

# Using TRAX to Create Your RSR Client-Level Data File

## What is TRAX?

Ryan White HIV/AIDS Program (RWHAP) funded providers are required to complete the RWHAP Services Report (RSR) each year. Providers who deliver direct client services must submit client-level data (CLD) in a specific XML format with their RSR. **TRAX is a free tool that you can use to create the RSR XML file** if you do not use an [RSR-Ready System](#). To use TRAX, you extract data from your Electronic Health Record (EHR), format the data in Excel, import the data into TRAX, and generate your XML using the program.

## Understanding the RSR Data Elements

Before you get started, you need a good understanding of the RSR’s required data elements and where they are located in your data system(s). The TargetHIV website has many resources available to assist you, including:

- The [RSR Instruction Manual](#) (and [Required CLD Elements for RWHAP Services table](#)), which details all of the reporting requirements for the RSR including the CLD elements.
- The [Data Dictionary](#), which lays out the exact structure of the XML file.
- The [RSR Crosswalk](#), which helps you map the RSR elements to your data system(s).

## Using TRAX for the First Time

First, you need to download the TRAX application and application package (including supporting documents). Install the [TRAX](#) application. TRAX is updated annually and should automatically update when a new version is available. You may need to contact your IT department to install the program. Download The [TRAX application package](#). You will need to enter your email address to access the download package. This package is a zip folder that includes:

TRAX Package Component	How to Use
<b>TRAX and CHEX User Manual</b>	Review this document to learn everything you need to know about TRAX, including common problems.
<b>RSR Crosswalk</b>	This document will help you map data from your data system(s) to the RSR data elements.
<b>12 TRAX Sample Input Files</b>	Use these files as a reference to get a good sense of what your data should look like.
<b>CHEX Excel File</b>	As described below, use CHEX to validate and check for issues before you run the TRAX application.
<b>12 TRAX Templates</b>	Copy your data into these templates when you’re ready to begin the process

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## TRAX Data Structure

TRAX runs on a structured set of 12 comma separated value (CSV) files that you can open and enter data into using Excel. Data element names appear in the first (header) row of the files, like in the example below:

G	H	I	J	K	L	M
VitalStatusID	BirthYear	EthnicityID	GenderID	PovertyLevelPercent	HousingStatusID	HousingStatusCollectedDate

The **ClientReport** file includes all RSR data elements that require just one response per client, such as housing status and HIV diagnosis date; each row corresponds to one client. The other 11 files include data elements that may have multiple responses per client, such as viral load tests or services received; in each of these files, multiple rows may correspond to one client.

To link the clients between the ClientReport file and the other files, you will assign each client a unique **ClientID that is in the first column of each file**. This **ClientID** must match in each CSV file that the client appears in. The **ClientID** can be a simple numeric value that you assign, or a numeric client identifier from the EHR. It cannot include characters or TRAX will not run.

All of the data elements in TRAX are entered as numerical values per the [RSR schema rules](#). For example, the value for male gender in your system may be 'male' or 'm', but for TRAX upload, it must be recorded at '1'. The RSR Crosswalk also includes these values. Below is an example for mapping race data for the RSR:

<u>YOUR DATA</u>	<u>RSR DATA</u>
Client Race	Race ID
White	> 1
Black	> 2
Asian	> 3
Hawaiian/Pacific Islander	> 4
Native American/Alaska Native	> 5

## Options for Creating the eUCI

Clients are reported in the CLD using an encrypted identifier to protect client identity ([learn more about the eUCI here](#)). You have three options to create the eUCI using TRAX:

- Option 1.** Create the eUCI yourself and enter it into column E of the **ClientReport** file.
- Option 2.** Create the URN, a shorter and nonencrypted version of the identifier, and enter it into column F of the **ClientReport** file.
- Option 3.** Have TRAX create the code for you by entering First Name (Column B), Last Name (Column C) and Date of Birth (Column D) into the **ClientReport** file.

Select only one option for creating the eUCI based on what works best for your program. Most users decide to have TRAX create the identifier using the third option.

