

# Healthy Start - Aggregate Template User Guide and Data Dictionary

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## Instructions

### Healthy Start Aggregate Data Overview

The Healthy Start (HS) [Aggregate Data Reporting Template](#) allows HRSA to collect aggregate-level information and report on key data components from all Healthy Start programs. The template components include monthly counts of new and total participants served, as well as basic demographic information, health behaviors, and birth outcomes of served participants. The HS [Aggregate Template User Guide and Data Dictionary](#) outlines instructions for submission of the aggregate template, and provides definitions, criteria, and source information for the key data components. Electronic copies of the Aggregate Data Reporting Template and the Aggregate Template User Guide and Data Dictionary can be found on the Healthy Start EPIC Center Website at <https://www.healthystartepic.org/healthy-start-implementation/monitoring-data-and-evaluation/>.

### Submission Dates and Reporting Period

The Aggregate Data Reporting Template must be submitted monthly, between the 10<sup>th</sup> of the month and the last day of the month. Each monthly submission must report data from the previous month. For example, a template submitted on June 10<sup>th</sup> should report data from May 1<sup>st</sup> through May 31<sup>st</sup>. Additionally, each monthly submission should retain all previous months' reported data. Therefore, from the previous example, a template submitted on June 10<sup>th</sup> will retain data from January through April, and add data from the June reporting period of May 1<sup>st</sup> through May 31<sup>st</sup>.

### File Naming Conventions and Where to Submit Data

#### *File Name*

HS Aggregate Data Reporting Templates submitted to HRSA must follow specific file naming conventions. The file name must include your organization's grant number, the reporting month and year of the template, the name, "HS\_Data\_Report", and the actual submission date.

- An example for a template submitted on June 10<sup>th</sup> is: H49MC#####\_05-2021\_HS\_Data\_Report\_06-10-2021

#### *Email Instructions*

A completed Aggregate Data Reporting Template must be emailed to the [HealthyStartData@hrsa.gov](mailto:HealthyStartData@hrsa.gov) mailbox and the grantee's assigned Healthy Start Project Officer. The email "Subject" line must match the file naming convention outlined above (i.e., H49MC#####\_05-2021\_HS\_Data\_Report\_06-10-2021). The body of the email should indicate a completed template is attached and confirm grantee name, grant number, and data reporting month and year.

NOTE: Each grantee is responsible for saving/archiving their own copy of completed Aggregate Data Reporting Templates submitted to HRSA. Please note that e-receipts of submitted data are not auto-generated. If a receipt of submission is desired, please include a request within the body of the email.

## Requirements per the Notice of Funding Opportunity (NOFO)

### Program Participant:

- An individual having *direct contact with HS staff or subcontractors* and *receiving HS case management/care coordination services* on an *ongoing systematic basis* to improve perinatal and infant health.
- Specifically, program participants are *pregnant women and women of reproductive age, infants, and children up to 18 months*. Participants also include *fathers/male partners who are affiliated with women and/or infants who receive services from HS*.
- Your HS program must serve, per calendar year, at least *300 pregnant women; 300 infants/children up to 18 months and preconception/interconception women*; and *100 fathers/male partners*. You must case manage your program participants, and your program must be able to collect data on all HS program participants.

## Additional Rules

❖ **Be sure to fill in zeroes ("0") in all cells that are empty in your current month's report.**

### Birth Counts:

#### **"All Births (including multiples)" counts:**

Include the total count for each individual infant (e.g., 2 infants for twins, 1 for singletons) when reporting the counts for 1.a.i. # of births, 1.b.i. # of low birthweight babies, and 1.c.i. # of preterm births, as applicable.

#### **"Singleton Births Only" counts:**

Exclude multiple births when reporting the counts for 1.a.ii. # of births, 1.b.ii. # of low birthweight babies, and 1.c.ii. # of preterm births, as applicable.

### Death Counts:

If one or more infants died following the birth to multiples, include the count of each infant death.

### If/when a non-pregnant participant becomes pregnant:

- a. Remove the participant's count from the non-pregnant column for the reporting month.
- b. Add the participant's count to the pregnant column for the reporting month.
- c. This participant's count should appear in the pregnant column for the remainder of the calendar year; this allows DHSPS to maintain a complete count of all pregnant women served in the calendar year.
- d. This participant's count should not be added back to the non-pregnant column, under any circumstances (e.g., pregnancy termination, birth).

