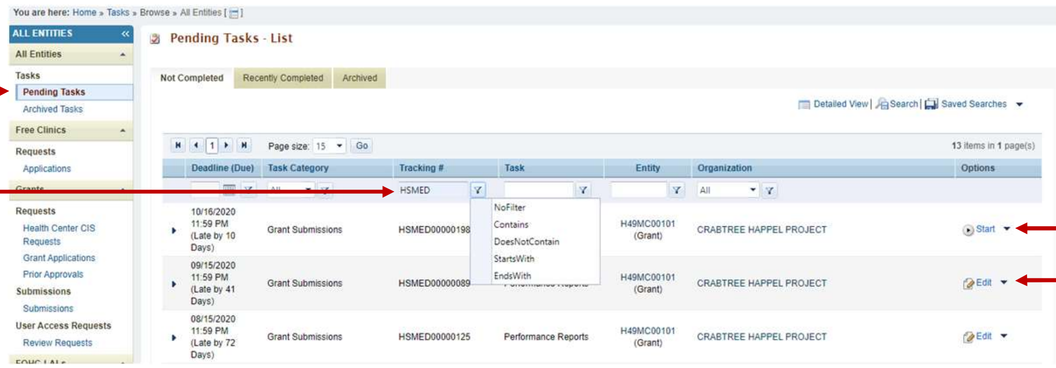
- The “Pending Tasks” List shows all incomplete tasks that are assigned to you. HSMED tasks will always include “HSMED” in the tracking # and can be filtered using the “Contains” or “StartsWith” options.
- Tasks that have not been started can be opened using the “Start” button, while tasks that have already been started will have the “Edit” option.



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On the tasks page, the Pending Tasks list will show all incomplete tasks that are assigned to you. HSMED tasks will always include “HSMED” in the tracking number, so you can filter by tracking number with the “Contains” or “StartsWith” options to find open HSMED tasks.

Tasks that have not yet been started can be opened with the “Start” button. Once the task has already been started, by you or by anyone else in the organization with access to HSMED, the button will change to the “Edit” option.

Tasks Page

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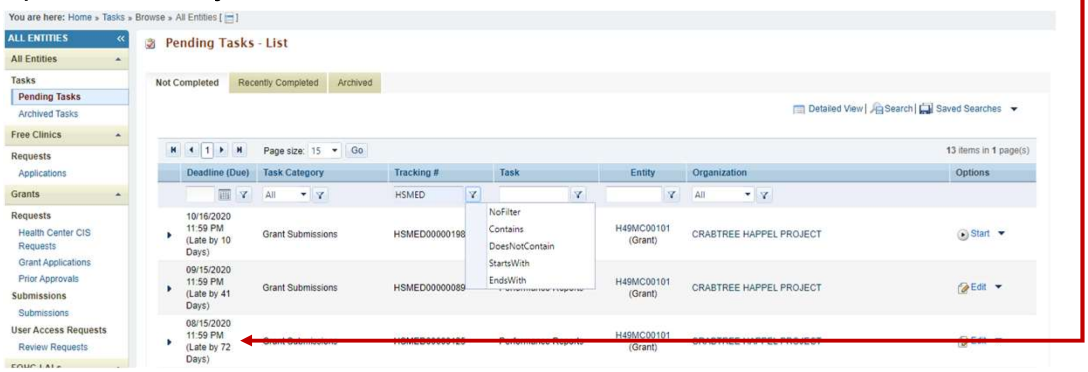
- One HSMED task (per grant) will be available when you first log in to EHBs. All previously collected data should be submitted in that task.
- New reports will be created on the 1st of the month following the reporting period. Reports are due on the 15th of the same month. If a report is not completed, the system will indicate when it is late.



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One HSMED task per grant will be available when HSMED-II has launched. All previously collected data should be submitted in that task.
Each month, new reports will be created on the first of the month for the previous month's reporting period. Reports will be due on the 15th of each month. If a report is not completed, the system will indicate how many days late the report is but will not prevent you from uploading data for the task.

If you do not see any tasks, then there are two possibilities: 1) The PD of your organization has not granted you access to view and upload data for HSMED. 2) Another user in your organization has already marked the report as complete. As a reminder, once any user marks a task as complete, it will be completed for all users with the same task. We'll talk about the "Mark as Complete" function later in the training session.

If you are sure that neither of these has occurred, please contact Technical Support at HealthyStartData@hrsa.gov and use the subject line: "**Technical Support Request for HSMED-II**". Technical Support information will also be provided at the end of this presentation.

Recap: Topics in this Section

- Login
- Navigation
- Tasks Page

Uploading Client-Level Data

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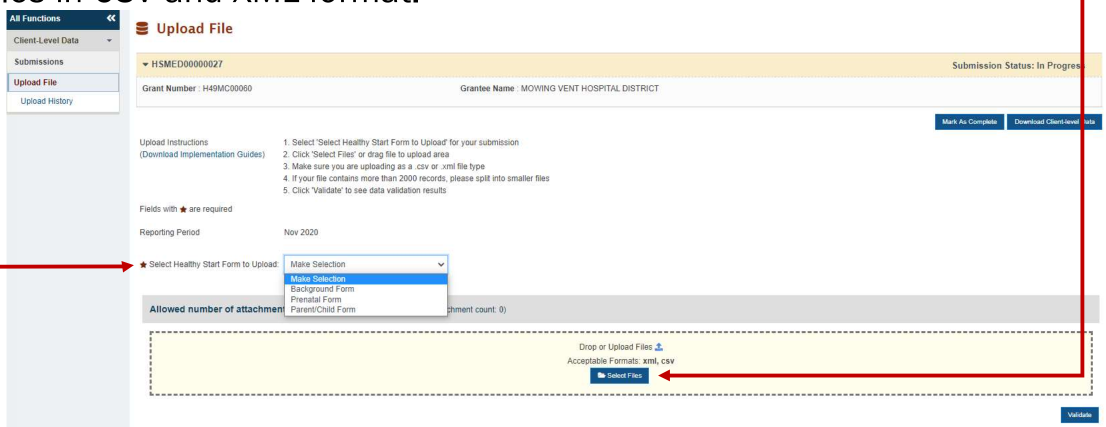
- On the Upload File Page, you can confirm your grant information and upload files. Select the Healthy Start form you are uploading and click “Select Files” to select the file you would like to upload. HSMED accepts files in CSV and XML format.