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## Validate Your Data Using CHEX

Your CLD will need to pass a series of [Validation Checks](#) when you submit your RSR, so checking your data early is always a good idea. CHEX is an Excel spreadsheet included in the TRAX download packet that allows you to validate your data prior to uploading it to the TRAX application. The **ReadMe sheet** has instructions for using the file, and the other tabs correspond to the 12 CVS files you will upload into TRAX.

The comments in the header row give detailed descriptions of each validation issue you may see, and conditional formatting will highlight cells with data issues. If possible, you should correct data in your data system/EHR and generate new CSV files to validate and upload into TRAX.

P	Q	R	S
FirstAmbulat	Pr		
1	2/23/2013		
2			
2	5/25/2002		
2	11/14/2012		
2	11/7/1998		
2	11/3/2009		
2	9/21/2010		
2	8/20/1988		
2	11/4/2009		
2	7/11/2014		

**Validation:**

- Clinical data provided for an individual who is HIV negative or indeterminate (pink)
- Clinical data provided, but no ambulatory visit (blue)
- First OAMC date is after the reporting period (green)
- Birth year greater than OAMC date (purple)
- First ambulatory date is missing (yellow)

## Import Your Data Into TRAX

Once you are comfortable with the data quality in CHEX, you are ready to upload into TRAX.

1. Save all 12 of your CSV files in the same folder in a secure location. You must include all files, even if they do not have any data in them. For example, if you do not serve any Asian client, you must still include the **ClientReportAsianSubgroup** file in your folder. Files without data must still include the header row.
2. In TRAX, click on **Tools**, then **'Import CLD'**.
3. Browse for the folder containing your 12 validated CSV files.
4. Click **Import Data**.

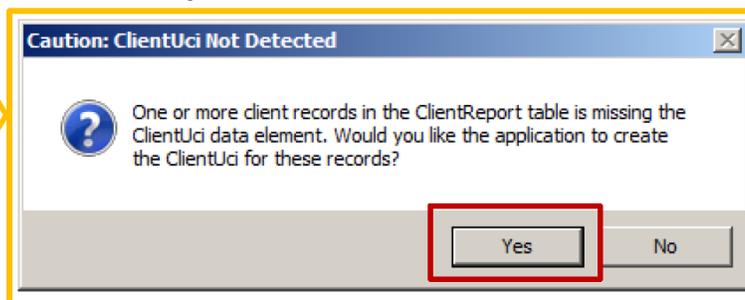
## Generate the Client-Level Data File

Now your data has been imported into TRAX,

1. Click on **Tools** and select **'Generate CLD XML'**.
2. Save the file to an easy-to-find location on your computer. Be sure to name the file something you'll remember, and if you do not use the default file name (CLIENT\_RECORD), type ".xml" at the end of your file name.

3. If you are letting TRAX create the eUCI for you (option 3 described above), click **"Yes"** when prompted.

4. ***Congratulations!*** Your XML file is ready to upload to the EHBs.



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## Running into issues with TRAX? Questions to consider:

1. Do all of the files have the file extension .CSV?
2. Are all 12 CSV files in the folder? Even if some don't have data, you need them there.
3. Are any of CSV files open?
4. Do the 12 CSV files have the right names?
5. Are all of the headers exactly as in the templates? Check capitalization and spaces. It may be helpful to paste your data into a clean version of the TRAX templates to ensure all headers are accurate.
6. Are all of the values in the right format? Most are single numbers.
7. Are your dates in the right format? The format must be MM/DD/YYYY. Most dates must fall within the reporting period.
8. If TRAX is crashing without giving you a schema error message, check to make sure that there are no characters (e.g., letters) in any **ClientIDs**.
9. If you get a schema error that refers to an empty **ClientID**, you may have a blank row in your data. Always remove data by right clicking and selecting "Delete Row."
10. In all files except the **ClientReport** file, do not include rows if you do not have data for a client. You will receive an error if you have a **ClientID** in column A of any of the other files without corresponding data.
11. Have you tried using CHEX?
12. Double check gender. Your EHR might use different terms and might not have gender identity broken down into the same categories.
13. Double check race. Your EHR might handle clients with multiple races differently.



### Still have questions?

- Visit the [User Manual](#) or [RSR TRAX webinar](#) for more information.
- Reach out to the [DISQ Team](#) for technical assistance on TRAX.

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