Note: If/when a pregnant participant is no longer pregnant in CY2021, then that participant's count should remain in the pregnant column and should not be added back to the non-pregnant column in CY2021. If the participant remains enrolled and receives services in CY2022, then the participant should be counted in the CY2022 counts according to their pregnancy status determined at the first visit in CY2022.

### If/when a pregnant participant is no longer pregnant:

- a. The participant's count should remain in the pregnant column for the remainder of the calendar year; this allows DHSPS to maintain a complete count of all pregnant women served in the calendar year.
- b. This participant's count should not be added back to the non-pregnant column, under any circumstances (e.g. pregnancy termination, birth).

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## If/when an infant reaches 12 months of age and becomes a child:

- a. Remove the infant's count from the infant column.
- b. Add the infant's count to the child column for the reporting month.
- c. This participant's count should appear in the child column for the remainder of the calendar year; this allows DHSPS to maintain a complete, combined count of all the infants and children served in the calendar year.
- d. The participant's count should not be added back to the infant column, under any circumstances.

## Data Dictionary

1. COUNTS: BIRTHS	
<b>Data Element/Indicator</b>	<b>1a. Number of live births</b>
<b>Numerator</b>	Number of live births that occurred to enrolled HS women during the past month
<b>Denominator</b>	N/A
<b>Source</b>	Prenatal Form: Post-Pregnancy Follow-Up – Q1
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Count only participants who gave birth while enrolled in Healthy Start</li> <li>• Birth counts:               <ul style="list-style-type: none"> <li>○ <i>"All Births (including multiples)" counts</i>: Include the count for each individual infant (e.g., 2 infants for twins, 1 for singletons) when reporting the counts for 1.a.i. # of all births, as applicable.</li> <li>○ <i>"Singleton Births Only" counts</i>: Exclude multiple births when reporting the counts for 1.a.ii. # of singleton births, as applicable.</li> </ul> </li> <li>• This is a monthly count, meaning at the time of the monthly reporting, report the number of live births that occurred during the past month</li> </ul>	
<b>Data Element/Indicator</b>	
<b>Data Element/Indicator</b>	<b>1b. Number of low birthweight births (Less than 5lbs 8ozs or 2500g)</b>
<b>Numerator</b>	Number of low birthweight births (i.e., less than 5lbs 8ozs or 2500g) that occurred to enrolled HS women during the past month
<b>Denominator</b>	N/A
<b>Source</b>	Parent/Child Form – Q8
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Count only if the woman was enrolled prenatally in HS</li> <li>• Low birthweight counts:               <ul style="list-style-type: none"> <li>○ <i>"All Births (including multiples)" counts</i>: Include the count of low birthweight for each individual infant including those born in births to multiples (e.g., a live birth to twins each weighing less than 2500g counts as <u>two</u> low birthweight births) when reporting the counts for 1.b.i. # of all low birthweight births, as applicable.</li> <li>○ <i>"Singleton Births Only" counts</i>: Exclude multiple births when reporting the counts for 1.b.ii. # of singleton low birthweight births, as applicable.</li> </ul> </li> <li>• This is a monthly count, meaning at the time of the monthly reporting, report the number of live births less than 5lbs 8 ozs or 2500g that occurred during the past month</li> </ul>	

