

## RSR TRAX - Written Q & A Summary

November 30, 2022

#	Questions	Answers
1.	Do we need to have access to the EHBs to use the tools provided on this webinar?	No. You can access these tools regardless of whether you have access to the <a href="#">HRSA Electronic Handbooks (EHBs)</a> . In some cases, the individual responsible for creating the client-level data file might not be the individual responsible for filling out the Recipient or Provider Report, which is why anyone can create the XML file with <a href="#">TRAX</a> . You will just need to coordinate with the right people to get the file uploaded to the RSR Web System via the EHBs.
2.	Does TRAX need to be installed every year?	<a href="#">TRAX</a> is a self-updating application. If a new version is released, you should receive a prompt to update TRAX when you open the application. If you're having issues with the application, you might need to uninstall and then reinstall it. Just search for TRAX in your programs, right click uninstall, and install the latest <a href="#">version</a> .
3.	To confirm, the Client ID should only be 10 characters?	Yes, it should only be 10 characters.
4.	It is there a way to know if we need to use TRAX when we already have an RSR-Ready System?	Yes, the <a href="#">DISQ Team</a> can assist with this. We can look up your last year's Provider Report to determine which system(s) was used to create the RSR. We can also help you determine whether you need to create a supplemental file with TRAX based on data in your RSR-Ready System.
5.	Where can we access the CHEX tool?	The CHEX tool is part of the <a href="#">TRAX Download Package</a> on the TargetHIV website. It is updated every year to reflect new dates and align with any <a href="#">validation changes</a> that <a href="#">HRSA HAB</a> makes in the RSR Web System.
6.	Where can we access the CSV file templates?	The CSV file templates are also part of the <a href="#">TRAX Download Package</a> on TargetHIV. The package has blank templates in addition to sample files with fake data.
7.	Can the TRAX application be downloaded on TargetHIV?	You can <a href="#">install the TRAX application</a> directly from the HRSA website. The link to the application is also on the <a href="#">TRAX for the RSR: Application and Manual page</a> on TargetHIV.