Prenatal/Infant Screen Import Validation- CHD Employees Duties

1. Each day, check the extract log to see that a file was created.   Check the number of records in the file. You can access the extract log at http://hpe00ws/reportcenter/default.aspx. On this page, expand the Upload Log and Timeliness Reports folder, then expand the HMS Prenatal and Infant Screening Extract Log folder, then select the Healthy Start Extract Log.

> • An extract file should be created every day, although a daily file may not contain any records if there were none.   If an extract file was not created, contact DLHMSSupport@doh.state.fl.us and hmsaccessmd@hscmd.org.

2. Go into HMS to view the HMS prenatal/infant import log for that day. The number of records should match the number in the extract log.

> • If the number of records in the HMS import report does not match the number in the extract log, then contact DLHMSSupport@doh.state.fl.us and hmsaccess@hsmcd.org.
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> • If the Import job did not run contact your local system administrator and the coalition at hmsaccessmd@hscmd.org.
>
> • If the Import job did run, but there is an error message that states "file not found" contact your system administrator and the coalition at hmsaccessmd@hscmd.org.

Frequently Asked Questions:

1. The number of records for the CHD is different than the number of records for the external provider in the same county.   Why are these different?

> Due to confidentiality issues, the system is set up to deliver only specific records to each provider. The CHD receives all records.   The external provider in the county receives all records where the mother has consented to having her information released to an external provider.

Prenatal/Infant Screen Import Validation – External Providers

Duties

1. **Did the state create a file for us?** Each day, check the extract log to see that a file was created.   Check the number of records in the file.   You can access the extract log here:

> The user name = hsreports
> The password = gr8tjob
>
> 1) Go to the Healthy Start Reports website at...
> http://www.floridacharts.com/HS/login.aspx?ReturnUrl=%2fHS%2fDefault.aspx
> 2) Type in the User Name and Password, then click LOGIN.
>
> > The user name = hsreports
> > The password = gr8tjob
>
> 3) Select "3. Additional Resources" from the list on the left.
> 4) Select "HMS/Prenatal Upload Reports" from the list on the right.
> 5) Click on the radio button for the Healthy Start Extract Log.
> 6) Select the county from the dropdown list.
> 7) Enter the date and time (hh:mm:ss) for the Begin Date. You can select the date from the calendar icon to the right of the Begin Date entry box, by picking the date and clicking OK.
> 8) Enter the date and time (hh:mm:ss) for the End Date. You can select the date from the calendar icon to the right of the End Date entry box, by picking the date and clicking OK.
> 9) Click OK and the report will appear.

> • **An extract file should be created every day, although a daily file may not contain any records if there were no prenatal or births on that day. If an extract file was not created, contact DLHMSSupport@doh.state.fl.us and hmsaccessmd@hscmd.org**

2. **Did my HMS receive the prenatal/infant screen file?**

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> Go into HMS to view the HMS infant import log for that day. The number of records should match the number in the extract log.
> > • If the number of records in the HMS import report does not match the number in the extract log, then contact DLHMSSupport@doh.state.fl.us and hmsaccessmd@hscmd.org.
> > • If the Import job did not run contact your local system administrator and the coalition at hmsaccessmd@hscmd.org.
> > • If the Import job did run, but there is an error message that states "file not found" contact your system administrator and the coalition at hmsaccessmd@hscmd.org.

> **Why is the number of records for the CHD different than the number of records for the external provider in the same county?**
> Due to confidentiality issues, the system is set up to deliver only specific records to each provider. The CHD receives all records. The external provider in the county receives all records where the mother has consented to having her information released to an external provider.