CRStar Insights
2021 RCRS Submissions

Beginning in 2021, all CoC accredited facilities are expected to submit cases to RCRS monthly. The submissions are to include all new and modified cases since the facility's reference date or 2004, whichever is later. This will require a different case selection process than previously used for RQRS and the NCDB Annual Call for data. This CRStar Insight outlines the proper case selection and export process for submitting all sites to the RCRS data platform as required.

Snips from the RCRS Library to guide your upload process:

How do I upload?
- Login to RCRS and select the facility to upload a file
- Click on Upload from the left navigation panel
- Click on 'Choose File' and select the file to upload
- Click on Upload file

❖ V18 file submission must be in DAT format and V21 submission in XML file format, any other format will be rejected.
❖ File submission is allowed for a stand alone facility and a merger parent facility. Merger parent facility can upload files for child facilities as well. File upload at network parent facilities are not allowed.

We have been informed by the NCDB staff that RCRS submissions can be made in v18 Layout, or in v21 layout, so you do not have to wait for our v21 upgrade to make your required submission for January.

Uploader:
Single platform to upload all cases.

- Only registrars/co-registrars can upload files
- Contains all submissions for all primary sites
- Only "*.dat" files accepted (no zip or other file extensions permitted)
- File names may contain a maximum of 1 special character
- All network submissions must be at child level
- All merger submissions must be at parent level
- File size limit <= 150 mb
- Progress of file upload is displayed on screen
- Not necessary to stay on this page or logged in while file uploads

Also, the above Uploader guidelines say there is a file size limit of <=150 mb, but in a recent CAnswer Forum post, NCBD staff stated that there is no file size limit.

Name the population in a way that will be easy to identify and remember for use every month. In Network programs, a separate population will need to be created for each facility.

Click to include Analytic Cases Only and Abstract Cases Only (RCRS staff have stated that they will accept "suspense cases," but their definition of suspense cases is equivalent to the registry definition of incomplete cases). Do not include suspense cases.

Leave the Site Codes and descriptions blank.

In the Selection Criteria, enter the item numbers as shown below:

The first time selecting an "all sites" population for RCRS, the date last Modified should be >= the last date that your facility submitted to NCDB prior to 9/16/2020. 9/16/2020 is the date that facilities' historic NCDB and RQRS data was transferred into the new RCRS platform.

In subsequent months going forward, the same population can be used repeatedly, just update the Date Last Modified to the last date the population was selected (ex: January export pop selected on 1/15/21, so February population will need date last modified >= 1/15/21). This will capture all new and modified records since the last selection.

The Date of Dx year should be set to 2004 unless your facility's reference year is *after* 2004, in which case, you will enter your reference year.
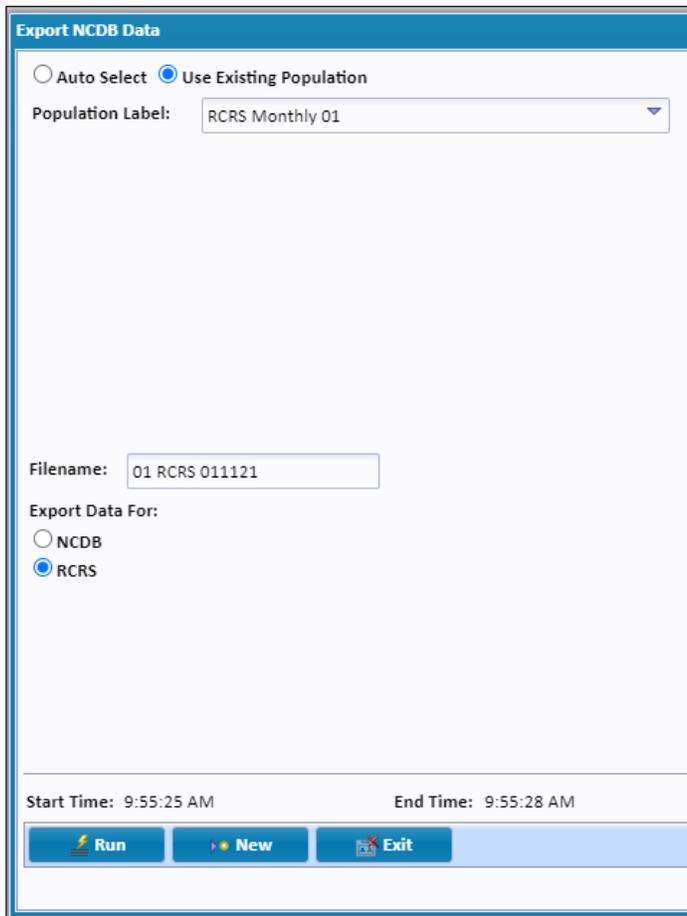
- After selecting the population, go to the Reporting Menu and open Data Exports and choose NCDB Export.
- Use the existing population that was just created.
- The filename will default to "RCRS Export", but it can be changed so that you can more easily identify the correct export file in the next step. Including the facility number and date of selection is recommended.

The export file will be created in the proper .dat format and timestamped and will be in a zip folder in your downloads. It is recommended that you create a folder to store your export files and move or copy them there. This is the file you will choose when uploading your data in the RCRS system uploader.
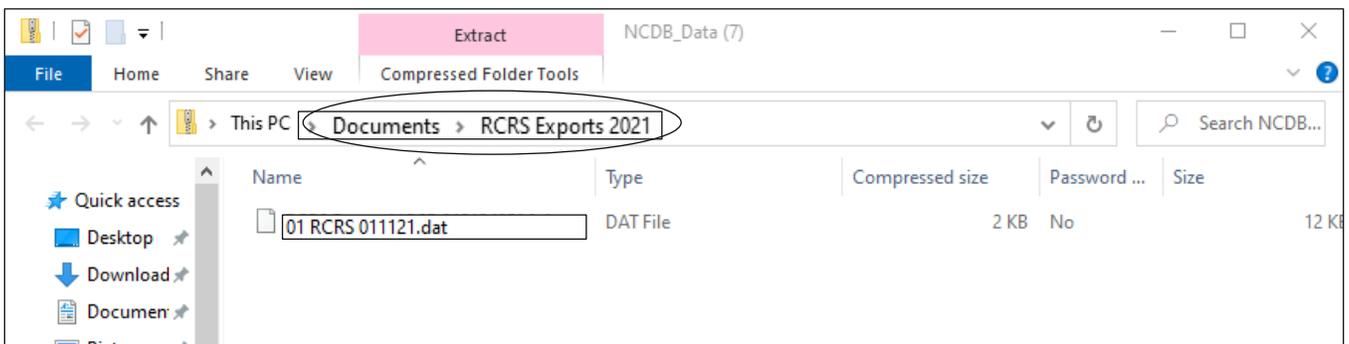
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