



# Healthy Start Aggregate Data Reporting User Guide

VERSION 1.1

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

04/28/2017

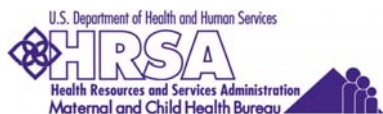


## Healthy Start Aggregate Data Reporting Guide

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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 was 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 Monitoring & Evaluation System (HSMES), and is separate from the Healthy Start Monitoring & Evaluation Data (HSMED) which collects HS client-level data.

Like the HSMES reporting, data to the 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 step-by-step instructions to guide the grantees through the completion of the 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 “*mousing over*” the URL, a “*pointer hand*”  will appear. At this moment “*left click*” on 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 **CY2017 Healthy Start Aggregate Data Reporting Template – 04-24-2017**, 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).

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2. Upon displaying the blank **CY2017 Healthy Start Aggregate Data Reporting Template – 04-24-2017** 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 being taken to the window to “**Save As**”, select your folder of choice to save the file.
  - c. Upon being taken to the window to select and enter “**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.


### 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 2017 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 only one (1) month of aggregate data, meaning multiple months of data cannot be submitted into a template.
- **Answers should be based on enrolled and active participants for the month, or new, when requested.**
- **Count HS participants as those who are: pregnant women, non-pregnant women, infants 0-11 months (before the age of 12 month), and children 12-23 months (before the age of 24 months).** The question pertaining to 1.c. “Total number of Healthy Start participants served to date” are cumulative counts for the current calendar year. This data should provide the number HS participants in the program.

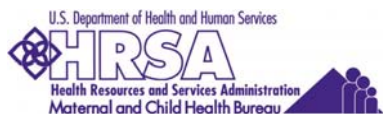
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- Count totals comprised of “**active**” and “**enrolled**” participants. “**Active**” participants received services at least once within the past month.
    - NOTE: “**Active**” participants (e.g., pregnant, non-pregnant and infants 0-11 months, and children 12-23 months) are those who are participating in the Healthy Start Program at the time of the monthly cut-off date (e.g., last day of the month), and this does not include closed cases. This number includes both newly enrolled and active HS participants.
  - Not consider **Males** as participants in the HS program; however, we would like to know the number of males participating in HS activities for the month in a separate count.
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 – 7, 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
    - Only for “**Initial Report Information**”, must alphabetical text and numerical data entry be 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 Healthy Start Aggregate Data Report Template by the following:



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- 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 being taken to the window to “*Save As*”, select your folder of choice to save the file.
- c. Upon being taken to the window to select and enter “*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 the example naming convention to use: *MC#####\_03-2017\_HS\_Data\_Report\_4-30-17*

**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.

**SUGGESTION:** to avoid losing your completed and saved aggregate data template, it is suggested that you print the completed data report template, upon completion.

### 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.





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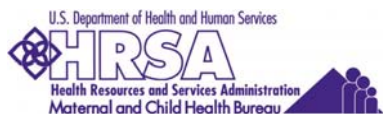
The following is the example title convention to use for “*Subject*” title: ***MC#####\_03-2017\_HS\_Data\_Report\_4-30-17***

2. Add text to the body of the email that includes how a completed Healthy Start Aggregate Data Reporting Template is being submitted, specifying grant organization’s grant name and grant number and including 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: *MC#####\_03-2017\_HS\_Data\_Report\_4-30-17***
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 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.



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

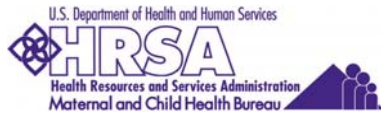
Below are sectional views of a sample HS Aggregate Data Template, by column. Refer to Appendix B for Data Metric Definitions.

