

CAREWare for Healthy Start User Guide

HSMED-II Report

This user guide provides step-by-step instructions for Provider Administrators and Data Managers to run the HSMED-II Report to pull client-level data from the data collection forms for monthly submission through the Electronic Handbook (EHB).

Please review the <u>HSMED-II Implementation Guides</u>, <u>Schema</u>, <u>and Templates</u> if you have any questions about the monthly HSMED-II requirement</u>.

How to run the HSMED-II Report

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



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



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4. Click on HSMED-II Report

CAREWare Reports > Healthy Start Reports				
Back				
Healthy Start Reports				
Monthly Aggregate Report	Manage/Run Monthly A			
HSMED-II Report	Manage/Run HSMED-II			
HSMED-II Validator	Validate HSMED-II Data			

5. On the **Run HSMED-II Report** screen, select the **Report Month and Year** the HSMED-II Report is for and click **Run**.

If dropdown is not populating, delete the default date and click on the magnifying glass.

<u>Reminder</u>: Dropdowns in CAREWare only display the first 10 options. If there are more options, use the navigation arrows or type in a few characters to filter the options.



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- 7. If a WarningComment needs to be added for any Warnings, double click on the warning OR select the warning (the row will turn blue) and click **Add or Update Comment For Warning**.
 - In the HSMED-II Validator, users are instructed to send supervisors explanations if Warnings cannot be corrected per the Rule Descriptions.
 - Make sure to add all WarningComments in one sitting; they do not save for later downloads.

CAREWare Reports > Healthy Start Reports > Run HSMED-II R					
Add or Update Comment For Warning		Download Report B			
HSMED2 Warning Comments					
Search:					
Form	Client Name	PPUID			
Prenatal	Test, Primary Participa	nt F 000PPBA			
Prenatal	Test, Jane	Test, Jane 000PPD			

8. Add a WarningComment or explanation for why the validation issue cannot be corrected as instructed and click **Save Warning Comment**.

CAREWare Reports > Healthy Start Reports > Run HSMED-II Report > Add or Update Comment For Warning Save Warning Comment Cancel				
Add or Update Comment For Warning				
Form:	Prenatal			
Client Name:	Test, Primary Participant F			
PPUID:	000PPBA1233AF67D0C1C596A5766D5CBCB50FBD764BD1U			
HSMED2 Field:	FatherInvolvement			
Comment:	Input WarningComment			

- When ready to download the HSMED-II Report, click **Download Report** and the WarningComments will save to the downloaded HSMED-II Report files.
 - At least three files should be downloaded. If only one file is downloaded, look for a pop-up in the browser asking for permission to download multiple files.
 - Additionally, your browser may block pop-ups. Look for "allow pop-ups" or an icon in the URL and click on it to enable pop-ups. Re-running the report may be required.



Search:			
Form	Client Name	PPUID	
Prenatal	Test, Primary Participant F	000PPBA1233A	
Prenatal	Test, Jane	000PPD5F7355	

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