RSR TRAX

Ryan White HIV/AIDS Program Services Report (RSR)

HIV/AIDS Bureau

November 30, 2022

RWHAP DATA SUPPORT

DISQ
Data Integration, Systems & Quality
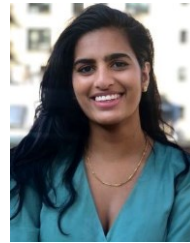TECHNICAL ASSISTANCE

Welcome to today's Webinar. Thank you so much for joining us today!

My name is Ruchi. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to recipients and providers for the RSR.

Today's Webinar is Presented by:

Ellie Coombs
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Ruchi Mehta
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Today's Webinar is presented by Ellie Coombs. Ellie represents the DISQ Team's work with TRAX for the RSR. In this webinar, Ellie will showcase the TRAX application, which is s a free tool that you can download from the TargetHIV website and can be used to generate your XML.

Throughout the presentation, we will reference some resources that we think are important. To help you keep track of these and make sure you have access to them immediately, my colleague Isia is going to chat out the link to a document right now that includes the locations of all the resources mentioned in today's webinar.

At any time during the presentation, you'll be able to send us questions using the "Question" function on your settings on the bottom of the screen. You'll also be able to ask questions directly "live" at the end of the presentation. You can do so by clicking the "raise hand" button (on your settings) and my colleague Isia will conference you in.

Now before we start, I'm going to answer one of the most commonly asked questions about the slides. The recording of today's webinar will be available on the TargetHIV website within one week of the webinar; the slides and written question and answer are usually available within two weeks.

Disclaimer

Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

| The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling $4,000,000.00. | DSAS (Ryan White Data Support) is comprised of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over $7.2 Million. |

Today's webinar is supported by the organizations shown on the slide, and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Health Resources and Services Administration, the U.S. Department of Health and Human Services, or the U.S. Government.

Now I'd like to turn the webinar over to Ellie.

Outline

Overview of TRAX

Steps for Using TRAX

Questions

TRAX is a free tool that you can download from the TargetHIV website. It takes files with your client-level data as input and converts those data to the correctly structured XML file.

I'll start the presentation with an overview of TRAX. Then, we'll go into more detail about each step. Throughout this discussion, we'll be pulling up resources and demoing key activities.

Finally, as always, we'll take your questions.

This webcast is very detailed, but don't worry. There is a detailed user manual with the same information in the TRAX download package. The webcast recording and slides will also be posted on TargetHIV. This webcast just focuses on TRAX for the RSR; ADR TRAX users can find a recording of a similar webinar that targets the ADR.

Also, the TRAX process has not changed in the last couple of years, so if you are a seasoned user, you may not need to be here. But you may want a quick refresher to get your head around the RSR!

Systems Used to Create the Client-level Data XML File in 2021
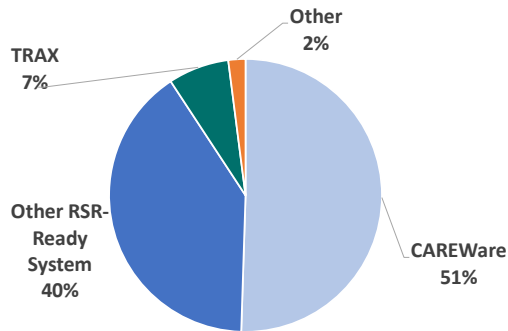
Let's take a step back. There are three main strategies for creating your client-level data file. The first is to use an RSR-Ready System. These are data management systems that create the XML file for you. As you can see on this pie chart, the vast majority of provider files created in 2021 were created with one of these systems. CAREWare is the most commonly used RSR-Ready System.

About 2% of files were created by providers that developed their own file generation functions. Finally, 7% of files in 2021 were created by TRAX, up one percentage point from last year. So, you can see that this tool plays an important part in the RSR.

Why Use TRAX?

- You don't use an RSR-Ready System to capture RSR data

- You are tired of doing double data entry into your Electronic Health Record (EHR) and an RSR-Ready System

- You would like to report some data not captured in your existing system

Some of you may be wondering if you should be here today. You've been diligently signing up for all the webinars – yay – but this content may not be relevant for you. TRAX is a good tool for you if you don't already input or export your data into an RSR-Ready System.

TRAX is also good for folks who input data into an RSR-Ready System but are tired of it and you want to start using your EHR to create the RSR.

