Creating the RSR CLD File - Written Q & A Summary

January 19, 2022

#	Questions	Answers
1.	Was there a webinar on preparing the Recipient Report?	The webinar on [completing the RSR Recipient Report](#) was held in November. You can also find [a schedule of both recent and upcoming webinars](#) on TargetHIV. Please note that archived webinars have links to the presentations.
2.	For those of us who have an electronic health record (EHR) system that doesn't create the XML file, will utilizing TRAX help us to ensure that we do not have missing information that should be captured from our EHR system?	TRAX is an excellent tool to use if you have an EHR and do not have an RSR-Ready System. TRAX warnings are limited to schema compliance. TRAX will catch any schema related issues, such as a code that is not acceptable in the data dictionary or an incorrectly structured tag. If you just have missing data in your system, TRAX will still generate an XML file for you that matches schema compliance, but when you upload your file to the RSR Web System you may get warnings or alerts related to missing data.
3.	What is the status of NextGen's Ryan White utility for this year?	The DISQ Team hosted a NextGen user call last week and representatives from NextGen were on the call. They emphasized their commitment to making sure that you could use NextGen to create the file for 2021 reporting. They also expressed their commitment to working with providers in the long term to ensure that the functionality is more user friendly. Please review the [NextGen User Group Call notes](#) summarizing the call for additional updates. You can also access other [NextGen specific resources](#) on TargetHIV.
4.	Where can I find that crosswalk you showed during the webinar?	Please refer to the following [CAREWare crosswalk document](#).
5.	How do you trace the eUCI ID to make the corrections to the appropriate client in your application?	When you run a validation report, the validation messages give you the list of eUCIs that correspond to that validation message. Some data systems have the eUCI as a searchable field. For example, you can copy and paste that eUCI into CAREWare. This allows you to pull up the individual's record and make the correction you need. Other systems require you to provide the vendor with a list of eUCIs and then they can pull the identifying information for you. Contact the [DISQ Team](#) or your vendor to learn more.

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6.	Can you review the information on the merge tool again?	The [Ryan White HIV/AIDS Program Services Report (RSR) Client-Level Data (CLD) Import Merging Rules document](#) is available on TargetHIV. The document walks you through each data element and it lets you know how the data are merged.
7.	Where can I get the Data Dictionary?	The [Data Dictionary](#) is available on TargetHIV.
8.	After downloading the TRAX resources from the TargetHIV website, how do you get the application onto your computer?	You can download the TRAX user manual and the templates for the 12 .CSV files from [TargetHIV](#). Once you have populated those 12 .CSV files with your data, you would install TRAX by clicking on a [separate link](#), found on the TargetHIV website or in the user guide. The application you download then embeds itself into your system and you can search for it in your programs. As a reminder, TRAX is self-updating so it should automatically be up to date for you. If you have any additional questions on this, you can reach out to the [DISQ Team](#) for further assistance.
9.	When a client chooses "Other" as Ethnicity it is not getting mapped across in CAREWare when the RSR is run.	There is no "Other" response for ethnicity in the RSR. If this option is clicked in CAREWare, the RSR treats these responses as missing data. Race and ethnicity are self-reported and not all clients feel comfortable reporting their race and ethnicity. Therefore, some level of missing data is acceptable for these data elements.
10.	Is TRAX a free application?	Yes. TRAX is a free application developed by HRSA-HAB to support you with your RSR reporting. You can [access TRAX here](#).
11.	Can you confirm the website we will use for RSR submission?	This is the [correct link to the EHBs](#) to access the RSR Web System for submission.

Additional information on RSR submission is available in the manual and will be discussed during the webinar, [Completing the 2021 RSR Provider Report](#), on February 2nd. |