

CAREWare for Healthy Start User Guide

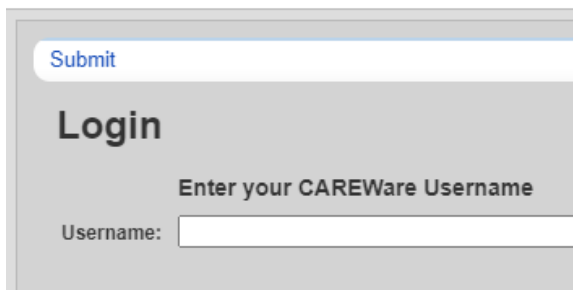
HSMED-II Report

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).

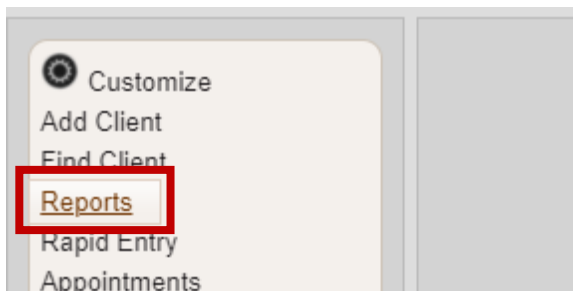
Please review the [HSMED-II Implementation Guides, Schema, and Templates](#) if you have any questions about the monthly HSMED-II requirement.

How to run the HSMED-II Report

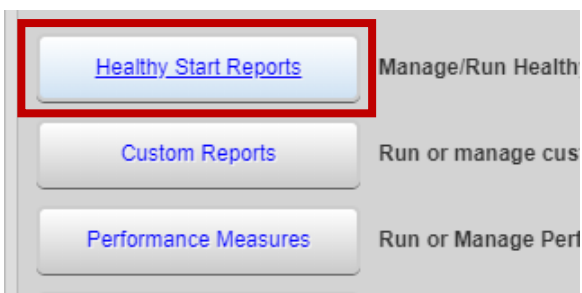
1. Log into CAREWare at <https://healthystart.jprog.net/careware/rs/index.htm>



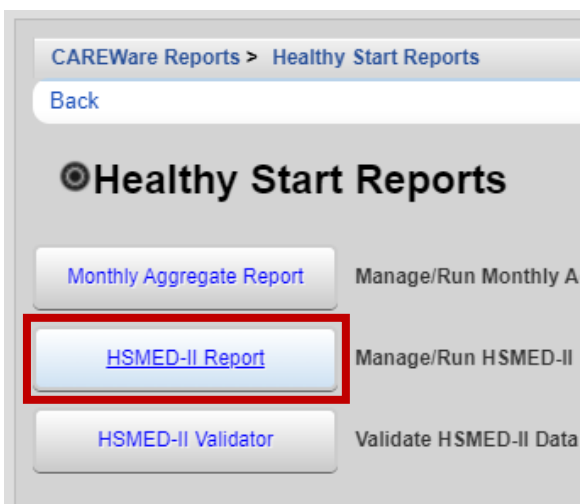
2. Click on **Reports** in the left navigation menu



3. Click on **Healthy Start Reports**



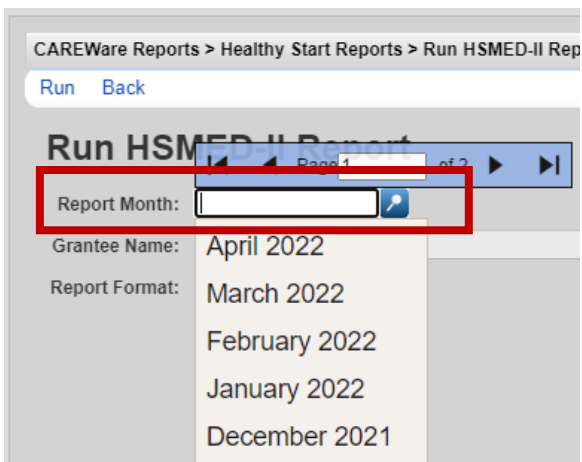
4. Click on **HSMED-II Report**



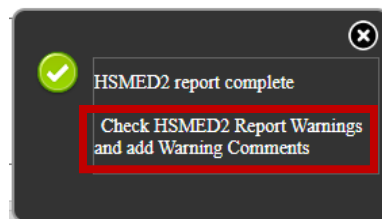
5. On the **Run HSMED-II Report** screen, select the **Report Month and Year** the HSMED-II Report is for and click **Run**.

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

Reminder: 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.



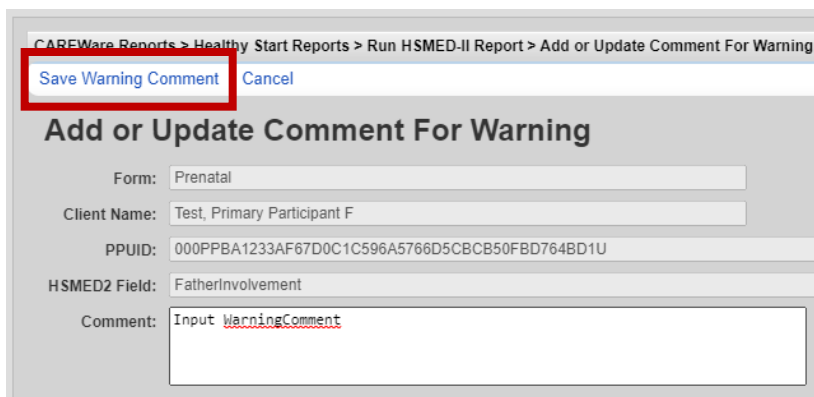
- A black pop-up will appear in the top-right corner. When the validation is complete, click on **Check HSMED2 Report Warnings and add Warning Comments**.



- 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.



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



- 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.