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Data Element/Indicator	
<b>1c. Number of preterm births (less than 37 weeks gestation)</b>	
<b>Numerator</b>	Number of preterm births (i.e., less than 37 weeks gestation) that occurred to enrolled HS women during the past month
<b>Denominator</b>	N/A
<b>Source</b>	Parent/Child Form – Q6
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Count only if the woman was enrolled prenatally in HS</li> <li>• Preterm birth counts:               <ul style="list-style-type: none"> <li>○ <i>"All Births (including multiples)" counts:</i> Include the count of preterm births for each individual infant including those born in births to multiples (e.g., a live birth to twins born at less than 37 weeks gestation counts as <u>two</u> preterm births) when reporting the counts for 1.c.i. # of all preterm births, as applicable.</li> <li>○ <i>"Singleton Births Only" counts:</i> Exclude multiple births when reporting the counts for 1.c.ii. # of singleton preterm births, as applicable.</li> </ul> </li> <li>• This is a monthly count, meaning at the time of the monthly reporting, report the number of live preterm births (i.e., less than 37 weeks gestation) that occurred during the past month</li> </ul>	
<b>2. COUNTS: DEATHS</b>	
<b>Data Element/Indicator</b>	
<b>2. Number of infant deaths (death of children less than 1 year in age)</b>	
<b>Numerator</b>	Number of infant deaths (death of enrolled children less than 1 year in age or between 0-364 days after birth)
<b>Denominator</b>	N/A
<b>Source</b>	<ul style="list-style-type: none"> <li>• Enrolled infant: Parent/Child Form – QG11</li> <li>• Neonatal death to enrolled mother: Prenatal Form/Post-Pregnancy Follow-Up – Q3</li> </ul>
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Count only if the infant was enrolled in HS but then died, or if there was a neonatal death (0 to 27 days) of an infant to an enrolled mother</li> <li>• If one or more infants died following the birth to multiples, include the count of each infant death.</li> <li>• This is a monthly count, meaning at the time of the monthly reporting, report the number of live preterm births (i.e., less than 37 weeks gestation) that occurred during the past month</li> </ul>	
<b>3. COUNTS: BEHAVIORS - Report only the numerators</b>	
<b>Data Element/Indicator</b>	
<b>3a. Prenatal care in first trimester</b>	
<b>Numerator</b>	Number of pregnant participants <u>who reported</u> receiving prenatal care beginning in their first trimester
<b>Denominator</b>	Pregnant program participants who were enrolled prenatally, prior to their second trimester of pregnancy
<b>Source</b>	Prenatal Form – Q6
<b>DGIS Measure Alignment</b>	WHM 1 – Prenatal Care
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Include the first trimester prenatal care reported to the case manager during the month via the Data Collection Forms; it does not mean that the event necessarily took place during the reporting month (e.g., a participant might report in May about her February prenatal care visit).</li> </ul>	

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<b>3b. Postpartum care</b>	
<b>Data Element/Indicator</b>	<b>3b. Postpartum care</b>
<b>Numerator</b>	Number of participants <u>who reported</u> receiving a postpartum visit 4-6 weeks after delivery
<b>Denominator</b>	Pregnant program participants who were enrolled prenatally or within 30 days after delivery during the reporting period
<b>Source</b>	Parent/Child Form – Q23
<b>DGIS Measure Alignment</b>	WHM 2 – Postpartum Care
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Include the 4-6 week postpartum care visit reported to the case manager during the month via the Data Collection Forms; it does not mean that the event necessarily took place during the reporting month (e.g., a participant might report in May about her February postpartum care visit).</li> </ul>	
<b>3c. Tobacco use</b>	
<b>Data Element/Indicator</b>	<b>3c. Tobacco use</b>
<b>Numerator</b>	Number of prenatal participants <u>who reported</u> abstaining from using any tobacco products during the last (final) 3 months of pregnancy
<b>Denominator</b>	Number of prenatal women who were enrolled at least 90 days before delivery
<b>Source</b>	Parent/Child Form – Q24 and Q25
<b>DGIS Measure Alignment</b>	LC2 Tobacco and e-Cigarette Use
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• This count includes all enrolled pregnant participants who did not use any tobacco products in their last trimester of pregnancy; it reflects non-smokers and smokers* who abstained from using tobacco products during this period. <ul style="list-style-type: none"> <li>○ *Smoking includes use of tobacco products and e-cigarettes.</li> <li>○ Tobacco products include: e-cigarettes; hookah; chewing tobacco, snuff, snus, or dip; cigars, cigarillos, or little filtered cigars.</li> </ul> </li> <li>• Include the last trimester smoking* behavior reported to the case manager during the month via the Data Collection Forms; it does not mean that the last trimester necessarily took place during the reporting month (e.g., a participant might report in May about her last trimester that ended in March).</li> </ul>	
<b>3d. Health insurance coverage</b>	
<b>Data Element/Indicator</b>	<b>3d. Health insurance coverage</b>
<b>Numerator</b>	Number of participants who report currently having insurance
<b>Denominator</b>	Number of participants who were screened for insurance status during the reporting month
<b>Source</b>	For adults: Background Form – Q9; For enrolled children: Parent/Child Form – Q13
<b>DGIS Measure Alignment</b>	LC1 – Adequate Health Insurance Coverage
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Includes women, men, and children (0-17 months old)</li> </ul>	