**Columns A – E: Initial Report Information**

Initial Report Information				
Grant Number (ex. H49MC#####)	Geography (Rural, Urban or Border)	State	Reporting Month	Reporting Year
H49MC00999	Urban	MD	03	2020

**Columns F – T: 1. Healthy Start Participants Enrolled**

1. Healthy Start Participants Enrolled														
1.a. Number of <i>new</i> HS participants served within the past month					1.b. Number of HS participants served within the past month.					1.c. Total number of HS participants served to date (current calendar year)				
Pregnant Women	Infants 0 - 11 months	Children 12 - 23 months	Non-pregnant Women	<i>*Total</i>	Pregnant Women	Infants 0 - 11 months	Children 12 - 23 months	Non-pregnant Women	<i>*Total</i>	Pregnant Women	Infants 0 - 11 months	Children 12 - 23 months	Non-Pregnant Women	<i>*Total</i>
13	7	14	25	59	85	70	90	190	435	110	95	115	220	540



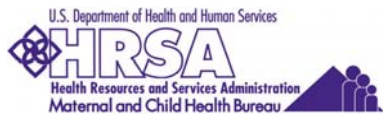
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- Columns U – Y:**
- 2. HS Participants Health Insurance Status,**
  - 3. Program Participants’ Births**
  - 4. Program Participants’ Infant Deaths**

2. HS Participants Health Insurance Status	3. Program Participants' Births			4. Program Participants' Infant Deaths
2.a. Number of new Healthy Start Participants enrolled with Health Insurance	Total Number of Live Births within the past month	Total Number of Low Births Weights Births within the past month	Total Number of Births < 37 Weeks (Pre-term) within the past month	Total Number of Infant Deaths (from birth to one year) within the past month
57	5	0	1	0

- Columns Z – AI:**
- 5. Number of New Women Participants by Demographics**

5. Number of New Women Participants by Demographics									
5.a. Race								5.b. Ethnicity	
American Indian or Alaska Native Women	Asian Women	Black/African American Women	Native Hawaiian/Pacific Islander Women	White Women	Multi-Racial Women	Other and/or Unknown Women	Refused Women	Hispanics/Latino Women	Non-Hispanic/Latino Women
1	1	15	1	9	1	1	0	9	29



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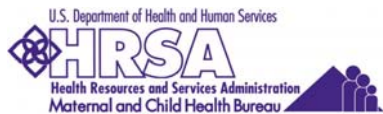
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**Columns AJ – AN: 6. Program Participants’ Behaviors**

**7. Number of HS Male Participants**

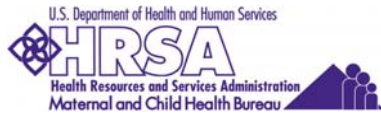
**8. Data Notes**

6. Program Participants' Behaviors				7. Number of HS Male Participants	8. Data Notes
6.a. Total Number of HS Participants initiating Breastfeeding within one month following birth , within the past month	6.b. Total number of HS Participants Receiving Prenatal Care Beginning 1st Trimester, within the past month.	6.c. Total number of pregnant HS Participants who abstained from Tobacco Use, within the past month	6.d. Total number of HS Participants Giving Birth Who Attended Postpartum Care Visits within 2 months following birth, within the past month	7.a. Number of HS Male Participants served within the past month	
120	60	100	90	15	This is revised data – 2 <sup>nd</sup> submission.



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

Data Elements	Definitions	Data Points
<b>Grant Number</b>	The Healthy Start (HS) Grantee is assigned a 10 digit alpha numeric at the beginning of a new grant cycle. The number can be found on the Notice of Award (NoA).	<b>Grantee Number:</b> A “10” digit alpha numeric characters (e.g., HM49MC#####) and the number should be entered in this data box (10 Spaces).
<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 is 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” of the month. This is four digit numeric characters that correspond with the year. For example, “2017.”	The year must be 4 digits (e.g., 2017)