Finally, you may need to report data not already captured in your RSR-Ready System. You can create a supplemental file with TRAX. The data will be merged on client eUCI. All RSR-Ready Systems and TRAX use the same algorithm for creating that eUCI.

If this sounds like you, then you are in the right place today!

# Steps to Using TRAX

1. Become familiar with the RSR data elements.
2. Identify structure of the required input files.
3. Prepare your input files (12 .CSV files) that we will talk about in more detail later.
4. Use CHEX to check data quality.
5. Install TRAX.
6. And lastly Load data into TRAX and create the client-level data XML file.

Instruction Manual

- Detailed description of RSR data elements
- [RSR Instruction Manual](#)

Ryan White HIV/AIDS Program Services Report (RSR)
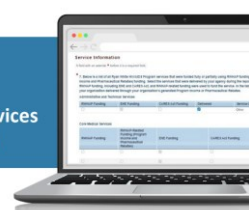
Instruction Manual 2021
Release Date: December 2, 2021

| Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file |

To start preparing your input files, you need to become very familiar with the RSR data elements. If you haven't already done so, check out the instruction manual, which has a detailed description of each item required. The 2022 RSR manual will be released soon, but there have been few changes to the RSR in the last year, so feel free to start with this one.

Data Dictionary

- Required values for each data element
- [RSR Data Dictionary](#)

Ryan White Services Report (RSR)
Web Application

Data Dictionary and XML Schema Implementation Guide
Version 3.9

August 27, 2020

Submitted to:
HRSA
Health Resources and Services Administration
Office of Information Technology
5600 Fishers Lane
Rockville, MD 20857

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| Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file |

You'll also need the data dictionary, which provides values for each data element and response option. This is a helpful guide because you'll need this to know which values to put in your input files. The RSR Data Dictionary has not been updated because there have been no schema changes.

Create an RSR Crosswalk

- Where do these data elements live in your system(s)?
  - What is the field name?
  - What are the response options?
- How do I need to transform my data?

Your Data (Race)		RSR Data (RaceID)
White	⟶	1
Black	⟶	2
Asian	⟶	3
Hawaiian/PI	⟶	4
Native American (AK Native)	⟶	5

Become familiar with data elements ▸ Identify structure of input files ▸ Prepare input files ▸ Use CHEX ▸ Install TRAX ▸ Load data and create file

Next, you'll need to map the data elements in the RSR to the data elements in your data management system.
By creating a crosswalk, you will identify the field name and response options of the data elements in your system that correspond to the RSR. This will help you assess the data you have and determine what, if any, changes are necessary to correctly format and report your data using the RSR.

In this example, with the RaceID variable, your own database might categorize clients as "white", "black", etc. However, the RSR requires this variable be categorized as numbers 1 through 5. Using this crosswalk, it will be easier to see and track what data transformations are necessary, as "white" becomes "1", "black" becomes "2", and so on.

Create an RSR Crosswalk

Ryan White Services Report (RSR) Crosswalk

ID	Variable	Definition	Value	Variable	Value	Notes
		RSR		**Your System**		
			Demographics			
2	Vital Status	The client's vital enrollment status at the end of the reporting period.	12. Alive 6. Deceased 7. Unknown			
4	Birth Year	Client's year of birth. This value should be on or before all service date years for the client.	yyyy			
5	Ethnicity	Client's ethnicity.	1. Hispanic/Latino/a, or Spanish origin 2. Non-Hispanic/Latino(a),or Spanish origin			
68	Hispanic Subgroup	If Ethnicity = Hispanic/Latino(a),	1. Mexican, Mexican American, Chicano/a			

[Ryan White Services Report (RSR) Crosswalk](#)

Become familiar with data elements → Identify structure of input files → Prepare input files → Use CHEX → Install TRAX → Load data and create file

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We've created a crosswalk template for you to fill out. You can access this through the TRAX download package.

Download Support Materials

- **Support Package**
  - User guide
  - RSR crosswalk
  - ***Templates for input files (12 .CSV files)***
  - CHEX

TRAX for the RSR: Application and Manual

February 2, 2021
Data Integration, Systems and Quality (DISQ) Team

Note: You must enter a valid email address before downloading the TRAX package. This is so we can keep track of TRAX users, and keep you informed about updates.

Please enter your email address *

SUBMIT

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Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file

Speaking of the TRAX download package we encourage you to download support materials.

