

CAREWare for Healthy Start User Guide

HSMED-II Validator

This user guides provides all users step-by-step instructions for using the HSMED-II Validator to correct validation issues with the data from the data collection forms completed in CAREWare. Once the validation issues are addressed, the HSMED-II report can be pulled for submission via the Electronic Handbook (EHB). The HSMED-II Validator not only identifies validation issues, but also indicates the level of severity (i.e., Alert, Warning, or Error), and lists the affected clients.

Please see the <u>HSMED-II Implementation Guides</u> if you have any questions about the validation rules.

How to use the HSMED-II Validator

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

Submit	
Login	
	Enter your CAREWare Username
Username:	

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



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3. Click on Healthy Start Reports



4. Click on HSMED-II Validator



- 5. On the **HSMED-II Validation Settings** screen, select the **Report Month and Year** you would like to validate and click **Validate**.
 - CAREWare will review data from the data collection forms created or updated in the selected Report Month.
 - <u>Note</u>: Dropdowns in CAREWare only display the first 10 options. Use the navigation arrows or type in a few characters to filter the available options.

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CAREWare Report	s > Healthy Start Reports >	HSMED-II Validation Settin
Validate Aggree	gate Report Back	
HSMED-	Validation S	
Report Month:		
Grantee Name:	April 2022	
Employee:	March 2022	
	February 2022	
	January 2022	
	December 2021	
	November 2021	
	October 2021	
	September 2021	
	August 2021	
	July 2021	

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- 6. To validate data collection forms completed by a specific Employee (i.e., Interviewer), click on the **Employee** dropdown.
 - If **Employee** field is left blank, CAREWare will validate all data collection forms that were created or updated in the selected Report Month and Year.
 - Make sure to double check the Employee selected before clicking 'Validate' as a user can validate another Employee's data entry.
- A black pop-up will appear in the top-right corner. When the validation is complete, click on View Validation Results.

CAREWare Reports > Healthy Start Reports > H SMED-II Validation Settings			
Validate Aggregate Report Back			
HSMED-II Validation Settings			
Report Month: A	pril 2022 🔎		
-	Frantee Provider		
Employee:			
	Employee 1,		
E	Employee 2,		
E	Employee 3,		
F	Employee 4		



- 8. The validation report will appear and display **Affected Clients** (i.e., clients that have data collection forms with validation issues).
 - For each validation issue, the Client's PPUID, Last Name and First name; Rule Description; Form Name; Severity; and Interviewer will be identified.
 - Note:
 - Errors must be corrected for data to be submitted for HSMED-II via the Electronic Handbook (EHB).
 - If Warnings cannot be corrected, send an explanation (and include the PPUID and validation issue) to your supervisor so a Warning Comment can be included when running the HSMED-II Report. If the validation issue is not resolved AND no Warning Comment is provided, data cannot be uploaded in EHB.
 - Alerts should be addressed, if possible, but will not prohibit data from being submitted.
- 9. To correct the data, select an issue (the row will turn blue) and double-click the row or click on **View Client Form Data**.



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10. A new tab will open to the data collection form record of the client record in which the validation issue exists.



- 11. Select the form record (it will turn blue) and click **View** or **Edit**.
 - Correct the issue as described in **Rule Description** in the validation report (which should still be available in the original browser tab).

Background Form Records					
View	Add	Edit	Delete	Back	Prin
Forms					
Search:					
Date		Pr	ovider		
03/23/2	022	De	Demo Grantee Provider		
03/23/2	022	De	Demo Grantee Provider		

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- 12. Rerun the HSMED-II Validator after changes are made to see if any validation issues remain.
- 13. To view an Aggregate Report of the validation issues, when on the **HSMED-II Validation Settings** screen, click on **Aggregate Report**.

CAREWa	e Repor	ts > Healthy S	tert Reports > HSMED-II Va
Validate	Aggre	gate Report	Back
HSN	1ED-	II Valid	ation Settings
Report	Month:	April 2022	
Grantee	e Name:	Demo Grante	e Provider
Em	ployee:		

CAREWare Repo	orts > Healthy Start Reports > HSMED-II Validation Settings > HSMED2	2 Validation Results	
View Affected Cl	ients Back Print or Export		
HSMED2	2 Validation Results		
Search:			-
Form Name	Rule Description	Affected Clients	Se
Background	G1: A response is requried for ParticipantType.	2	En
Background	G2: A response is required for HasEnrolledChild.	2	En
Background	Page 1: Input 'PPEnrollmentDate' for the primary participant. A response is	2	En
Background	G3: A response is required for PPEnrollmentPhase.	2	En

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