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When you click on a report, you will be taken directly to the upload file page. On this page, you can confirm your grant information and upload files for your report. Select the Healthy Start form you are uploading and click “Select Files” to select the file you would like to upload. You may also drag a file into the drop area to upload. However, Internet Explorer does not allow you to drag and drop. If you choose to use IE, you will be required to select files using the “Select Files” button.

HSMED accepts files in CSV and XML format.

What is XML?

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- XML stands for “Extensible Markup Language” and is used to define sets of rules for encoding documents in human-readable and machine-readable format.
- It allows us to automatically check files for compliance to formats and values; ensuring consistent data quality.
- Allows grantees to keep using their existing system and once the export function is created, grantees can use it every month.
- Allows HRSA to conduct real-time monitoring.

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HSMED accepts files in two formats: XMLs and CSVs.

XML stands for “Extensible Markup Language.” It is used to define sets of rules for encoding documents in human-readable and machine-readable format. It allows us to automatically check files for compliance to formats and values, which ensures consistent data quality.

It also allows grantees to keep using their existing system. Once your data collection systems have created export functions, the export can be used every month to create consistent files.

XMLs allow HRSA to conduct real-time monitoring of the data that is coming into their system to ensure that it follows predefined rules and formatting requirements.

XML Example

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- This is an example XML file for the Background Information Form. This XML was opened in Notepad++, a free source code editor.
  - Values are sandwiched here in black.
  - Data elements (in blue) are case-sensitive and must be spelled exactly as stated in Implementation Guides and Schemas
  - Multiple-value fields are placed together in multiple-select List tables.


```xml
<?xml version="1.0" encoding="UTF-8"?>
<ROOT xmlns="urn:hsmd">
  <HsmedBackground>
    <CoverPage>
      <ParticipantType>1</ParticipantType>
      <OtherPPSpecification>test</OtherPPSpecification>
      <PPUID>123PP0001</PPUID>
      <OtherLinkedPPList>
        <OtherLinkedPP>String123</OtherLinkedPP>
        <OtherLinkedPP>String234</OtherLinkedPP>
      </OtherLinkedPPList>
      <NoOtherPP>1</NoOtherPP>
      <HasEnrolledChild>1</HasEnrolledChild>
      <PPEnrollmentDate>2020-09-24</PPEnrollmentDate>
      <PPEnrollmentPhaseList>
        <PPEnrollmentPhase>1</PPEnrollmentPhase>
        <PPEnrollmentPhase>7</PPEnrollmentPhase>
      </PPEnrollmentPhaseList>
      <CompletionDate>2020-09-24</CompletionDate>
      <UpdateType>4</UpdateType>
```


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Now, let's look at an example of an XML file. This example shows an excerpt from the Background Information Form, opened in Notepad++, a free source code editor that can be downloaded online.

Here, you can see that values, shown in black, are sandwiched between data element nodes. Data elements, shown in blue, are case-sensitive and must be spelled exactly as stated in Implementation guides and schemas. Multiple-value fields, shown in forms as "Select all that apply" questions, are placed together in multiple-select List tables.

What is CSV?

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- A CSV is a Comma-separated value file that stores numbers and text values in plain text. These can be viewed in Excel, your browser, or a text editor.
- This may be an easier format for some systems to export data into as there are fewer rules associated with the format.
- CSV templates are available on the Healthy Start EPIC website for you to design your export.

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In addition to XML files, HSMED-II also accepts CSVs, eliminating the need to convert files from CSVs to XMLs.

CSVs are comma-separated value files that store numbers and text values in plain text. These can be viewed in Excel, your browser, or a text editor. This format can be easier to read and review, and is also easier to export data into since there are fewer rules associated with the format.

CSV templates are available on the Healthy Start EPIC website for you to design your export.

Guidelines for Preparing CSV Files

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- You must follow the templates' column order and number of columns when preparing your data export.
- Do NOT change the column headers. The HSMED II system will not recognize alternative column headers and will return an error.
- Data elements that accept multiple values have the word “List” included in the Column name. In these fields, values should be listed with pipe (|) separation with no space separation.
  - For example, if values 1, 2, and 5 are selected for a field, they would be represented as 1|2|5 in the CSV file.

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When preparing CSV files, you must follow the templates’ exact column order and number of columns when preparing your data export.

Additionally, and new to the HSMED-II system, you can NOT change the column headers. The HSMED II system will not recognize alternative column headers and will return an error if headers are changed.

Data elements that accept multiple values have the word “List” included in the column name. In these fields, values should be listed with pipe (generally Shift + \) separating individual values, with no spaces. For example, if the values 1, 2, and 5 are selected for a field, you would enter 1|2|5 with no spaces in the CSV file. **You should NOT use commas to separate values.**

Example CSV File

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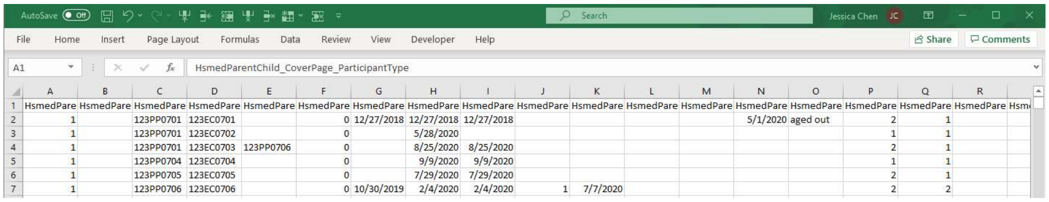
- This is an example Parent/Child CSV file being viewed in Microsoft Excel.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	HsmedPare	Hsm
2	1		123PP0701	123EC0701		0	12/27/2018	12/27/2018	12/27/2018					5/1/2020	aged out	2	1		
3	1		123PP0701	123EC0702		0		5/28/2020								1	1		
4	1		123PP0701	123EC0703	123PP0706	0		8/25/2020	8/25/2020							2	1		
5	1		123PP0704	123EC0704		0		9/9/2020	9/9/2020							1	1		
6	1		123PP0705	123EC0705		0		7/29/2020	7/29/2020							2	1		
7	1		123PP0706	123EC0706		0	10/30/2019	2/4/2020	2/4/2020	1	7/7/2020					2	2		

- Each column represents a data element, such as ParticipantType, PPUID, etc.
- Each row represents a different Client.
- Column names can NOT be renamed.
- When opening via Excel, ensure dates are in the format MM/DD/YYYY, as saving in the incorrect format will cause schema errors.

