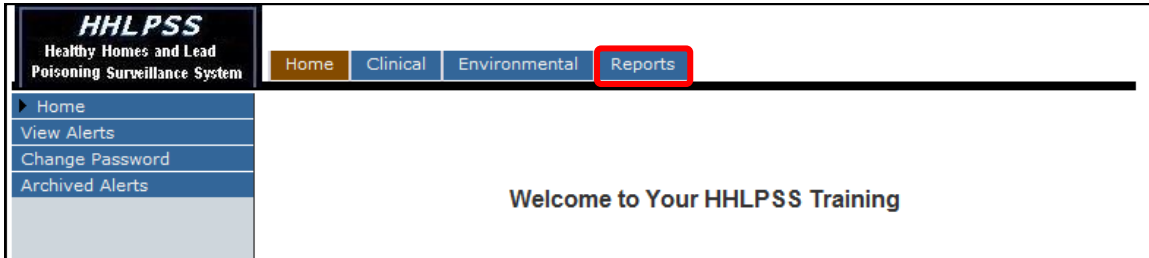


# Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

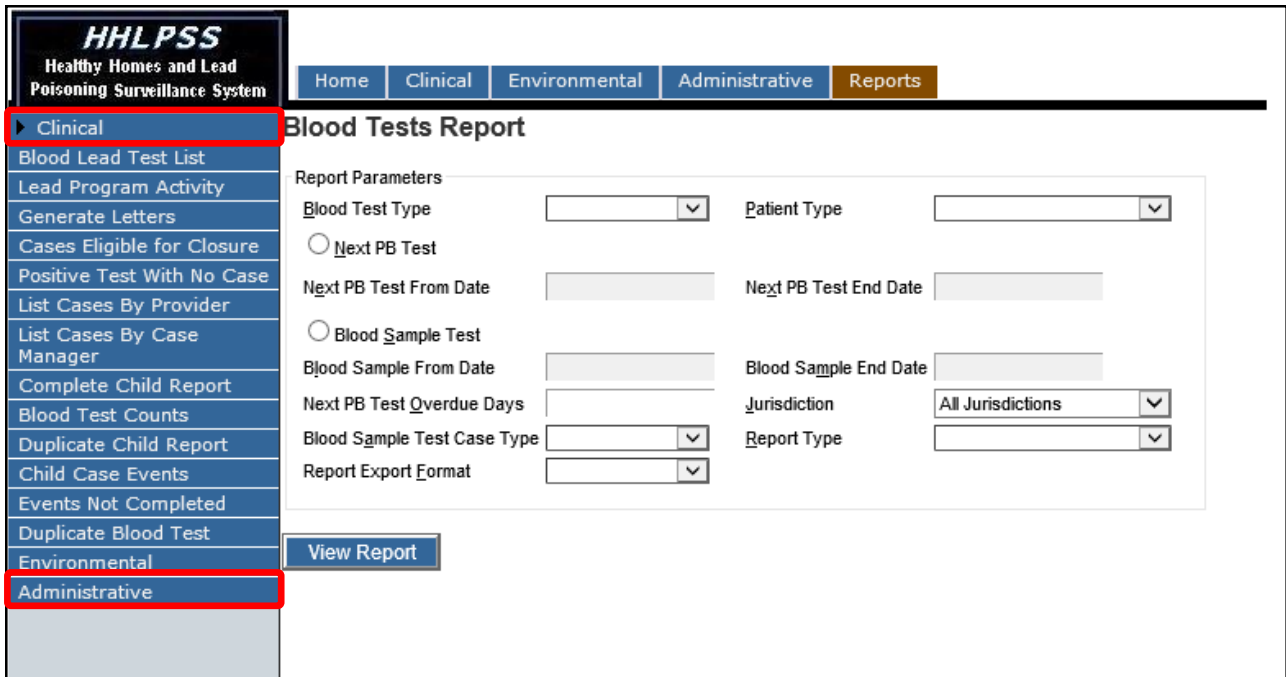
## Job Aid 5.1: Blood Lead Tests Report

Use the **Data Analysis Report** to create a list of blood lead test results for children in your jurisdiction that have been entered into HHL PSS. 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.

