

Using the Electronic Data Upload Feature

If your facility maintains an electronic information system, you may prefer to use the **Upload** feature of the PCS Application. This Upload feature will allow you to extract data from your information system, manufacture a text file containing answers to the PCS questions, and then upload the text file to the PCS Application. You may test the uploading of your data file by using the PCS Practice Platform available in late September. Any data entered on the Practice Platform will be deleted before the actual survey starts. **Before deciding to use the Upload feature**, please consider the following:

- a) **The number of people you serve.** Typically, a facility serving hundreds of clients during the survey week will benefit from using the upload feature as it replaces the need to manually enter a large quantity of PCS records. A facility serving few clients may not receive the same benefit.
- b) **How many of the PCS questions can be answered by your information system.** Each provider is expected to complete all the questions in the [2023 Survey](#). But you may elect to upload a file even if some of the PCS questions do not exist in your own information system by simply placing a blank (or blanks) at the appropriate spot in the file. Any uploaded record can be opened in the application and the blanks (and other invalid responses) will be flagged by the application. All invalid responses must be corrected manually by the user. For a list of each question and its set of valid responses, please see the link below entitled "File Layout for Data Upload."

Since the upload feature exists within the PCS Web Application, **upload users must still be granted access to use the PCS Web application** and are expected to attend one of the PCS Trainings in late-September. The upload feature will only be available to PCS users that are assigned the **role of Supervisor**.

An uploaded file will be rejected if any of the following conditions are not met:

- a) Client's First Name and Last Name must contain at least two non-blank (non-space) characters. Names may only contain the characters A-Z, a-z, space, hyphen, apostrophe, and period.
- b) Date of Birth (DOB) must be a valid date between 01/01/1913 and 03/31/2023 or [Year of Birth must be between 1913 and 2023, and Month of Birth=99 and Day of Birth=99]. Blanks are not permissible for DOB.
- c) Sex on Birth Certificate must be either 1 ("Male"), 2 ("Female"), 3 ("X (Non-Binary)"), 4 (Intersex), or 9 ("unknown"). No other characters, including blanks, are permissible for Assigned Sex at Birth.
- d) The Unit/Site codes in your uploaded file must match the ones you indicated (or a satellite site of a selected main site) on the Upload Interface of the PCS Application.
- e) The length of each uploaded record must be exactly 228 characters.

The Data Upload Feature allows out-of-range and invalid values. The file will be accepted but the PCS application will display a blank for that question and the submission will be given a status of “invalid.” Hence, it is **imperative for the uploaded records to be inspected** in the application and edited appropriately. The application includes reports to assist Supervisors with data review. Quality Report #1 gives the percentage of invalid submissions by unit/site. Quality Report #4 gives the percentage of responses by item. This makes it easy to see systematic errors, such as all clients being reported to be older than 100 years. In addition, the Supervisor page includes a feature to download data into a spreadsheet for review.

Please read each of the documents below carefully before deciding to proceed.

- 1) [File Layout for Data Upload](#)
- 2) [Validations](#)
- 3) [Valid County/Zip Code combinations](#)
- 4) [Valid Diagnosis Accepted in the 2023 PCS \(Sorted by Code\)](#)
- 5) [Valid Diagnosis Accepted in the 2023 PCS \(Sorted by Label\)](#)

If your agency decides to upload the data, please complete the [data upload notification form](#) and add the PCS Home Page to your favorites. DSM-5 diagnosis and other documents will be added to this page later in the year.