



CRStar Insights

State Reporting Tips

This CRStar Insight provides several tips that users who submit state exports may find useful when performing their routine submissions.

Waiting to Select the Update State Transmit Flag

Consider waiting to select the *Update State Report Flag and Transmit Date* button until after verifying that state edits are clear.

The screenshot shows the 'State Export' tab selected in the CRStar interface. Below the tabs, there is a 'Population Label' dropdown menu set to 'State Submission' and a 'Filename' text box containing 'State Export'. At the bottom, there are three checkboxes: 'Update State Report Flag and Transmit Date' (unchecked), 'Run GenEdits after Export' (checked), and 'Zip Data File' (unchecked).

This tip is helpful for a few reasons.

Users may find that there are several edits in the batch, and it may take time to clear these edits before the file can be submitted. This prevents the cases from being marked with a date transmit that is not accurate if the user is unable to clear all edits, re-run the file, and transmit it on the same date.

Some users elect not to Run GenEdits in CRStar when they perform state submissions and assume that all cases are edit free. In these instances, files may be rejected by states when there are edits and the submission is made anyway. This then requires users to clear edits and resubmit the file. If resubmission is not done on the same day as file rejection, this leads to an incorrect date of transmission being stamped on the cases.

It is recommended to always run edits in CRStar when performing a state export to verify that edits are clear. Once edits are verified to be clear, re-export the population with the *Update State Report Flag and Transmit Date* option selected, and submit the clean file to state.

Naming State Export Files

It is recommended to give State Export files unique names so they can be found easily if needed in the future. This also makes the file easier to find when submitting the file. For example, change the filename to **State Export 09292025** to signify the date the file was run.

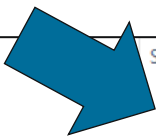
Many states have defined expectations of what the filename format should be. Please follow your state’s instructions on naming conventions. Unless specifically instructed to do so by your state, do not use punctuation when naming files. Some punctuation, such as periods, interfere with the download process of files from CRStar to Windows or other operating systems.

Consider Saving State Export Files After Submission

If your facility has a secure location for saving data, consider storing a copy of each state submission file in a folder. There are some scenarios where a state may report an issue with a file, and the user having the file can help immensely in troubleshooting if a state registry reports an issue with a file, or reports they never received a specific case.

Verifying File Size Prior to Submitting to State

Even if only exporting a single record for a state submission, the size of the file should be >3kb. If you observe a file is 3kb or less, clear your cache and re-export your file before submission. The same population can be exported from CRStar without having to re-select the population since it will still contain the same cases as long as the population has not been re-selected since the initial export.



Name	Date modified	Type	Size
▼ Last week			
 State Export-104609AM.xml	9/26/2025 10:46 AM	XML File	1,001 KB

Selecting a Population of Cases Previously Submitted to State

In the event that a batch of cases previously submitted needs to be re-selected—**FIN# 3911, Date of Last Export to State**—can be used in a Select a Population by entering the date the cases were marked as being transmitted with the most recent date they were submitted:

Population Label: Last Transmit to StateNew Label:

Requested By: Jonathan LoginRequest Date: 09/29/2025

Hospitals: 08

☒ Include All Primaries☐ Include Unique Primaries from this population criteria☐ Include Unique Primaries from all populations

☒ None☐ Dx Date☐ 1st Contact Date

Abstract/Suspense Cases☒ Abstract Cases Only☐ Suspense Cases Only☐ All Cases

Case Type☐ Analytic Cases Only☐ Complete Cases Only☐ Incomplete Cases Only☐ Non-Reportable State Flag

Site Codes

	Site	Site Description
1		
2		
3		

AddDelete

Selection Criteria

	Item Nbr	Item Description	Relation	Data Values	Logic	
1	3911	Date of Last Export to State	=	09/29/2025	And	Copy
2						Copy
3						Copy

News, Notes, and Reminders

- In order to receive communications related to CRStar, users should enter/update their email address under their Registrars table entry. For more information, please see the Insight **New Communication Process** in the Policies and Procedures section of the CRStar Resource Page.
- Our support portal has recently changed. If users need assistance, log a ticket at our [new portal link](#). Please do not use an old support email address or our website's Contact Us button. For more information about using the portal, please see the Insight **Getting Started with the JIRA Support Portal** on the CRStar Resource Page.

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