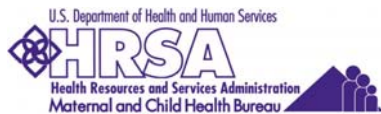
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<p><b>1.a. Number of new Healthy Start Participants served within the past month</b></p>	<p>Newly enrolled HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants</b> 0-11 months (before the age of 12 months), 3) <b>Children</b> 12–23 months (before the age of 24 months), and 4) <b>Non-Pregnant Women</b> for the month. This is a <b>monthly count, meaning at the time of the monthly reporting, report the HS participants 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 Healthy Start Participants served within the past month</b></p>	<p>For all <b>enrolled</b> and <b>active</b> HS participants who received a service within the past month. The enrolled and/or active HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants</b> 0-11 months (before the age of 12 months), 3) <b>Children</b> 12-23 months (before the age of 24 months), and 4) <b>Non-Pregnant Women</b> for the month. This is a <b>monthly count, meaning at the time of the monthly reporting, report the number of HS participants enrolled and active, including “new” 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 be counted 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>Numeric characters and there is no limit.</p>
<p><b>1.c. Total number of Healthy Start Participants served to date (current calendar year)</b></p>	<p>For all <b>enrolled</b> and <b>active</b> HS participants who received a service within the <b>current calendar year.</b> The enrolled and/or active HS participants include: 1) <b>Pregnant Women</b>, 2) <b>Infants</b> 0-11 months (before the age of 12 months), 3) <b>Children</b> 12-23 months (before the age of 24 months), and 4) <b>Non-Pregnant Women</b>, for the year. This is a</p>	<p>Numeric characters and there is no limit.</p>



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	<p><b>total count</b>, meaning at the time of the monthly reporting, <b>report the cumulative number of HS participants enrolled and active, including “new” HS participants, served the entire calendar year.</b> The <b>*Total</b> (sum of all newly 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 be counted 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.a. Number of new Healthy Start Participants enrolled with Health Insurance served within the past month</b></p>	<p>Newly enrolled HS Participants include: 1) Pregnant Women, 2) Infants 0–11 months (before the age of 12 months), 3) Children 12–23 months (before the age of 24 months) and 4) Non-Pregnant Women with Health Insurance (e.g. Medicaid, Private), during or within past month. This is a <b>monthly count</b>, meaning at the time of the monthly reporting, <b>report number of new HS participants enrolled with health insurance status, at the time of enrollment, who received a service, during or within that month.</b></p>	<p>Numeric characters and there is no limit.</p>
<p><b>3.a. Total 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 the total number of Live Births delivered from HS women participants, during or within that month.</b> Exclude <i>Multiple Births</i> from this count. Include in the “Data Notes” section, the number of multiple births.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>3.b. Total number of Low Birth Weight (&gt;2,500)</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 the total number of Live Births less than 2,500 grams among HS participants, during or</b></p>	<p>Numeric characters and there is no limit.</p>



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<p><b>grams) Births within the past month</b></p>	<p><b>within that month.</b> Exclude <i>Multiple Births</i> from this count. Include in the “Data Notes” section, the number of multiple births.</p>	
<p><b>3.c. Total 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 the total number of Live Births that occur at 17 through 36 weeks from HS women participants, during or within that month.</b> Exclude <i>Multiple Births</i> from this count. Include in the “Data Notes” section, the number of multiple births.</p>	<p>Numeric characters and there is no limit.</p>
<p><b>4.a. Total number of infants 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, during or within that month.</b></p>	<p>Numeric characters and there is no limit.</p>
<p><b>5.a. <u>Race</u>:</b>  <b>American Indian or Alaska Natives</b>  <b>Asians</b>  <b>Black/African Americans</b>  <b>Native Hawaiians/Pacific Islanders</b>  <b>Whites</b>  <b>Multi-racial</b>  <b>Other and/or Unknown</b></p>	<p>Report the “<b>Race</b>” of newly <b>enrolled</b> HS women participants, served during or within the past month, which include: 1) Pregnant Women and 2) Non-Pregnant Women, during or within that month.</p>	<p>Numeric characters should be entered and there is no limit.</p>





