

CAREWare for Healthy Start User Guide

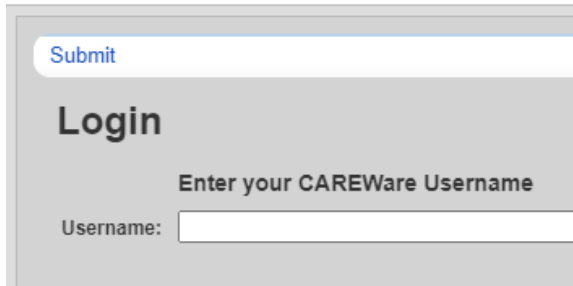
HSMED-II Validator

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.

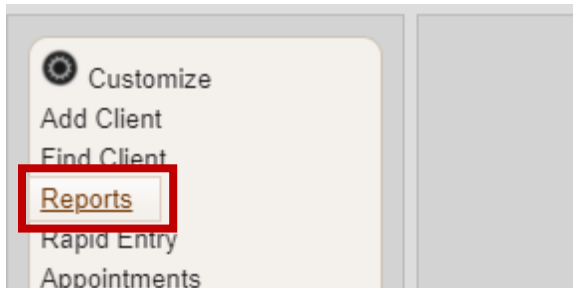
Please see the [HSMED-II Implementation Guides](#) if you have any questions about the validation rules.

How to use the HSMED-II Validator

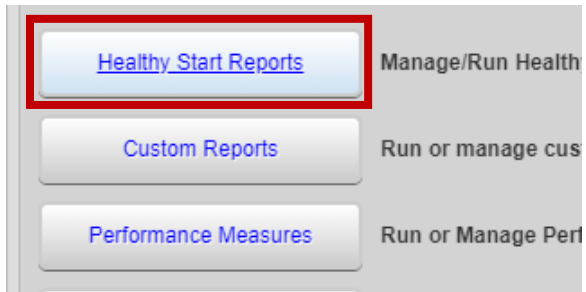
1. Log into CAREWare at <https://healthystart.jprog.net/careware/rs/index.htm>



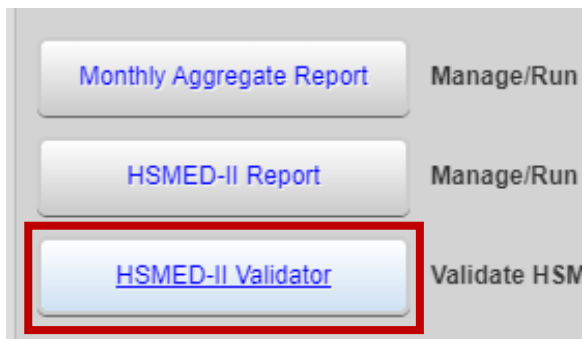
2. Click on **Reports** in the left navigation menu



3. Click on **Healthy Start Reports**

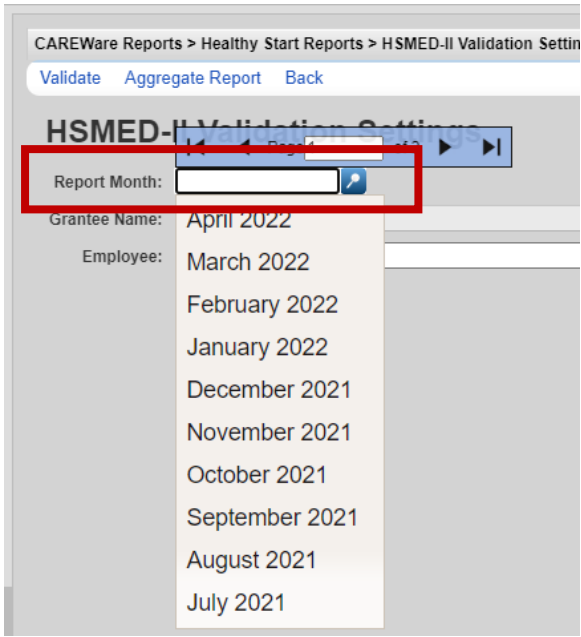


4. Click on **HSMED-II Validator**

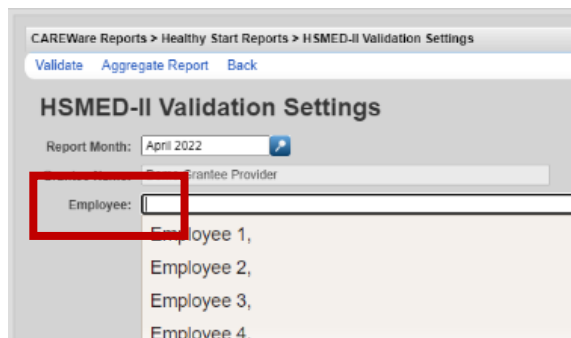


5. On the **HSMED-II Validation Settings** screen, select the **Report Month and Year** you would like to validate and click **Validate**.

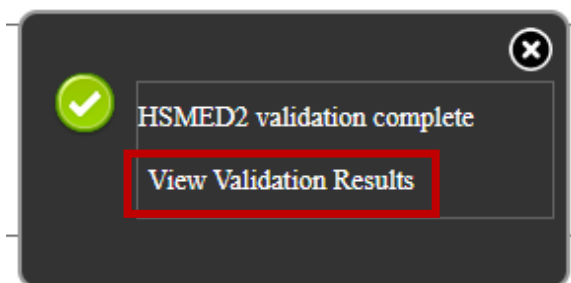
- CAREWare will review data from the data collection forms created or updated in the selected **Report Month**.
- Note: Dropdowns in CAREWare only display the first 10 options. Use the navigation arrows or type in a few characters to filter the available options.



