Use the **Data Analysis Report** to create a list of blood lead test results for children in your jurisdiction that have been entered into HHLPSS. You can select the time period you want, for example, the previous week, month, or year. This report is similar to the weekly blood lead test report DHS mailed you in the past for blood lead test results entered the previous week.

## **Step 1:** Click on the **Reports** tab.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home	Clinical	Environmental	Reports	
Home					
View Alerts					
Change Password					
Archived Alerts			Wolcom		aing
			veicon		ing

**Step 2:** This opens the **Clinical Reports** menu on the left side and brings up the **Blood Tests Report** screen. Click on **Administrative** at the bottom of the list of reports on the left.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Enviro	onmental Administrati	ive Reports
Clinical Blood Lead Test List Lead Program Activity Conserts Letters	Blood Tests Report Report Parameters Blood Test Type	▼ Patien	nt Type
Cases Eligible for Closure Positive Test With No Case List Cases By Provider List Cases By Case Manager Complete Child Report	Next PB Test         Next PB Test From Date         Blood Sample Test         Blood Sample From Date         Next PB Test Qverdue Days	Ne <u>x</u> t F Blood	PB Test End Date
Duplicate Child Report Child Case Events Events Not Completed Duplicate Blood Test	Blood Sample Test Case Type Report Export Format	▼ Repor	rt Type
Administrative			

Clicking on Administrative opens a submenu with the Data Analysis Report and displays a Batch Processing Report screen.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Clinical	Batch Processing Report
Environmental	
Administrative	Report Parameters
Data Analysis Report	Start Date
	Jurisdiction All Jurisdictions
	View Report

Step 3: Click on the Data Analysis Report on the left side to open the Data Analysis Report screen.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Clinical	Data Analysis Report
Environmental	Report Parameters
Administrative	
Data Analysis Report	Report by Blood Drawn Date (If No, Report done by Date Blood Test Created in HHLPSS) 💿 By Draw Date 🔾 By Created Date
	Blood test drawn between and
	Jurisdiction All Jurisdictions <u>Report Export Format</u> CSV
	View Report

## **Step 4:** To create your report:

- Select either the By Draw Date or By Created Date button
   To see the tests that were performed in a certain period of time, choose "By Draw Date."
   To see the tests entered into HHLPSS in a certain period of time, choose "By Created Date."
- Enter the start and end date ranges you want in the pop-up calendars in the **Blood test drawn between** fields.

Note: Include weekend days because new tests records are created in HHLPSS during the weekend.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home	Clinical	E	nviroi	nmer	ntal	R	ерог	ts												
Clinical	Data Analysi	s Report																			-
Environmental Administrative	Report Para	ameters																	_		
Data Analysis Report	Report by E	Blood Drawn	Date	e (If No	, Rep	ort d	one b	y Dat	e Blo	ood Te	est Cr	eate	d in HH	LPS	s) (	∋ву	Drav	/ Dat	e	By Creat	ed Date
	Blood test	drawn betwe	ee.	01/07	/2019	)			a	nd					_		×	]			
	Jurisdictio	n		4		Janu	iary,	2019		•	~		4		Janu	iary,	2019		•		~
			Ł	Su	Мо	Tu	We	Th	Fr	Sa			Su	Мо	Tu	We	Th	Fr	Sa		
	View Re	port	L	30	31	1	2	3	4	5			30	31	1	2	3	4	5		
	1 101110	port	L	6	- 7	8	9	10	11	12			6	7	8	9	10	11	12		
			ь	13	14	15	16	17	18	19			13	14	15	16	17	18	19		
			ь	20	21	22	23	24	25	26			20	21	22	23	24	25	26		
			ь	27	28	29	30	31	1	2			27	28	29	30	31	1	2		
			ь	3	4	5	6	7	8	9			3	4	5	6	7	8	9		
					Tod	ay: I	larch	5, 20	)19					Тос	lay: N	larch	5, 20	019			

<b>Step 5:</b> Select your jurisdiction from the <b>Jurisdiction</b> drop-do	wn menu.
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HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Clinical	Data Analysis Report
Environmental  Administrative  Data Analysis Report	Report Parameters Report by Blood Drawn Date (If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date (If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date  By Created Date Disciplinate documents between Date(If No, Report documents between Date(
	Blood test drawn between     03/04/2019     and     01/13/2019       Jurisdiction     Department of Public Health for Madi     Report Export Format     CSV       View Report

**Note:** For **Report Export Format**, CSV is the only option available. After running the report you can save it in other formats, such as Excel.

**Step 6:** Click on the **View Report** button near the bottom to run your report.

← → 🗈 https://	hhlpssuat. <b>wisconsin.gov</b> /RII.Web/Reports/DataAnalysisReport.aspx 🔹 🖡
🔘 Data Analysis List	×
🗴 🐔 Convert 🔻 🖾 S	ect
🚖 🕥 1WW Home Pag	je for DP 🚯 External Information Appr 🛐 Home - Dropbox 🝺 Suggested Sites 🕶
HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Clinical	Jata Analysis Report
Administrative	Report Parameters
Data Analysis Report	Report by Blood Drawn Date (If No, Report done by Date Blood Test Created in HHLPSS) O By Draw Date Sy Created Date
	Blood test drawn between 10/08/2018 and 10/14/2018
	Jurisdiction Department of Public Health for Madi: V Report Export Format CSV V
	View Report

**Note:** Running the report may take some time. While the report is running you will see a circle spinning in the upper left tab (circled in red) with the text "Data Analysis List" displayed.

**Step 7:** When the report is finished running, a pop-up window will appear at the bottom of the screen.



 If you select the Save button, a drop-down menu opens with three options, Save, Save As, and Save and open as show below.

		Save
Do you want to open or save DataAnalysis.csv from hhlpssuat.wisconsin.gov?	Open Save 🔻	Save as Save and open

Step 7 continues on the next page.

Step 7 continued: If you select the Save As option, a pop-up window will open and you can rename and save the file in the folder of your choice.

I Save As			×
😋 🔵 🗢 📙 « Job aids	► 5-15-12-Reports_Job_Aids ►	✓ Search 5-15-12	-Rep 🔎
Organize 🔻 New folde	r		0
Documents	Name	Date modified	Туре
Pictures	📙 5-2 Data Analysis Report	3/5/2019 9:52 AM	File folder
Videos	P02299-5-1_Not_Ready_For_MJC_Review	3/5/2019 9:49 AM	Microsoft
■ DHS00117383 My (			
· ·	< III		P.
File name: Data	AnalysisReport_010719-011319		-
Save as type: All Fil	es		-
🔿 Hide Folders		Save	ancel

## Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email DHS Lead Poisoning Prevention.