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<b>Refused</b>		
<b>5.b. <u>Ethnicity:</u> Hispanics/Latinos Non-Hispanics/Latinos</b>	Report the “ <b>Ethnicity</b> ” of newly <b>enrolled</b> HS women participants, served during or within the past month which include: 1) Pregnant Women and 2) Non-Pregnant Women during or within that month.	Numeric characters should be entered and there is no limit.
<b>6.a. Total number of HS participants who initiated Breastfeeding within 1 month following birth, within the past month</b>	For all <b>enrolled</b> and <b>active</b> HS women participants who have given birth and initiated breastfeeding following birth. This is a <b>monthly count</b> , meaning at the time of the monthly reporting, <b>report the total number of HS pregnant participants who have given birth and initiated breastfeeding within 1 month following birth, during or within that month.</b>	Numeric characters and there is no limit.
<b>6.b. Total number of HS participants received Prenatal Care beginning in the 1<sup>st</sup> Trimester, within the past month</b>	For all <b>enrolled</b> and <b>active</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>monthly count</b> , meaning at the time of the monthly reporting, <b>report the total number of HS participants receiving Prenatal Care beginning in 1<sup>st</sup> Trimester, during or within that month.</b>	Numeric characters and there is no limit.
<b>6.c. Total number of pregnant HS participants, only, who abstained from Tobacco Use, within the past month</b>	For all <b>enrolled</b> and <b>active pregnant</b> HS participants who abstained from, Tobacco Use. The enrolled and active participants only include Pregnant Women for this count. This is a <b>monthly count</b> , meaning at the time of the monthly reporting, <b>report the total number of HS pregnant participants who abstained from Tobacco Use, during or within that month.</b>	Numeric characters and there is no limit.
<b>6.d. Total number of HS participants attended postpartum care visits within 2 months following</b>	For all <b>enrolled</b> and <b>active</b> HS women participants who have given birth that make postpartum care visits. This is a <b>monthly count</b> , meaning at the time of the monthly reporting, <b>report the total number of HS women participants who have given birth and attended postpartum</b>	Numeric characters and there is no limit.

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<b>birth, within the past month</b>	<b>care visit(s) within 2 months following birth, during or within that month.</b>	
<b>7.a. Number of Healthy Start Male Participants, within the past month</b>	Report a monthly “ <b>count</b> ” of adult males participating in HS activities (e.g., education and prenatal care classes and HS community events), during or within the past month. We do not count male adults as HS program participants.	Numeric characters and there is no limit. This number would not match with “1a.”
<b>Data Notes</b>	Report any data related notes in this section (e.g., data source, data limitations) as well as status (e.g., preliminary vs final).	Text box is a 250 character limit.

### Important Reminders:

- All monthly reports are due the 10<sup>th</sup> of every month, to report Healthy Start participant counts within the 30 to 31 days of the previous month.
- When a woman’s status changes from “**Pregnant**” to “**Non-Pregnant**”, the grantee should report the current status of the woman at the time of the monthly report cut-off date (i.e., last day of the month).
- When a young participant’s status changes from “**Infant**” to “**Children**”, the grantee should report the new status of the young participant at the time of the monthly report cut-off date (i.e., last day of the month).
- “**Active**” participants (e.g., **pregnant, non-pregnant, infants 0-11 months and children 12-23 months**) are those who are participating into the Healthy Start Program at the time of the monthly cut-off date (e.g., last day of the month), and this does not include closed cases. This number includes both newly enrolled and active HS participants.
- **Newly enrolled** participants (e.g., **Pregnant Women, Non-Pregnant Women, Infants 0-11 months and Children 12-23 months**) are those who were enrolled into the Healthy Start Program during the reporting monthly period (e.g., within 30 to 31 days of the previous month).