

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, generate a structured file containing answers to the PCS questions, and upload the file to the PCS Application. You may test the uploading process 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:


1. File Formats Available in 2025

Users may now choose between the following formats for uploading data:

- TXT (Plain Text Format)
- CSV (Comma-Separated Values)
- XLSX (Excel Spreadsheet Forms)

Regardless of the format chosen, users must refer to the column headings and file layout for guidance when preparing their data.

2. Considerations Before Using the Upload Feature

- Number of people served:** Typically, a facility serving hundreds of recipients 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 recipients may not receive the same benefit.
- How many of the PCS questions can be answered by your information system:** Each provider is expected to complete all the questions in the [2025 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**.

3. Upload File Requirements

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

- a) **Recipient'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 01/01/1915 and 03/31/2025 or [Year of Birth must be between 1915 and 2025, 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 or missing"). No other characters, including blanks, are permissible for Assigned Sex at Birth.
- d) **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.

Record length of each uploaded record must be exactly 241 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.






4. Reviewing Uploaded Data

The PCS application includes reports to assist Supervisors with data review:

- **Quality Report #1** shows the percentage of invalid submissions by unit/site.
- **Quality Report #4** summarizes response percentages by item, making it easier to identify systematic errors, such as all recipients being reported to be older than 100 years.

Supervisors can also download their data into a spreadsheet for review.

Please review the following documents before proceeding:

- 1) [File Layout for Data Upload](#) 
- 2) [Validations](#) 
- 3) [Valid County/Zip Code combinations](#) 
- 4) [Valid Diagnosis Accepted in the 2025 PCS \(Sorted by Code\)](#) 
- 5) [Valid Diagnosis Accepted in the 2025 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.