2023 Data Validations for Client-Level Data

What are data validations?

When you upload your Ryan White HIV/AIDS Program Services Report (RSR), your data pass through a series of validation checks. These validation checks look for consistency and accuracy in your data to improve your data quality. If your data do not pass a validation check, you may have to explain why or re-upload your report with corrected data.

Where do I encounter validation checks?

The validation process occurs within the RSR Web System when you upload your client-level data. In the Provider Report, click "Validate" under the side menu titled "RSR Report Actions".

What will I see and how do I respond?

You may encounter three types of notifications:

🚩 <u>Errors:</u> Data with errors are not accepted. You must edit your data and re-upload.

🚩 <u>Warnings:</u> If you receive a warning, go back and look at your data to see if any edits should be made. If there are no edits to be made, you are required to provide a comment in the RSR Web System explaining your data.

🚩 <u>Alerts:</u> HAB does not require that you respond to alerts, but this doesn't mean you shouldn't take any action – go back to your original data to see what's going on.

How can I reduce the stress of the validation process?

Upload early! Don't wait until the deadline to upload your data. By uploading early, you'll have time to fix issues and submit well before the deadline. The RSR Web System opens in November before the March deadline. Use the Check Your XML feature to validate your data.

Review any alerts, warnings, or errors that came up last year. You may find that they occurred because of shortcomings in your data collection or reporting processes that still exist. Modifying these processes can eliminate corresponding notifications.

> ### Remember!
> Validation checks do not *ensure* good quality data. They help prevent mistakes, but they can't ensure that you are collecting and reporting on all required data. Remember to **keep data quality in mind** throughout the collection and reporting process and use the Upload Completeness Report (UCR) to review your data before submission.

Many RSR-Ready Systems – systems that create the client-level data XML for you – have **incorporated data validations** at the point of data entry. For example, they make it impossible for you to input service dates that occur before a client's birth date. If you don't use an RSR-Ready System, consider programming your data collection processes to reject data inconsistencies. This may require an investment in programming resources, but it is well worth it as many data entry mistakes are eliminated.

Note: The complete list of validations can be found on TargetHIV.

A project of **CAI** in partnership with **Abt** and **Mission Analytics Group**

Client Report Validation Checks

Check	Error	Warning	Alert
More than one record shares the same eUCI.	●		
Missing birth year.	●		
Birth year, OAHS dates, first OAHS visit, CD4 test dates, viral load test dates after the reporting period.	●		
Birth year after first OAHS service.	●		
First OAHS visit after OAHS dates.	●		
CD4 or viral load test dates before the reporting period.	●		
Two viral load counts reported on the same date where one is suppressed, and one is not	●		
No client records were uploaded.		●	
Missing poverty level, housing status, housing status collected date, health coverage, OAHS dates, prescribed ART, CD4 test results, or viral load test results.		●	
Missing response to New Client variable or whether a client had a service in the previous year if required.		●	
Missing Core Medical, Support, or EHE services.		●	
HIV negative clients with Core Medical or EHE services; risk factor; viral load tests; or OAHS, linkage or HIV positive test dates.		●	
No HIV status but client was 13 or older and received a service		●	
Birth year after HIV positive test date or OAHS linkage date.		●	
HIV positive test date after the reporting period.		●	
Linkage date after reporting period or before HIV positive test date.		●	
Client with male or unknown gender, reported as pregnant.		●	
Indeterminate clients without reported perinatal transmission Risk Factor or over 2 years of age.		●	
Out of range values reported for viral load (over 10,000,000) or CD4 (over 3,000).		●	
Clients with first OAHS visit date and no OAHS visits.		●	
Two or more different CD4 counts reported on the same date.		●	
Client with viral load but no OAHS services.		●	
Clients with a viral load count under the viral suppression threshold and a count on same test date over the threshold or with a missing value or "no" for prescribed ART.		●	
Clients with an HIV diagnosis year within the reporting period and OAHS linkage date is not reported or outside reporting period.		●	
HIV diagnosis year after the reporting period.			●
Clients aged 90 or older.			●
Birth year after HIV diagnosis year, CD4 test date, OAHS date, viral load test date.			●
Sex or gender reported differently in multiple files.			●
More OAHS visits reported than OAHS visit dates.			●
More than 365 service visits.			●

Clients by ZIP Code Validation Checks

Check	Error	Warning	Alert
Zero clients reported for an entered ZIP code.		●	
Total client count in Clients by ZIP Code section differs from total client count in XML file.			●