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Now, let's look at an example CSV file. This sample shows a Parent/Child CSV file being viewed in Microsoft Excel.

Each column represents a data element, such as ParticipantType, PPUID, etc. Each row represents a different client.

As a reminder, column names can NOT be renamed.

Please also pay attention to the format of the data in the fields when you use Excel to open the file. Excel will often change the format of data (for example, dates may change from full date (MMDDYYYY) format to short dates (MMDDYY). If you submit a file with these formatting issues, your file will be rejected by the HSMED system, so please pay attention when opening via excel.

Uploading Client-Level Data

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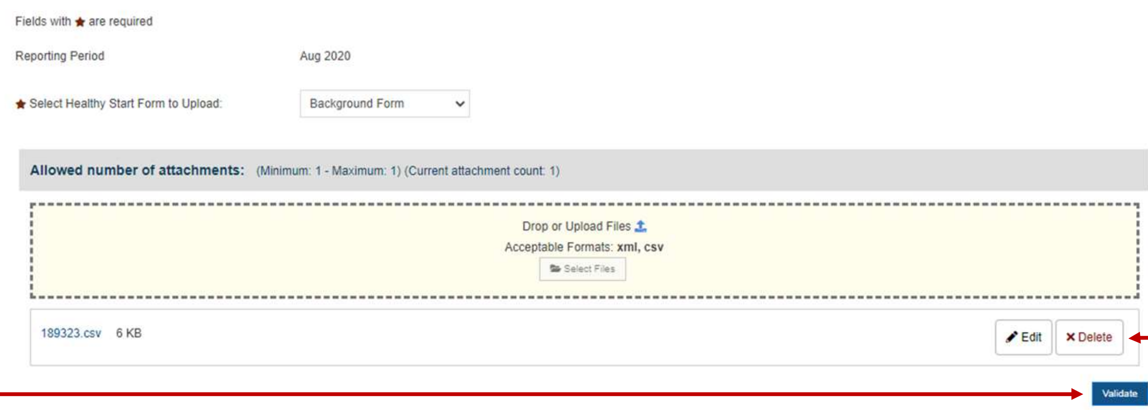
- Once a file has been selected, it will be shown under the attachment box. Click “Delete” to remove the file and attach a new file. Click “Validate” to initiate validation.



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We’ll go back to the Upload File page now. Once you’ve selected a file, you will see it show directly underneath the upload box. You will not be able to select additional files or drag new files into the upload area, since you can only upload one file at a time. You may click “Delete” to remove the file and attach a new file.

The “Edit” button does not provide any additional functionality in the HSMED system. Values entered in the description field that shows when you click “Edit” are not saved to HSMED. This button is a legacy function that is sometimes used for other reports on EHBs, but it does not provide any function in HSMED.

Once you’ve selected the correct file, click “Validate” to initiate validation of the file.

Uploading Client-Level Data

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- If your file does not follow schema requirements (required fields, allowed values, allowed occurrences), then schema errors are shown on the Upload File page.
- Click “Download Implementation Guides” to download a copy of the requirements and data validations for each element

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When you click validate, your file will undergo a quick schema validation. If your file does not follow schema requirements, including required fields, allowed values, and allowed number of occurrences, then schema errors will be shown in red on the upload file page.

Currently, schema validations are not able to include PPUIDs. In future iterations, we may transfer all schema validations to data validations, so that we can properly associate all errors with the PPUIDs they are present in. We understand that this may make reviewing and correcting your files more difficult and apologize for the inconvenience.

To view requirements for each of the data elements, you can click “Download Implementation guides” to download a copy of the most current implementation guides.

Recap: Topics in this Section

- Uploading Files
- XMLs
- CSVs
- Schema Validations

Upload History

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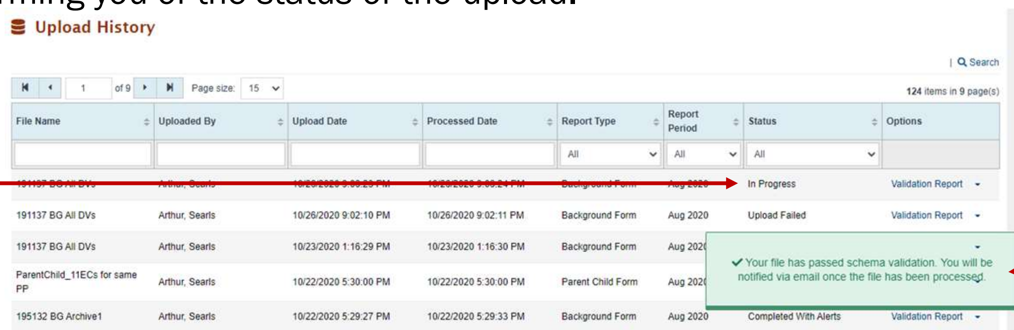
- Once a file passes schema check, the system will redirect to the Upload History page. A green box will show in the lower right hand of the screen indicating that the file has successfully passed schema validations.
- The Status of the uploaded file will be listed as “Not Started” or “In Progress.” Once the system has processed the file, it will send an email informing you of the status of the upload.



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If your file passes schema check, the system will redirect to the Upload History page. A green box will show in the lower right hand of the screen indicating that the file has successfully passed the schema validations.

Your most recently uploaded file will be on the top of the table, and the file’s status will be listed as “Not Started” or “In Progress.” You are welcome to leave the page at this time and work on other reports or other business, as needed. Once the system has processed the file, it will send you an email informing you of the status of the upload. The email will be sent only to the user that uploaded the file.

File Statuses

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- Not Started: The file is in queue to be processed by the system but has not yet started.
- In Progress: The file has not yet been fully processed by the system.
- Server Error: The system did not process the file correctly. Please re-attempt upload of your file. If you receive this status multiple times, please reach out to technical support for assistance.

