HSMED CSV Template Guidelines

This guideline is for grantees that plan to use the CSV2XML conversion feature on the Healthy Start Monitoring and Evaluation Data (HSMED) System. The CSV2XML feature converts a compliant CSV file to a properly formatted XML, which can be uploaded to HSMED. You will not need this feature if you can create your data export in XML directly.

Note: The HSMED Phase 2 training will show grantees how to use the CSV2XML tool and go over important rules. Grantees must first be able to get their data into the appropriate CSV format and this part will not be covered in training due to the data system variability among grantees. However, questions regarding exporting data into the CSV formats can be directed to [HSsupport@dsfederal.com](mailto:HSsupport@dsfederal.com).

Below are guidelines to prepare the CSV files:

1. The templates' column order and the number of columns are how your data must be organized and followed. You can change the headers to whatever name you would like but the order and number of columns must match what is in the template. For example, in the Tool 1 Demographic template, column D is listed as Birthdate. You can change the column name to the variable in your system but any data you submit to us (as a Tool 1 csv) in column D will be interpreted as Birthdate data.
2. There are 9 CSV templates in total, one for each screening tool and an additional one for previous pregnancy, postpartum babies and parenting babies.
3. These 3 additional CSV template are: PrevPregnancy, PostPartumBaby, and ParentingBaby. PrevPregnancy contains previous pregnancy information from the PregnancyHistory tool. PostPartumBaby contains child record information from the PostPartum tool and ParentingBaby contains child record information from the Parenting tool.
4. Each pregnancy and each child is a row in the PrevPregnancy, PostPartumBaby, and ParentingBaby templates. It should follow the sequence on the screening tool - the first row of a client is Child 1 and 2nd row is Child 2 etc. Similarly, each client is a row in the 6 main CSV templates.
5. The CSV to XML conversion tool will not check for compliance. Compliance is checked when you upload your converted XML file. Please try to make sure you have compliant values in your CSV files (as detailed in the Implementation Guides) so that you will not have to adjust your system and re-convert your CSV file.
6. The columns ending with “Ids” correspond to elements ending with “List” and they are elements that accept multiple values (e.g. “choose-all-that-apply questions in the screening tool). In these fields that allow multiple values, values are to be listed with comma 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.