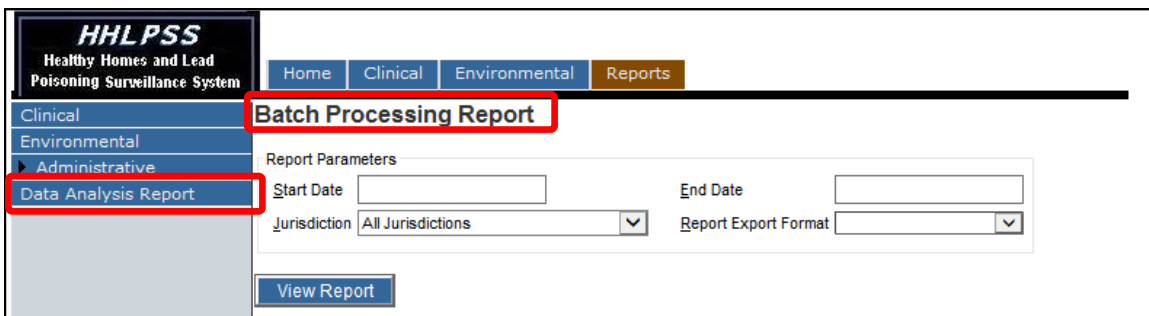
**Step 1:** Click on the **Reports** tab.



**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.



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



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

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

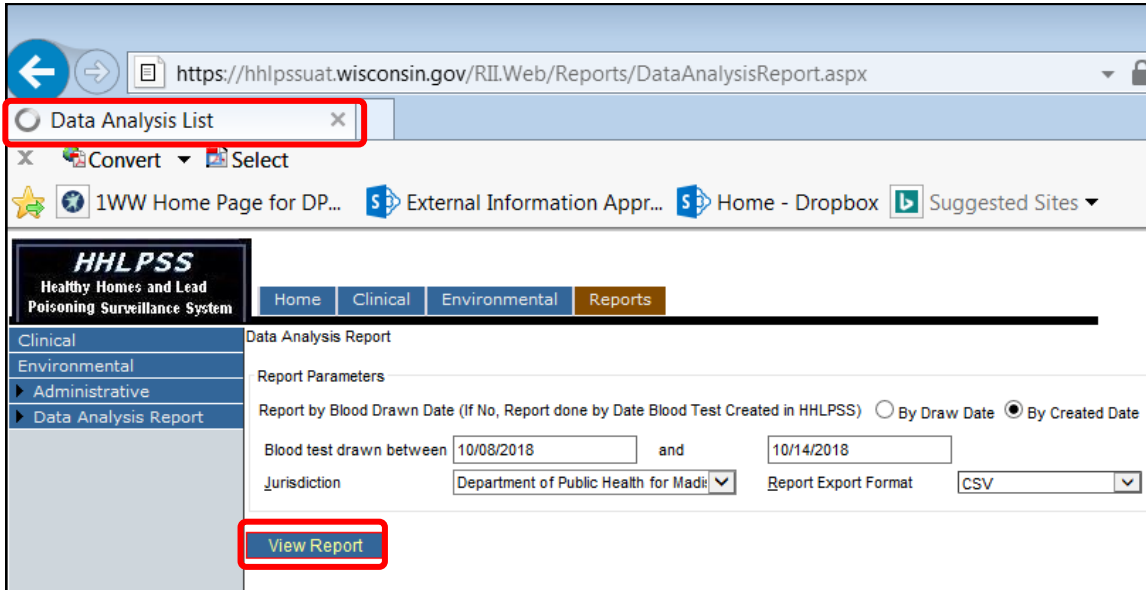
- Select either the **By Draw Date** or **By Created Date** button  
To see the tests that were performed in a certain period of time, choose “By Draw Date.”  
To see the tests entered into HHLPPS in a certain period of time, choose “By Created Date.”
- Enter the start and end date ranges you want in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

