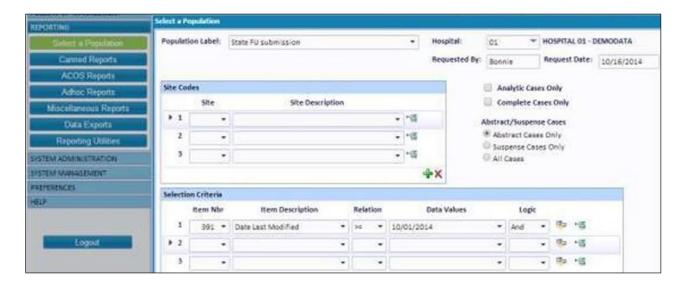
## **CRStar Insights**

## Selecting a Population for Monthly State Submissions

A canned population can be created in CRStar in Select a Population. This population is selectable each month or on an as needed basis. This population can be used in other CRStar reports if desired.



The first population is based on the Field Index Number 200 State report flag = Y



The second report is based on Field Index Number 391 Date Last Modified. Change this date to be the date of the last submission each month. By doing so, the population picks up all cases that have had changes made since the last submission of NEW cases.





The first time the NEW monthly case export is run, it is suggested to check "Run GenEdits after Export." Once the edits are cleaned, run the export again, this time checking the "Update State Report Flag and Transmit Date." This will change the State Report Flag from "Y" to "T" in the database and stamp the cases with the date.



After the new cases are created with the export, use the export again choosing the report created using the Date Last Modified field. Click on **Reporting**, **Data Exports** and then **State**.

Export the cases without either option being checked.

Both files can then be uploaded as usual using the AZ state website.

Support Available at www.mycrstar.com