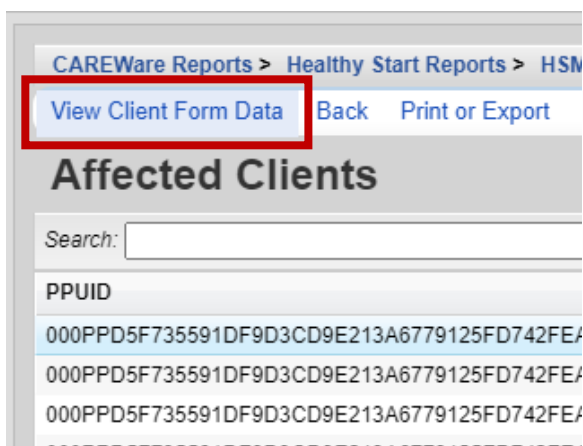
- To validate data collection forms completed by a specific Employee (i.e., Interviewer), click on the **Employee** dropdown.
 - If **Employee** field is left blank, CAREWare will validate all data collection forms that were created or updated in the selected Report Month and Year.
 - Make sure to double check the Employee selected before clicking 'Validate' as a user can validate another Employee's data entry.



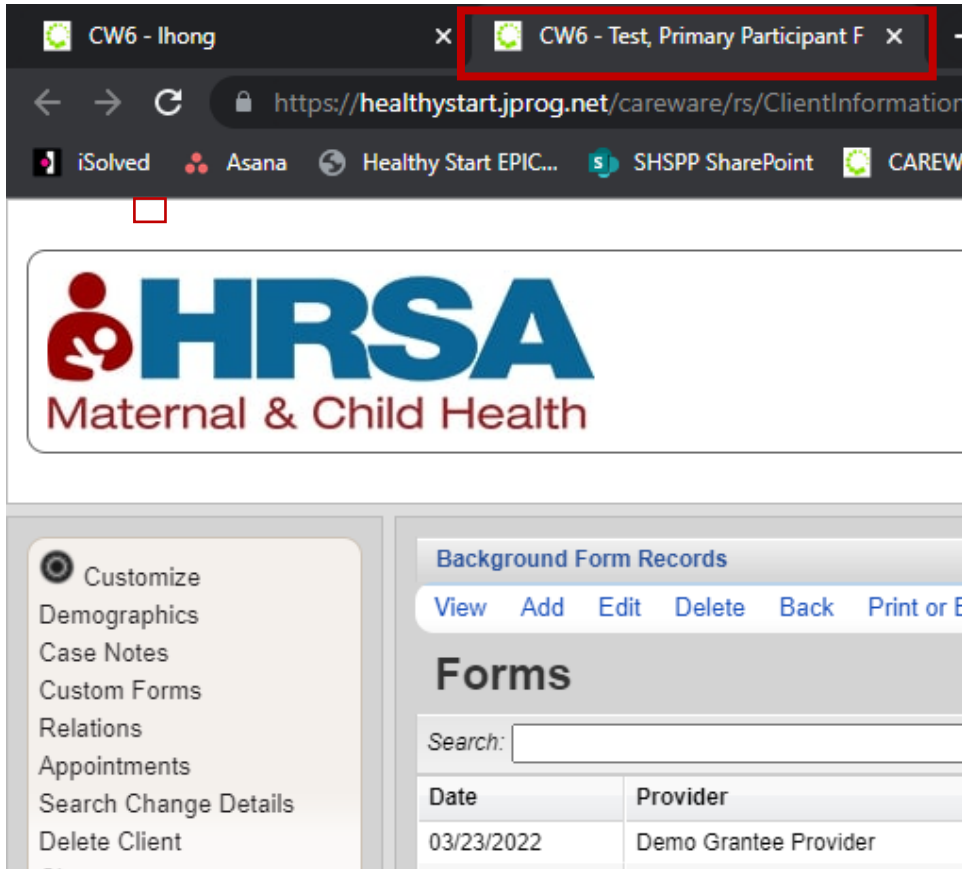
- A black pop-up will appear in the top-right corner. When the validation is complete, click on **View Validation Results**.



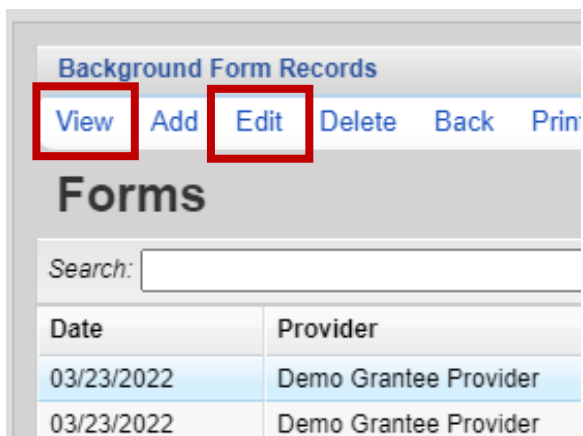
- The validation report will appear and display **Affected Clients** (i.e., clients that have data collection forms with validation issues).
 - For each validation issue, the Client's PPUID, Last Name and First name; Rule Description; Form Name; Severity; and Interviewer will be identified.
 - Note:**
 - 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.
- To correct the data, select an issue (the row will turn blue) and double-click the row or click on **View Client Form Data**.



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).



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**.