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Let’s take a moment to talk about the statuses you may see on the Upload History page. There are 7 file statuses that we’ll go over in these slides. First, we have the three processing statuses.

- **Not Started** means the file is in queue to be processed by the system but it has not yet started the actual review of the file.
- **In Progress** means the system has started processing the file but has not yet completed the processing of the file.
- **Server Error** means that the system had an error when attempting to process the file. If you receive this status, please re-attempt upload of your file. If you receive this error more than once for a single file, please reach out to Technical Support with a copy of the file so that our technical team can resolve any issues.

File Statuses (cont.)

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- **Upload Failed:** One or more errors are present in the data. Warnings and/or alerts may also be present in the file. Users must correct their data and resubmit.
- **Processed with Warnings:** The file has been processed and no errors were found. Warnings are present in the file and alerts may also be present. Users must correct their data or provide justifications for warnings to submit their data.

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Next, we have the two failed statuses. **If your file is in one of these statuses, you must resubmit your file or your data will not be saved to HSMED.**

- **Upload Failed** means that there is at least one, possibly more than one error present in the data. Warnings and alerts may also be present in the file. If you receive this status, you must correct your data to resolve any errors present in the file and resubmit your data. You must resolve all errors, or your data will not be saved to HSMED.
- **Processed with Warnings** means that your file has been processed and no errors were found in the file. There are one or more warnings present in the file, and alerts may also be present in the file. In this case, you should review the data and determine if corrections are necessary. If the data is correct, then you must provide a justification for the data in the appropriate Warning Comment field and resubmit your data with the justification or correction. Like errors, you must resolve all warnings, or your data will not be saved to HSMED.

File Statuses (cont.)

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- ✓ Completed: The file has been processed and no data validation issues were found.
- ✓ Completed with Alerts: The file has been processed and no warnings or errors were found, however alerts are present within this file.

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Finally, we have the successful upload statuses.

- If your file has status **Complete**, then the file has been processed and no data validation issues were found. This will not be a common case, as there are many alerts that can show up even when the data is correct. We'll go through the types of data validations you'll see a little later in this training.
- If your file has the status **Completed with Alerts**, this means that your file has been processed and no warnings or errors were found. There may be one or more alerts in the file, but these did not prevent your file from being saved to HSMED.

If you receive one of these two upload statuses, then your data has been successfully uploaded and saved to HSMED, and your PO will be able to review the data that was submitted. However, **if you receive any other status, then your file has NOT been saved to HSMED and cannot be reviewed by your PO.** When you receive the email indicating that your file has processed, please check the actual status of your upload to determine whether it was successfully saved!

Upload History

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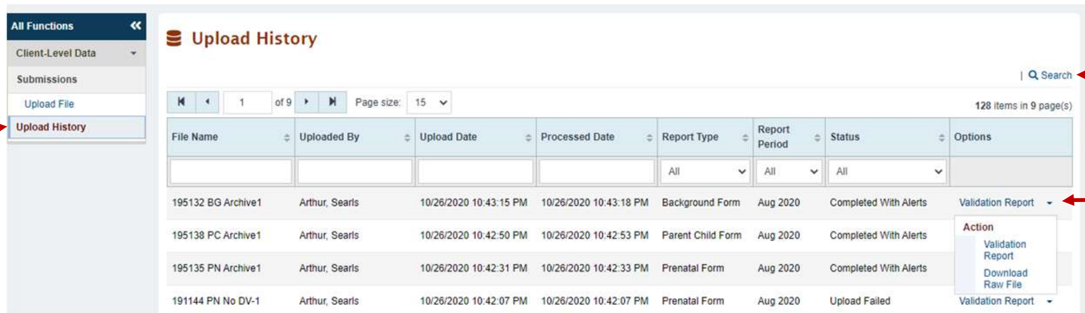
- Once the file has been processed, return to the Upload History page. The status of the file will automatically update. Click “Search” to initiate a search of the uploaded files.
- Click “Validation Report” to see a list of the data validations found in the file. Click the arrow beside “Validation Report” to see other possible actions.
- Click “Download Raw File” to download a copy of the file that was uploaded.



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Let’s review the Upload History page before we move on to data validations.

Once you receive the email indicating that your file has been processed you should return to the Upload History page. The status of the file will automatically update when you refresh the page. If you click “Validation Report”, you will see a list of the data validations found in the file. This will only be available for files that have completed processing (files with the status Upload Failed, Processed with Warnings, Completed with Alerts, and Completed) files with other statuses will show only blank data validations pages and will not have the correct data validations shown.

If you click the arrow to the right of “Validation Report,” you will also be able to download a copy of the XML or CSV file that you uploaded by clicking the “Download Raw File” button.

Upload History (cont.)

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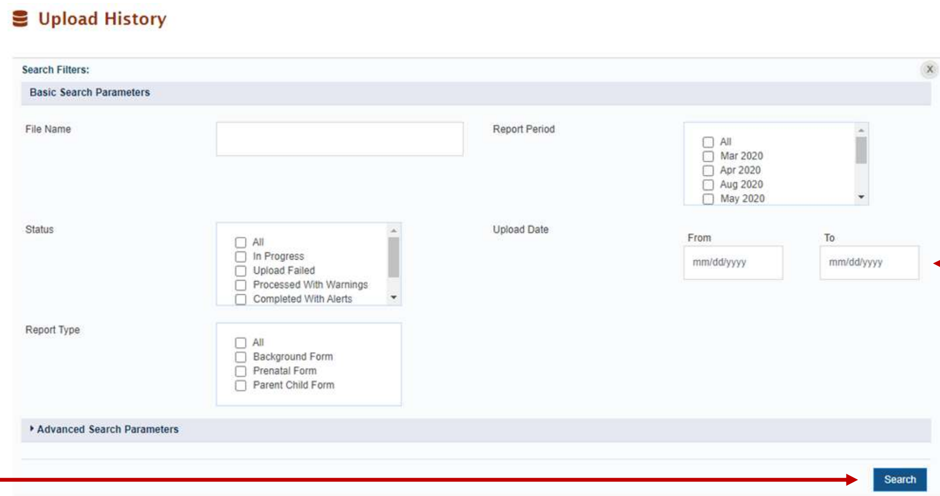
- Search for specific uploads using the parameters in the Basic Search. Note that Upload dates MUST be in the correct format to search by date.