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Data Element/Indicator	
<b>3e. Breastfeeding</b>	
<b>Numerator</b>	Total number of HS child participants aged <12 months who were ever breastfed or fed pumped breast milk
<b>Denominator</b>	Total number of HS child participants aged <12 months whose parent was enrolled prenatally or at the time of delivery
<b>Source</b>	Parent/Child Form – Q15
<b>DGIS Measure Alignment</b>	PIH 2 - Breastfeeding
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>Include the breastfeeding behavior reported to the case manager during the month via the Data Collection Forms; it does not mean that the behavior necessarily took place during the reporting month (e.g., a participant might report in May about her February breastfeeding behaviors).</li> </ul>	
<b>4. PARTICIPANT COUNTS</b>	
Data Element/Indicator	
<b>4a. New participants served during reporting month</b>	
<b>Numerator</b>	Number of NEW participants served during reporting month
<b>Denominator</b>	N/A
<b>Source</b>	For newly enrolled adults: Background Form – G1 & G6 For newly enrolled children: Parent/Child Form – G10
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>This is a count of new enrollees and is reported in the month in which they first enrolled. Sample data: Jan: 20 enrollees Feb: 15 enrollees Mar: 7 enrollees</li> <li>Each participant should be counted only once</li> </ul>	
Data Element/Indicator	
<b>4b. Total number of participants served to date, CY2021</b>	
<b>Numerator</b>	TOTAL number of <u>unduplicated</u> participants served to date, CY2021
<b>Denominator</b>	N/A
<b>Source</b>	For all adults served: Background Form – G1 & G6 For all enrolled children served: Parent/Child Form – G10
<b>DGIS Measure Alignment</b>	Form 5 Total Served
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>This is a cumulative count (i.e., increasing by successive additions) <ul style="list-style-type: none"> <li>Sample scenario: A program served 30 participants in January, 25 in February (but 5 participants had also been served in January, so only 20 are “unduplicated”), and 10 participants in March. The numbers that would be counted in this column are as follows: Jan: 30 Feb: 50 (30 + 20 unduplicated) Mar: 60 (50 + 10 unduplicated)</li> </ul> </li> <li>Each participant should be counted only once during the calendar year.</li> <li><u>Do not “roll-over” participants</u> from the prior reporting year in January. Participants enrolled in a previous reporting year should be added to the total count in the month they are served in the current reporting year.</li> </ul>	

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5. RACE	
<b>Data Element/Indicator</b>	<b>5a – 5g. Total number of participants served to date (CY2021) by race and participant type</b>
<b>Numerator</b>	TOTAL number of <u>unduplicated</u> participants served to date (CY2021) by race and participant type
<b>Denominator</b>	N/A
<b>Source</b>	For adults: Background Form – Q4 For enrolled children: Parent/Child Form – Q3
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Race categories: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multi-Racial</li> <li>• This is a cumulative count (i.e., increasing by successive additions)               <ul style="list-style-type: none"> <li>○ Sample scenario: A program served 30 Black participants in January, 25 in February (but 5 participants had also been served in January, so only 20 are “unduplicated”), and 10 Black participants in March. The numbers that would be counted in this column are as follows:                   <ul style="list-style-type: none"> <li>Jan: 30</li> <li>Feb: 50 (30 + 20 unduplicated)</li> <li>Mar: 60 (50 + 10 unduplicated)</li> </ul> </li> </ul> </li> <li>• Each participant should be counted only once during the calendar year.</li> <li>• <u>Do not “roll-over” participants</u> from the prior reporting year in January. Participants enrolled in a previous reporting year should be added to the total count in the month they are served in the current reporting year.</li> </ul>	
6. ETHNICITY	
<b>Data Element/Indicator</b>	<b>6a-6c. Total number of participants served to date (CY2021) by ethnicity and participant type</b>
<b>Numerator</b>	TOTAL number of <u>unduplicated</u> participants served to date (CY2021) by ethnicity and participant type
<b>Denominator</b>	N/A
<b>Source</b>	For adults: Background Form – Q3 For enrolled children: Parent/Child Form – Q2
<b>DGIS Measure Alignment</b>	N/A
<b>Notes for Data Users</b>	
<ul style="list-style-type: none"> <li>• Ethnicity: Hispanic or Latino/a origin</li> <li>• This is a cumulative count (i.e., increasing by successive additions)               <ul style="list-style-type: none"> <li>○ Sample scenario: A program served 30 Latina participants in January, 25 in February (but 5 participants had also been served in January, so only 20 are “unduplicated”), and 10 Latina participants in March. The numbers that would be counted in this column are as follows:                   <ul style="list-style-type: none"> <li>Jan: 30</li> <li>Feb: 50 (30 + 20 unduplicated)</li> <li>Mar: 60 (50 + 10 unduplicated)</li> </ul> </li> </ul> </li> <li>• Each participant should be counted only once during the calendar year.</li> <li>• <u>Do not “roll-over” participants</u> from the prior reporting year in January. Participants enrolled in a previous reporting year should be added to the total count in the month they are served in the current reporting year.</li> </ul>	