

## Data Validations for Client-Level Data

### What are data validations?

When you upload your Ryan White Services Report (RSR), 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 Application when you upload your client-level data. Go to the Provider Report and under the side menu titled "RSR Administration," click on "Validate."

### What will I see and how do I respond?

You may encounter three types of notifications:

- **Errors:** Data with errors are not accepted. Edit your source data and re-upload.
- **Warnings:** In response to warnings, you are required to provide an explanation within the RSR Web Application. As with errors, you should go back and look at your data to see if any edits should be made.
- **Alerts:** HAB doesn't 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 is going on.

Page 2 of this document has a summary of the types of issues that lead to errors, warning and alerts in 2013.

### 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.

**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.

You can use the [X-ERT tool](#) to run validation checks on your data throughout the year. X-ERT is a feature within T-REX that converts your XML file to an Excel flat file. You can then copy this flat file into the Excel X-ERT Template, which mimics the data validation check process done by the RSR Web Application. This tool will tell you which clients do not pass certain validation checks. Use X-ERT throughout the year, so you can catch and fix mistakes in your data collection and reporting processes as you go.

Finally, HAB is working with **RSR-Ready Systems** – systems that create the client-level data XML file for you – so they **incorporate data validations at the point of data entry**. For example, they can make it impossible for you to input service dates after death dates. If you use an RSR-Ready System, stay tuned for updates and download the latest build. 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 so many data entry mistakes are eliminated.

#### 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!

	<b>Error</b>	<b>Warning</b>	<b>Alert</b>
<b>Validation Checks</b>	<i>Edit data and re-upload</i>	<i>Review data and explain</i>	<i>Review data</i>
Birth year is not reported.	●		
More than one record shares the same eUCI.	●		
CD4 or viral load test dates are after or before the reporting period.	●		
Birth year is after reporting period, death date, AIDS diagnosis year, or first ambulatory care date.	●		
AIDS diagnosis year or death date are after reporting period.	●		
Gender is transgender with no subgroup or non-transgender with subgroup.	●		
Ambulatory service dates are after or before the reporting period.	●		
First service date is after reporting period or after ambulatory service dates.	●		
Age 90 or older.		●	
No core, medical or support services.		●	
First service date is after death date, core medical or support services.		●	
Birth year is after first service date.		●	
Enrollment status is not deceased and a death date is reported or enrollment status is deceased without a death date.		●	
Indeterminate client without risk exposure of mother w/at risk for HIV infection.		●	
Gender is male or "unknown" and client is reported as having a pap smear, prenatal care, ARV or pregnant.		●	
Poverty level, housing status, and medical insurance are missing or "unknown"; Outpatient/ambulatory care, CD4 test and viral load test dates are missing.		●	
Other required clinical information or demographic information is "unknown" or missing.			●
Age 80 to 89 years old.			●
Outpatient/ambulatory care and labs for non-HIV positive patients.			●
Clinical data for people without outpatient/ambulatory care.			●

**Note: The complete list of validations is posted on the TARGET Center website.**

**Key Points**

- **The validation process** occurs when you upload the client-level data file.
- **Upload early so you can** fix problems and submit on time!
- **Use the tools available** to identify problems throughout the year.