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On the Upload History page, you can also search for specific uploads using the search button. **As a note, when using the search, if you enter dates in the upload date fields, they MUST be in the correct format.** If you enter dates in an incorrect format and click the “search” button, the system will break, and you will see an endless loading screen. You will then have to refresh the page in order to perform any searches or see any files you have uploaded.

Data Validations

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- ✗ Errors: All errors must be resolved before the report can be successfully accepted.
- ✗ Warnings: Users must review and, if appropriate, resolve their warnings. Users must enter a justification comment in the CSV or XML file, and reupload to the system to submit the report and resolve the warning(s).
- ✓ Alerts: A report can be submitted with alerts. Users do not need to enter comments to explain the data that caused the alert. These may be present even when data is valid and can also be considered as reminders to grantees about key data elements.

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Now let's talk about the data validation checks that you might see when uploading your files.

- **Errors** are major issues with the data that must be resolved before the report can be successfully accepted. A file with errors will show status "Upload Failed"
- **Warnings** are also major issues with the data, however MCHB has provided an opportunity for grantees to provide justifications for these data issues rather than requiring grantees to correct the data. Users must either correct their data or enter a justification comment in the appropriate Warning Comment field and then reupload their file to the system to submit the report and resolve any warnings. Files with warnings will show status "Processed with Warnings"
- **Alerts** are minor data issues that highlight key data elements that MCHB has prioritized. Alerts may show even when the data submitted is correct. They can be considered reminders for grantees to review key data elements for accuracy and completeness. Files with only alerts have been successfully submitted and saved to the system, and do not need to be reuploaded with changes. Users are also not required to submit comments or justifications to explain the data that caused the alert.

Validation checks performed on data elements are described in the Implementation Guides (available from the Healthy Start EPIC website and on the Upload File page).

Validation Report

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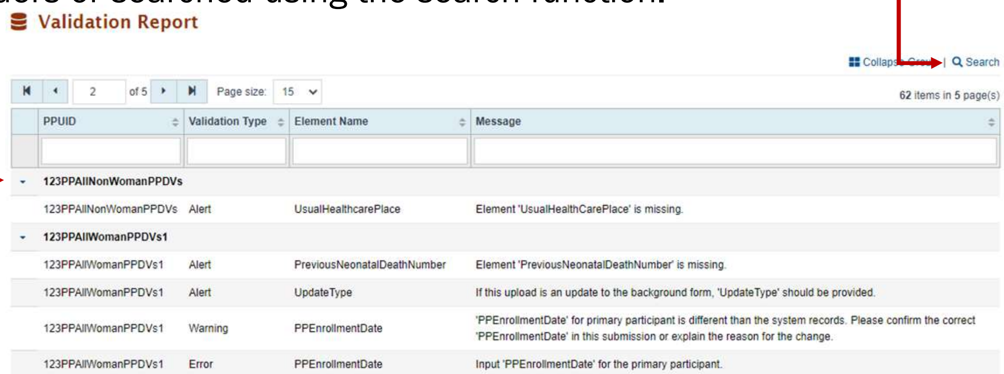
- Validations are grouped by PPUID and show the PPUID in which the data issue is present, the validation type, the element name, and a message regarding the issue present in the data.
- Validations can be filtered by typing in the fields directly below the column headers or searched using the search function.



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On the validation report page, validations are grouped by PPUID and show the PPUID in which the data issue is present. Each validation will also show the validation type (error, warning, or alert) and a message regarding the issue present in the data.

Validations can be filtered by typing in the fields directly below the column headers or searched using the search function.

Additional Upload and Data Validation Rules

- All clients must have existing Background Information forms before Prenatal and/or Parent/Child forms can be submitted.
- For each form type, you may not include the same client multiple times.
  - For the Background and Prenatal forms, this means you may not submit clients with the same PPUID.
  - For Parent/Child forms, the child is considered the client so you may not submit multiple clients with the same ChildUID (you may submit multiple instances of the same PPUID with different ChildUIDs)

In addition to the validation rules listed in the Implementation guides, there are a few additional rules to keep in mind when uploading files to the system.

First, all clients must have existing background information forms before Prenatal and Parent/Child forms can be submitted. This includes all PPUIDs and OtherLinkedPPs submitted through the Prenatal and Parent/Child forms. **If you submit Prenatal or Parent/Child forms before Background forms have been successfully saved to the system, your Prenatal and Parent/Child forms will fail and you will receive an error for each and every client where the client does not already have a background form.** Because of this, we strongly suggest that you wait until your background forms have changed to status Completed or Completed with Alerts prior to submitting any Prenatal or Parent/Child forms.

Second, in each file submitted, you may not include the same client multiple times. For the Background and Prenatal forms, this means you may not submit clients with the same PPUID. For Parent/Child forms, the child is considered the client so you may not submit multiple clients with the same ChildUID, though you CAN submit multiple instances of the same PPUID with different ChildUIDs.

With the exception of the format requirement (which is the required org#, and capitalized PP following it), PPUIDs and ChildUIDs are NOT case sensitive, so you will need to change the order of letters and numbers for two IDs to count as separate IDs.

Although you cannot submit the same client multiple times in the same file, you may submit multiple files in a reporting period for each form type. Each file can include the same or different clients as other files submitted within the report period.

Additional Upload and Data Validation Rules

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- Each PPUID may be linked to a maximum of 5 unique PPUIDs and 10 unique ChildUIDs.
  - PPUID linkages to PPUIDs are made through the OtherLinkedPP field (all forms)
  - PPUID linkages to ChildUIDs are made through the Prenatal Form (EnrolledChildID) and the Parent/Child Form (PPUID and ChildUID are linked)
- Each ChildUID may be linked to a maximum of 4 unique PPUIDs.
  - ChildUID linkages to PPUIDs are made through the Prenatal Form (EnrolledChildID and PPUID are linked) and the Parent/Child Form (PPUID and OtherLinkedPP are linked to ChildUID)

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One other rule to consider is the cap on linkages that can be made between participants and children.

