



EvaluationWeb® PS Version 2 File Uploads - Working with Site IDs and Related Site Data

Background

Most Partner Services (PS) files uploaded to EvaluationWeb® contain two types of records:

- Client records, which include records for Index clients as well as for Partners
- Site records, which include the Site ID variable and other site-related data

In Version 1 of the PS file upload schema, you treated Site ID like any other variable, and the system managed it like any other. However, the treatment of Site ID changed in the Version 2 schema, as explained below.

Site Records

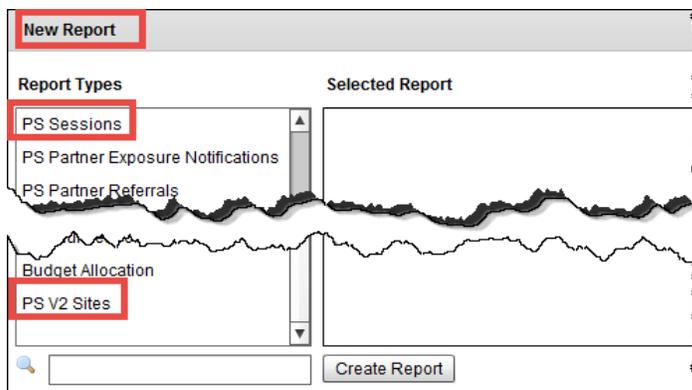
PS Site IDs are stored in the EvaluationWeb database in a separate location from Site IDs for other types of data (for example HIV Testing, RRA, etc.) Because of this, the PS Site ID in the database for a particular physical site may be different from the HIV Testing or RRA Site ID for the same physical site.

Finding a PS Site ID

To find your jurisdiction's PS Site ID (or other site-related data) for a particular physical site, you can look it up in EvaluationWeb's Reflexx report writer, using either of two report types:

- PS V2 Sites
- PS Sessions

When creating your Reflexx report, just remember to choose one of these two types in the New Report window. (See the [Using Reflexx](#) computer-based course or the [Using Reflexx User Guide](#) for instructions on how to use Reflexx.)



Statuses Available for Site Records

The statuses that can be attached to a site record in an upload file are:

- N (**N**ew - to upload and commit records not previously saved to the EvaluationWeb database)
- U (to **U**ppdate records previously saved to the database)
- R (to **R**esubmit a record)
- D (to **D**elete records from the database)

Warning Messages for Site Records

This section lists the site-related warning messages you may receive when uploading PS records.

Note that since these are warnings and not errors, you can submit data that has received one of these messages. However, whenever possible, return to your local database and make corrections—this will ensure more accurate data and help you avoid confusion later, as described in the example box below.

The warnings are:

- The Site ID must be between 1 and 32 characters in length.
- In the Sites section of the file, Site ID is required.
- Site Type must be a valid code.
- Site ZIP codes must be between 5 and 10 characters in length.
- Site State must be a valid state FIPS code.
- Site County must be a valid county FIPS code for the specified state, and it should be 3 digits.
- If you specify a Site County, you must specify a Site State.
- You have uploaded a site with a status of 'U' that is not in the database.
- You have uploaded a site with a status of 'D' that is not in the database.
- You have uploaded a site with a status of 'N' that is already in the database.

Example

The first warning message listed on the left says your Site ID should have a length between 1 and 32 characters. If you have a record with an ID of 33 characters and submit it to the database, EvaluationWeb may truncate the ID. Later after running a report, you or others may have trouble finding the Site ID because it is different from what you expect it to be.

On the other hand, if you return to your local database and modify the ID so it matches the length requirement, then export the data with the new Site ID, then upload the new file, no truncation will take place, preventing any future confusion.

Avoiding ID Truncation with Excel File Upload

When using an Excel format template such as PSv21Excel.zip for uploading data, you may sometimes have problems if you use very long IDs. Specifically, they may be incorrectly truncated in certain circumstances. Avoid this using the following workaround:

WARNING: Any fifteen character IDs (or longer) entered into an Excel template should be formatted as 'Text.' IDs of this length which are formatted as 'General' or 'Number' will not convert correctly when the file is uploaded to EvaluationWeb.