Reviewing Your Data at Upload: Tools in the RSR Web System - Written Q & A Summary

February 8, 2023

#	Questions	Answers
1.	Where can I download the latest TRAX application?	You can install the TRAX application directly from the HRSA website. The link to the application is also on the TRAX for the RSR: Application and Manual page on TargetHIV.
2.	What is the best order to run the reports in the RSR Web System?	You can run the reports in any order as long as you are reviewing them all and addressing any data quality issues. Our recommendation is to start with the Upload Completeness Report (UCR). After you have reviewed your UCR, complete the Validation Report, which will tell you what problems you need to fix in your report. Once your report is submitted, you can run the print versions of the report and keep a record of those for next year.
3.	What is the minimum build of CAREWare needed to run the RSR for the 2022 submission? Is it 171?	If you are an EHE-funded agency and already installed build 171, you do not need any further upgrades. However, you do need to make sure that your EHE contract(s) in CAREWare has a **STOP DATE** (any future date), otherwise the two RSR fields, #76 New clients and #77 Was client seen in prior year, won't get exported. Non-EHE funded agencies can also move forward with build 171 if already installed. If you haven't upgraded to build 171 yet, you can wait for build 173 which will be available in the next few days. The above item will have been fixed. There was also an issue where the RSR viewer was not showing 2020-2022 for the year of first OAHS (Outpatient Ambulatory Health Service) visit. That has also been fixed in build 173.
4.	Did you go over uploading data on this webinar?	We did not go over uploading data. If want to review how to upload data in the RSR Web System, we recommend watching the "Completing the 2022 RSR Provider Report," webinar recording. It provides step-by-step guidance on how to complete every aspect of the Provider Report.
5.	I uploaded the client-level data report but need to upload it again. How can I delete the one initially uploaded?	If you have uploaded a file that you need to delete out of your report, there is a Clear Clients link under the Provider Report Actions section in the left-hand navigation panel.