Now that you have a good idea of what is required for the RSR, you'll need to start creating the input files, which consist of 12 .CSV files. If you don't know what .CSV is, please do not worry. It is essentially the same as Excel, and you can easily create a .CSV file from an Excel file using "Save As".
To know how to structure your data, go to the TargetHIV website, input your email address, and download the support package. The support package is a zip file with the TRAX user manual and templates for the 12 input files.

Here is a view of the inside of the folder you'll download from the TARGETHIV website with the 12 .CSV files. You'll create a folder that looks exactly like this, but the files will be populated with your data.

The first file contains the bulk of the data elements in the RSR. It has all the data elements with just one response per client, like ethnicity.
You'll have just one row per client in this file.

pull in client report

I will pull up this file now for you to see it. Here is what that client report looks like. You can see that there is a row for each client and a column for each data element. As previously mentioned, this is where the bulk of your data for the RSR will live.

Each of the subsequent files represent one data element that allows for multiple responses. So, for example, an individual might have more than one Race or multiple viral load counts. I'm going to pull in one of those files.

pull in race .csv

For example, here is the race file that I hope you can see on my screen. You can see client number 29 has two races. There is a row for each client id, race combination.

Extract Data from Your System

- Most time-consuming part of the process!
- Meet with your IT staff and take:
  - Data Dictionary
  - RSR Crosswalk

Become familiar with data elements | Identify structure of input files | **Prepare input files** | Use CHEX | Install TRAX | Load data and create file

After you have completed the RSR Crosswalk and downloaded the example input files, you need to extract client-level data from your system or from multiple systems. Some providers have set up an automated process that pulls data from the EHR and spits it out in the correct .CSV file format. Others have to do the work manually.

Either way, we understand that getting data out of your EHR is the hardest part of the process. Most likely, you'll need to meet with your IT staff. When you do this. Please take your crosswalk and data dictionary, so they understand exactly what data you need. Please Start now! IT staff are notoriously busy, so it could take some time to create the files you need.

Prepare Input Files

- Your files must have identical names as the templates
- Column order does not matter, but column headers should be identical
- Replace your values with RSR-required values

Become familiar with data elements → Identify structure of input files → **Prepare input files** → Use CHEX → Install TRAX → Load data and create file

Then, you will structure your data to mirror TRAX's 12 .CSV files. First, file names must be identical to those in the folder on TargetHIV.

Second, within the file, although the column order does not matter, the columns headers do – they must be identical to the ones in the .CSV files. As a reminder, capitalization in the header names matters!
Lastly, you also must replace your values with the RSR-required values.

ClientID is the Primary Key

- Unique sequential or internal number
- First column in every table
- Must be the same for a given client across files

File 1: Client Report

Same person

File 2: Health Insurance

Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file

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Now, let's talk about a couple of specific data elements.
The tables are linked by the Client ID. It is the first column in every file.
This number must be unique for every client. It can be a sequential number or internal number, like a medical record number and it does not show up on the XML file.

You must make sure that the same client has the same ID in each table.
Let's look at an example on this slide here. Through the linking ClientID 1, you know which health insurance status Carmelo has

TRAX and the eUCI

- There are multiple identifier fields that relate to the eUCI in the ClientReport tab
- The ones you populate depend on whether you already create the eUCI or would like TRAX to do it for you
- If you want TRAX to create the eUCI for you, populate:
  - First name
  - Last name
  - Full date of birth
  - Gender
- More information in the TRAX user guide!

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Become familiar with data elements → Identify structure of input files → **Prepare input files** → Use CHEX → Install TRAX → Load data and create file

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Another important data element I want to go over is the eUCI. It's the identifier HAB uses to link data across providers. It's made up of letters within the first and last name, date of birth, and a gender code. This 11-digit number is then encrypted to a 40-digit number. The last digit is used to indicate whether more than one client shares the same eUCI.

That first .CSV file – ClientReport – has multiple data elements related to the eUCI. The ones you populate depend on whether you already create the eUCI or want TRAX to create it for you.

If you do not already create the eUCI and you want TRAX to create it for you, you need to populate the first and last name, full date of birth, and gender ID.

For more information, please take a look at the user guide!

