Guidance to Improve the Processing Efficiency of CSAT GPRA XML Batch Upload Files

The Center for Substance Abuse Treatment (CSAT) would like to offer the following guidance to improve the processing efficiency of CSAT GPRA XML batch upload files.

XML batch upload processing occurs during a limited timeframe in the overnight hours. To optimize the successful upload and processing of records into SPARS, we recommend XML uploaders:

- Limit the number of records in a single upload file to no more than 450 records.
- Multiple XML upload files may be submitted in a single day as needed.

The above best practices will increase the likelihood that users receive timely responses from SPARS for uploaded files. It will also reduce the risk of a single file causing issues if it cannot be fully processed within the overnight processing timeframe.

In addition, please be advised the CSV batch upload option is recommended. The CSV batch upload process does not have the overnight timeframe restrictions, and uploaded files are processed every 15 minutes. The same general recommendations for file upload apply for CSV batch upload:

- Limit the number of records in a single upload file to no more than 1000 records.
- Multiple CSV upload files may be submitted in a single day as needed.

Both XML and CSV batch upload processes may be used by a grantee concurrently, provided there is no duplication of records uploaded to SPARS.

If you have any questions, please contact the SPARS Help Desk via email, SPARSHelpDesk@mathematica-mpr.com or phone, 800-685-7623, from 9:00 AM to 8:00 PM ET.