



General Notes

- xlsx (Excel 2003-), xls (Excel 1997-2003), and csv are accepted.
- The sheet containing data to be processed must have the an identifier in cell A1 which must be an exact match to one of the following (case sensitive, whitespace matters):

Identifier to put in cell A1	Sheet Description
CTR v2.1	For the Excel version of v2.1
CTR V3.1 Tests	CTR v3.1 Excel format (all but Deletion section)
CTR v3.1 Deletion	CTR v3.1 Excel format for the Deletion section
HDAG v1	Health Department Aggregate Variables
CBOAG v1	Directly Funded CBO Aggregate Variables

- For categories having more than one valid sheet type, you may upload a zip file containing one file for each sheet type, or you may include them as separate sheets in a single file.
- The grouping line is not required in submitted files (present in non-PS templates for clarity, in row 2)
- The header line (row 3 in all but PS templates, row 2 in PS) in submitted files must exactly match the row in the equivalent sample. Variables must be in the same order they are present in the templates, and use exactly the same name.
- The header line must be either the 2nd or 3rd row.
- Whatever formatting (fonts, colors, borders) is desired may be used, and will be ignored by the upload processor.
- Additional columns may NOT be present after the last column of actual data, nor may hidden columns with the data be used.
- The Status column must be populated, with one of:

N - New record
 U - Updated Record
 D - Delete Record*
 R - Resubmitted Record
 A - Add to (Aggregate Only)

*Sufficient information to uniquely identify the record must be included in the row (for example, in CT, either the full system form id (something like

ST01234X000000000_123456789), or the originally submitted form id and the agency id are needed. For aggregate, the year and month/period, agency and intervention id (if specified in the existing record), and program announcement must all be specified.) For client level and partner services, the client id and agency id are required.

- Values submitted should be identical to those submitted in the equivalent XML format (and the most recent DVS), with the exceptions that leading zeros may be safely omitted in the excel format
- raceValueCode#: You may specify up to 5 values for race. If a client identifies just one, that should be reported in raceValueCode1. If two, report in raceValueCode1 and raceValueCode2. Similarly, if an additional risk is indicated, it should go in otherRisk1, if 2 additional risks are indicated, one should go in otherRisk1, the other in otherRisk2.
- For formats that allow (Testing) multiple sheets, the sheets may be either be one file per sheet or one file, with each sheet a different tab, within a zip file. More than one copy of a particular sheet may not be included in a single upload (for example, in Testing, you may have a Test or Deletions sheets. These can be in one file with 2 tabs, or 2 files. But there can't be two Deletions sheets in a single upload).

HDAG V1

N/A

CBOAG V1

N/A