Services: Two Files

- Service Delivered: Pharmacy and Premium Assistance

	A	B	C
1	ClientId	ServiceID	DeliveredID
2	1	9	2
3	11	12	2
4	11	9	2
5	18	9	2
6	22	12	2
7			

Client received pharmacy and premium assistance during the reporting period

- Service Visits: All Other Services

	A	B	C
1	ClientId	ServiceID	Visits
2	1	8	2
3	2	18	3
4	11	8	1
5	11	18	4

Client received 1 OAHS and 4 medical case management services during the reporting period

Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file

Let's talk a little about reporting services. You report services in two files in TRAX. One file captures two services: Health Insurance Premium and Cost Sharing Assistance for Low-income Individuals. The other one is for all other services. For each of these files, you report the ClientID and the ServiceID. For the Health Insurance Premium and Cost Sharing Assistance file, or the services delivered file, you just indicate that the client received the service with the value of 2.

Note that you do not have to report services that were not delivered. So, for the service delivered file, you'll report 2 across the board, indicating the client indeed received the service.

For all other services, you actually have to put the number of visits in the year.

Viral Load

- For "undetectable" viral load counts:
  - Report the lower test limit for the viral load count
  - If you don't know the threshold, report 0 for clients with "undetectable" status

	A	B	C
1	ClientId	ServiceDat	Count
2	29	2/15/2019	11,546
3	29	6/19/2019	350
4	35	3/2/2019	20
5	40	4/14/2019	0
6			

Undetectable viral loads

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Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file

We also get questions about viral load. Values under a certain threshold are captured as "undetectable." The RSR does not accept text or less than signs for the viral load value. Therefore, you should input the threshold value in the count field. In this example, you see these clients have undetectable viral loads. The test has a threshold of 20. If you don't know the threshold, report 0.

Avoid Common Mistakes

- Eliminate duplicate values
- Eliminate characters in the ClientID
- Include all files even if there are no data
- Use the XX/XX/XXXX format for data, not commas
- How to deal with missing data:
  - In the Client Report file, leave cell blank
  - In the other files, exclude clients entirely

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| Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file |

Eliminate duplicate values
Eliminate characters in the ClientID
Include all files even if there are no data
Use the XX/XX/XXXX format for data, not commas

Finally, TRAX allows you to create files with missing data. In the ClientReport file, just leave that cell empty. In the other files, exclude those clients entirely.

CHEX: Checking Data Quality

- An Excel spreadsheet pre-loaded with drop down menus and conditional formatting
- Steps:
  - Copy and paste your data into each tab
  - "Validate" data to find invalid values
  - Review color-coded cells to identify other validation issues

| Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file |

The next step is to use a tool called CHEX. It is an Excel spreadsheet pre-loaded with drop down menus and conditional formatting to help you check the quality of your data. It is also located in the support package and I will walk you through that!

show CHEX template

There is a tab for each of the 12 .csv files. What I do to use CHEX is I copy and paste my data from each of these 12 .CSV files into this template. Let me show you some of the features of CHEX. There are filters, so you can sort by different feature. Also, there are drop down menus that rpvide you a mapping of the values to the RSE option and forces you to sue the correct RSR values.

There is conditional formatting that helps you see if you have some sort of data validation issues. Here I can see that this is highkith gray, to know what that is, I an hover over the cell and it tells me that the birth year is not equal to the date of birth that is needed for the eUCI.

The next feature I want to show you is data validation. If I want to circle invalid values, I can go ahead and go to data validation "circle invalid values" and sure enough it looks like I have report three for ethnicity which is no a valid value and that means I have to go back to my source data and figure out the correct value.

Install TRAX
TRAX application

**Health Resources and Services Administration (HRSA)
Tool for RSR and ADR XML (TRAX)**

Name: TRAX

Version: 5.5.0.0

Publisher: HRSA

The following prerequisites are required:

- Microsoft .NET Framework 4 Client Profile (x86 and x64)
- Windows Installer 3.1

Click the button below to install the prerequisites and run the application.

[Install]

| Become familiar with data elements | Identify structure of input files | Prepare input files | Use CHEX | Install TRAX | Load data and create file |

Our next step is to install TRAX. When you click on the link, this is what you'll see. Click install; it'll walk you through the process.

As a note, there is current issue that is being addressed where TRAX is converting dates to January. You can still get started with getting those .CSVs together but shouldn't generate the file until the issue is fixed, which should be December 16th.

Import Data into TRAX

- Close files prior to upload
- Include all required files even if you don't have data (just the header row) and no other files

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In terms of importing Data into TRAX, please be sure to Close files prior to upload and Include all files even if you don't have data (just the header row), and no other files Now I am going to conduct a TRAX demo.

TRAX Demo

Become familiar with data elements	Identify structure of input files	Prepare input files	Use CHEX	Install TRAX	Load data and create file

Close files prior to upload
Include all required files even if you don't have data (just the header row) and no other files

After you have downloaded TRAX on your computer, Open TRAX, click Tools and Import CLD, and browse to and upload your folder.