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

**Step 5:** Select your jurisdiction from the **Jurisdiction** drop-down menu.

**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.

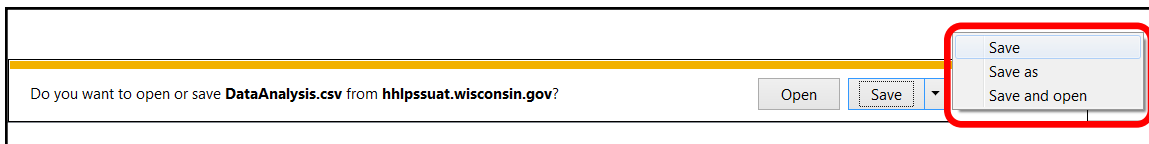


**Note:** Running the report may take some time. While the report is running you will see a circle spinning in the upper left tab (circled in red) with the text “Data Analysis List” displayed.

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

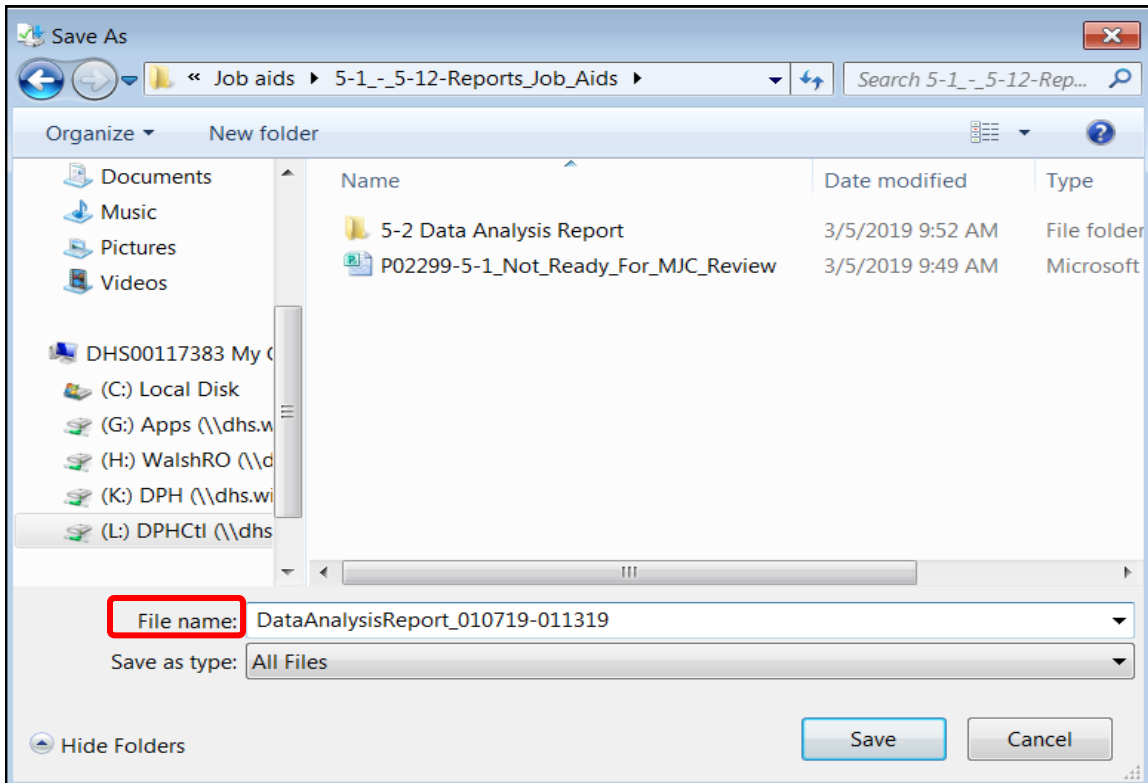


- If you select the **Open** button, an Excel file will open. You can then format and save it.
- If you select the **Save** button, a drop-down menu opens with three options, **Save**, **Save As**, and **Save and open** as show below.



**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.



## Questions

Please contact the HHPSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).