Each participant can be linked to a maximum of 5 other participants and 10 children. Participant linkages can be made through the OtherLinkedPP field in all forms, and linkages will be added regardless of which form is used. Child linkages can be made through the Prenatal Form using the field EnrolledChildID or the Parent/Child Form, as the PPUID and ChildUID are linked.

Additionally, each Child may be linked to a maximum of 4 adult participants. Child linkages to adults are made through the Prenatal Form via the EnrolledChildID field, as well as through the Parent/Child Form, as the child will be linked to the PPUID and all IDs provided in the OtherLinkedPP field.

If you attempt to exceed the maximum number of linkages, the system will return an error. If you need to change or delete linkages, you will have to submit a request to HSMED customer support at HealthyStartData@hrsa.gov

Handling Special Circumstances

- There are certain circumstances under which you may need to submit multiple changes to client data within a month.
- In this case, you should submit your data for clients in multiple files. You may submit as many files as you need to for each form.
- Files should be submitted in chronological order, from oldest update to newest, with the most recent updates submitted in the LAST file.

File 1	_ParticipantType	erPage_PPUID	_UpdateType	_EntersPrenatalDate	_OtherUpdateDate	_OtherUpdateSpecification
Reporting Period: 05/2020	1	123PP0001	1	5/3/2020		

File 2	_ParticipantType	erPage_PPUID	_UpdateType	_EntersPrenatalDate	_OtherUpdateDate	_OtherUpdateSpecification
Reporting Period: 06/2020	1	123PP0001	4		6/20/2020	Insurance Updated

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Before we finish up this topic, there are a few special circumstances under which you may need to submit multiple files within a reporting period. Whenever there are clients with multiple updates, clients who have received services multiple times within a month, or when you are completing the data dump for the initial upload of client data from multiple reporting periods, you may need to submit multiple files to address all of the updates within the reporting period.

As a note, UpdateType will remain a single-select field at this time. In future iterations, we may make changes to the system allowing users to multi-select update type, but for now you should submit your data for the client multiple times with different update types selected.

For each reporting period, you may submit as many files as you need for each form. There is no limit on the number of files you can submit for each report.
Files should be submitted in chronological order from the oldest update to the newest, with the most recent updates submitted in the LAST file uploaded to the system.

Let’s take a look at the situation described on the screen. The image shows a truncated version of the BG form. If the same client was seen once in May and a second time in June, you should first submit updates from May in one file, and then submit the updates from June. This would also apply for situations in which there are multiple update types within the same month/reporting period.

Recap: Topics in this Section

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- Upload History
- File Statuses
- Data Validations
- Validation Reports
- Additional Validation Rules and Considerations
- Special Circumstances

Downloading Data

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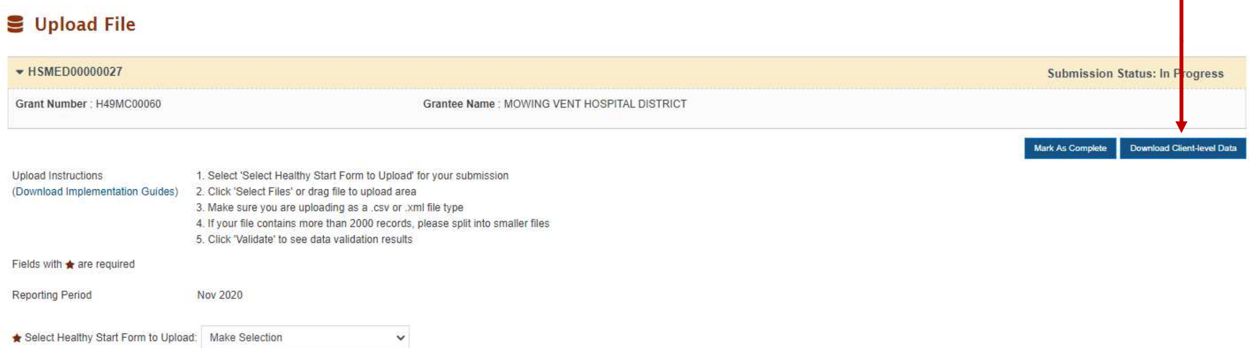
- Clicking the “Download Client-Level Data” button from the Upload File page will create an Excel download of all the HSMED data submitted by your organization. The download will have the Grant Number and Report Tracking Number included in the Excel file name.



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Once you’ve finished uploading your files, and they’ve reached the “Completed” or “Completed with Alerts” status, you can download your data to review what you are submitting.

On the Upload File page, you can click the “Download Client-Level Data” button to download an Excel document with all of the HSMED data that has been submitted by your organization. The download will include all clients that have been submitted, regardless of which reporting period they were submitted in, and will have the most recent updates for each of the clients submitted. The file will have the grant number and report tracking number included in the Excel file name.

Understanding the Data Download

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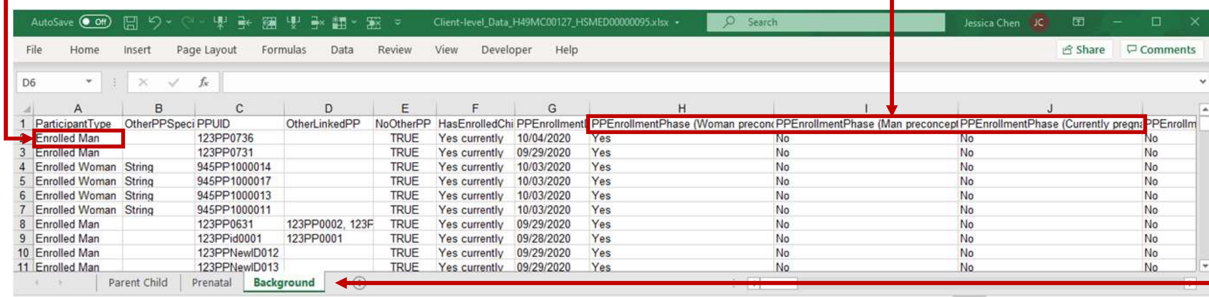
- Within the Excel file, data for each form is separated into different tabs at the bottom of the Excel to navigate between different forms' data.
- Fields are separated by column, while clients are separated by rows.
- "Multiple-choice question" elements show the value of the response, and not the numerical ID (e.g., Enrolled Woman, rather than 1)
- Elements allowing multiple values (i.e., "Select all that apply" questions) are shown as separate variables with dichotomous values (No, Yes)