Click Tools and Generate CLD XML. Browse to location where you want file saved and type in name of file, including .xml extension.

Data are deleted once you close TRAX.
TRAX does not serve as a merging tool; new data imported overwrite pre-existing data.
After you generate your file, go to View Client Report to obtain a crosswalk of eUCI to Client ID (copy and paste table into Excel).

Data Security

- Keep the populated Excel and .CSV files secure:
  - Store on a secure system
  - Only use secure transfer methods
- Resources on TargetHIV: [Data Security Refresher](#)

Lastly, I want to discuss data security. I used dummy data so it was on my desktop. The client XML does not contain personally identifying information, like name or full date of birth. However, most likely, your Excel spreadsheet or .CSV file will. So, I want to emphasize the importance of keeping these data secure. Store your .CSV files on secure systems, such as behind firewalls, and only use secure transfer mechanisms to transfer the files.

If you would like more information about data security, just go to TARGET and do a search on "data security." There are lots of archived webcasts and resources there.

Resources and Questions

- Download TRAX support package
- Install TRAX
- Start with the DISQ Team: Data.TA@caiglobal.org
  - Be prepared to share your desktop with us through webinar software (we'll send you a link)

Lots of resources to help you with TRAX.

TA Resources

- The DISQ Team:
  - Data.TA@caiglobal.org
  - Sign up for the DISQ listserv
  - Submit a DISQ TA request

- Ryan White HIV/AIDS Program Data Support:
  - RyanWhiteDataSupport@wrma.com
  - 888-640-9356

- EHBs Customer Support Center:
  - 877-464-4772
  - Submit an EHBs TA Request

- CAREWare Help Desk:
  - cwhelp@jprog.com
  - 877-294-3571
  - Join the CAREWare listserv

Before we finish up, I'd like to review the available technical assistance. The DISQ Team addresses questions for those needing significant assistance to meet data reporting requirements. DISQ also deals with data quality issues, as well as providing TA on TRAX and support in creating documentation.

Data Support addresses RSR-related content and submission questions. Topics include: Interpretation of the Instruction Manual and HAB's reporting requirements; Allowable responses to data elements; Policy questions related to the data reporting requirements; and Data-related validation questions.

The EHBs Customer Support Center addresses software-related questions. Topics include: Electronic Handbook (EHB) navigation, registration, access and permissions and Performance Report submission statuses.

Finally, the CAREWare help desk is your best resource for any TA requests related to CAREWare. We encourage you to register for the listserv to join the conversation with other CAREWare users across the country.

Most importantly, there is no wrong door for TA – if you're not sure who to contact, we're happy to refer you to where you need to go!

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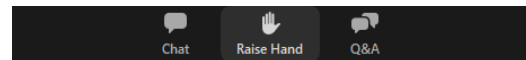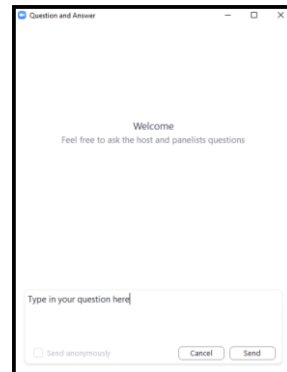
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Finally, to connect with and find out more about HRSA, check out HRSA.gov.

Let's Hear From You!

- Please use the "raise hand" function to speak. We will unmute you in the order that you appear.

OR

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.

And now to your questions – but first, I would like to remind you that a brief evaluation will appear on your screen as you exit, to help us understand how we did and what other information you would have liked included on this webcast. We appreciate your feedback very much, and use this information to plan future webcasts. My DISQ colleague Isia is going to put a link out in the chat feature if you would prefer to access the evaluation right now. We'll also send a final reminder via email shortly after the webinar

As a reminder, you can send us questions using the "Question" function on your control panel on the right hand side of the screen. You can also ask questions directly "live." You can do this by clicking the raise hand button (on your control panel). If you are using a headset with a microphone, Isia will conference you in; or, you can click the telephone button and you will see a dial in number and code. We hope you consider asking questions "live" because we really like hearing voices other than our own.

We do want to get all of your questions answered, and we do not usually run over an hour. If you have submitted your question in the question box and we cannot respond to your question today, we will contact you to follow up. We often need to explore your question in order to give you the most appropriate answer.