	A	B	C	D	E	F	G	H	I	J	
1	ParticipantType	OtherPPSpeci	PPUID	OtherLinkedPP	NoOtherPP	HasEnrolledChi	PPEnrollment	PPEnrollmentPhase (Woman precon	PPEnrollmentPhase (Man preconcept	PPEnrollmentPhase (Currently pregna	PPEnrollm
2	Enrolled Man		123PP0736		TRUE	Yes currently	10/04/2020	Yes	No	No	No
3	Enrolled Man		123PP0731		TRUE	Yes currently	09/29/2020	Yes	No	No	No
4	Enrolled Woman	String	945PP1000014		TRUE	Yes currently	10/03/2020	Yes	No	No	No
5	Enrolled Woman	String	945PP1000017		TRUE	Yes currently	10/03/2020	Yes	No	No	No
6	Enrolled Woman	String	945PP1000013		TRUE	Yes currently	10/03/2020	Yes	No	No	No
7	Enrolled Woman	String	945PP1000011		TRUE	Yes currently	10/03/2020	Yes	No	No	No
8	Enrolled Man		123PP0631	123PP0002, 123F	TRUE	Yes currently	09/29/2020	Yes	No	No	No
9	Enrolled Man		123PPid0001	123PP0001	TRUE	Yes currently	09/28/2020	Yes	No	No	No
10	Enrolled Man		123PPNewID012		TRUE	Yes currently	09/29/2020	Yes	No	No	No
11	Enrolled Man		123PPNewID013		TRUE	Yes currently	09/29/2020	Yes	No	No	No

Here is a sample of the Excel download.

Within the Excel, data for each of the forms is separated into different tabs at the bottom of the Excel to navigate between the different forms' data.

Similarly to the CSV files, fields are separated by columns, while clients are shown in separate rows

Multiple-choice questions show the value of the response, rather than the numerical IDs (for example, Participant Type = 1 would show as "Enrolled Woman").

Elements that allow multiple values (i.e., select all that apply questions) are shown as separate variables with Yes/No answers. For example, PPEnrollmentPhase is broken out into Woman preconception, Man preconception, etc. for each of the possible answers, and each is given a response of "Yes" or "No."

General Guidelines for Correcting Errors

- It is generally not advised to fix errors in CSVs and XMLs and upload again- because this will not fix the source of the problem.
  - If your data collection system does not have the most current and correct data, it is likely that you will repeatedly generate files with the same error.
- Priority should be to fix the source of the error so it does not occur every time the CSV/XML is generated. This may require going into your data collection systems or contacting your vendor.
- The Implementation Guides explain and demonstrate in detail what types of values are compliant for each field in the CSV/XML. They also provide examples of how those fields should look within the CSV/XML.

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If you find that there are any errors in your data, or if there are any changes you would like to make, you may need to correct your data.

In these cases, we generally do not advise that you fix errors in the CSVs and XMLs and upload again. If you only correct the CSV or XML, you will not fix the source of the problem. If your data collection system does not have the most current and correct data, it is likely that you will repeatedly generate files with the same error.

Instead, you should prioritize fixing the source of the error so it does not occur every time the CSV or XML is generated. This may require you to update your data collection system or contact your vendor.

The Implementation Guides explain and demonstrate in detail what types of values are compliant for each field in the CSV/XML. They also provide examples of how those fields should look within the CSV/XML.

Correcting Submitted Data

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- To correct data you have already submitted to HSMED, upload your corrected file to HSMED using the same upload process previously discussed. Please note the following:
  - Leave all fields that were previously correct as is. The system will completely overwrite previous data for each client in the upload file, so please ensure that your upload includes all previously included data.
  - Do not make changes to the "UpdateType" data element. For example, if you submitted a background form for a client with UpdateType "2 – Enrolled woman ends Prenatal" selected and find that you need to correct the submission, please resubmit corrections with the same UpdateType selected.

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To correct data you have already submitted to HSMED, upload your corrected file to HSMED using the same upload process previously discussed. There are a couple of things to keep in mind when correcting your data.

Leave all fields that were previously correct as is. The system will completely overwrite previous data for each client in the upload file, so please ensure that your upload includes all previously included data.

Do not make changes to the "UpdateType" data element. For example, if you submitted a background form for a client with UpdateType "2 – Enrolled woman ends Prenatal" selected and find that you need to correct the submission, edit the fields that have incorrect data, and resubmit corrections with the same UpdateType ("2 – Enrolled woman ends Prenatal") selected.

Updating Submitted Data

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- When clients reach key milestones according to MCHB guidelines, you will also need to update the client's information.
- In those cases, please correctly select the UpdateType to be sure that your client's information correctly reflects the change in their status.
- If a client has multiple updates within a reporting period, submit updated data multiple times to reflect each type of update.
  - Updates must be submitted chronologically

When clients reach key milestones according to MCHB guidelines, you will also need to update the client's information.

In those cases, please correctly select the UpdateType to be sure that your client's information correctly reflects the change in their status.

If a client has multiple updates within a reporting period, submit updated data multiple times to reflect each type of update.

Data Saving and Overwriting

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- HSMED overwrites data for each client submitted in a file. This allows users to easily correct their data.
- HSMED does save archival data for MCHB to track client trends over time, but archives are not visible to or accessible by grantees.
- When multiple updates, changes, or corrections need to be made to the data, changes should be submitted in chronological order.

File 1	ParticipantType	Page_PPUID	_UpdateType	_OtherUpdateDate	_OtherUpdateSpecification	_InsuranceType	HadPreventiveCare
Original Data	1	123PP0001	4	9/24/2020	New Insurance	1	1

File 2	ParticipantType	Page_PPUID	_UpdateType	_OtherUpdateDate	_OtherUpdateSpecification	_InsuranceType	HadPreventiveCare
Incorrect Update	1	123PP0001	4	9/24/2020	New Insurance	2	

File 3	ParticipantType	Page_PPUID	_UpdateType	_OtherUpdateDate	_OtherUpdateSpecification	_InsuranceType	HadPreventiveCare
Correct Update	1	123PP0001	4	9/24/2020	New Insurance	2	1

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HSMED overwrites data for each client submitted in a file. This allows users to easily correct their data by uploading a new file with corrected data.

However, this also means that HSMED will only save the most recent data submitted. Although there will be an archive to track changes over time, the archive will not be visible to or accessible by grantees. If there are multiple updates, changes or corrections to be made to the data, then users should submit them in chronological order so that the most recent data will always be saved to the system.

Let’s take the example on the screen. If the user submitted the first file and realized the InsuranceType was incorrectly noted in their update, they could upload the second file, with the corrected InsuranceType. However, here you might notice that HadPreventiveCare was deleted from the data when resubmitted in File 2. This would completely overwrite the original data and HadPreventiveCare would be saved to the database as blank. Because of this rule, all data should be submitted exactly as is, with no changes other than the required changes (in this case, HadPreventive should remain filled in with value = 1, as shown in File 3)

Mark as Complete

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- Once your organization has finished uploading all applicable forms for the reporting period, clicking the “Mark as Complete” button will close the report for editing and allow MCHB to review the report.
- NOTE: When one user in an organization clicks the “Mark as Complete” button, the task will close for ALL users in the organization. Please ensure that all forms have been uploaded prior to clicking “Mark as Complete”

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Once you’ve finished uploading all required forms for the reporting period, and reviewed your data for submission, you must click the “Mark as Complete” button to close the report for editing and allow MCHB to review the report.

NOTE: When one user in an organization clicks the “Mark as Complete” button, the task will close for ALL users in the organization. If your organization has more than one person uploading files for a reporting period, please communicate within your organization to make sure that all files have been uploaded prior to clicking “Mark as Complete.”

Once a report has been marked as complete, your organization will no longer be able to make any changes or submit any additional data. At that point, should you need to make any changes, you should email your Project Officer and request that they request changes on your submission so that new data can be uploaded.

What Happens Next?

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- Your report will move to the Project Officers for review. POs will review your report and will have the option to approve the report or request changes.
- Your Project Director will automatically receive an email. Other users may also receive emails if the PO chooses to include them.
- If the PO requests changes, the report will return to your organization's "Pending Tasks" page, as described above. You can then upload new files and "Mark as Complete" when you have completed all requested changes.
- This process will repeat until the PO approves the report.

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As soon as you've submitted your report, it will move your PO for review. POs will review your report and will have the option to approve the report or request changes. In each of these cases, your Project Director will automatically receive an email. Other users may also receive emails if the PO chooses to include them, so if you wish to also receive the notification, please email your PO and request that they include you on notification emails.

If the PO requests changes, the report will return to your organization's "Pending Tasks" page, as described previously. You can then upload new files and "Mark as Complete" when you have completed all requested changes. This process will repeat until the PO approves the report.

Recap: Topics in this Section

- Data Download
- Correcting Data
- Updating Data
- Mark as Complete
- PO Actions After Submission

Reporting Requirements

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- First HSMED-II submission is due **December 15th**
- What to submit (by 12/15):
  - The "**latest versions**" of forms for each participant screened in 2020
    - Women who were pregnant in 2020
      - Upload the most recently completed/updated version of the prenatal form
      - Upload the most recently completed/updated version of the background form
    - Non-pregnant women, men, and "other adults"
      - Upload the most recently completed/updated version of the background form
    - Children
      - Upload the most recently completed/updated version of the parent/child form
- After 12/15 due date, continue to submit forms as they are completed/updated each month
  - Due date is the 15th of each month
  - If a form is completed *and* updated in a month (or updated more than once), each version will need to be uploaded by submitting as separate files chronologically.

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Grantees are expected to make their first submission of data into the HSMED-II by December 15th, 2020. Since grantees have been collecting data since May 15th, project sites are sitting on many months worth of data. To ease the burden of reporting in December, the Division is only expecting program sites to upload the latest data for participants screened in 2020. What this means is that grantees should prepare their data files to contain only the latest versions of forms completed or updated for participants – to break this down by participant type: All women who were pregnant and screened in 2020 should have the most recently completed/updated version of the prenatal form uploaded in December, as well as their most recently completed/updated version of the background form. For non-pregnant women, men, and "other adults" (unenrolled individuals with primary custody of an enrolled child), the most recently completed/updated version of the background information form should be uploaded in December. Lastly, for children, the most recently completed/updated version of the parent/child form should be uploaded in December.

After December, grantees will continue to submit forms as they are completed and/or updated each month. The due date for HSMED-II submissions is the 15th of each month.

As explained previously, due to the overwrite rules of the HSMED-II, forms that completed and updated in a month (or updated more than once), will need to be uploaded by submitting as separate files chronologically. Updates dates can be the same in the multiple submissions.

Technical Assistance and Support

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- For issues regarding EHBs, please contact the EHBs helpline: 877-Go4-HRSA/877-464-4772
- For questions specific to use of HSMED, please send an email to: HealthyStartData@hrsa.gov and use the subject line: “Technical Support Request for HSMED-II”
- For questions regarding MCHB policy and SOPs, please send questions to: HealthyStartData@hrsa.gov

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If you run into any problems or issues while submitting your reports, please refer your questions to the technical support options listed on this slide.

For issues regarding EHBs, please contact the EHBs hotline. For example, if you’re having trouble with registration, logging into your account, or associating your account with an organization, those would be considered EHBs general questions.

For issues regarding the HSMED system, please send an email to: HealthyStartData@hrsa.gov and use the subject line: “**Technical Support Request for HSMED-II**”. Questions about the HSMED system will include pretty much all topics included in this training. Please remember to include the correct subject line, as it will ensure that your question is redirected in a timely fashion to the people who are able to provide the best support. Please include as much information as possible, including browser used, screenshots, and any files that may be having issues.

Questions regarding MCHB policy, best practices, and standard operating procedures (SOPs) should be sent to: HealthyStartData@hrsa.gov
For example, if you have questions about what type of data you should be reporting, completeness or data quality, update types, etc.

We will also be sending out a helpful guide with some common questions and where they should be directed to.

Questions

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