

The minimum build required for the RSR is available [here](#) to download.

To create an RSR Client Report, follow these instructions:

1. Click *Reports*.
2. Click *HRSA Reports*.
3. Click *RSR Client Report*.



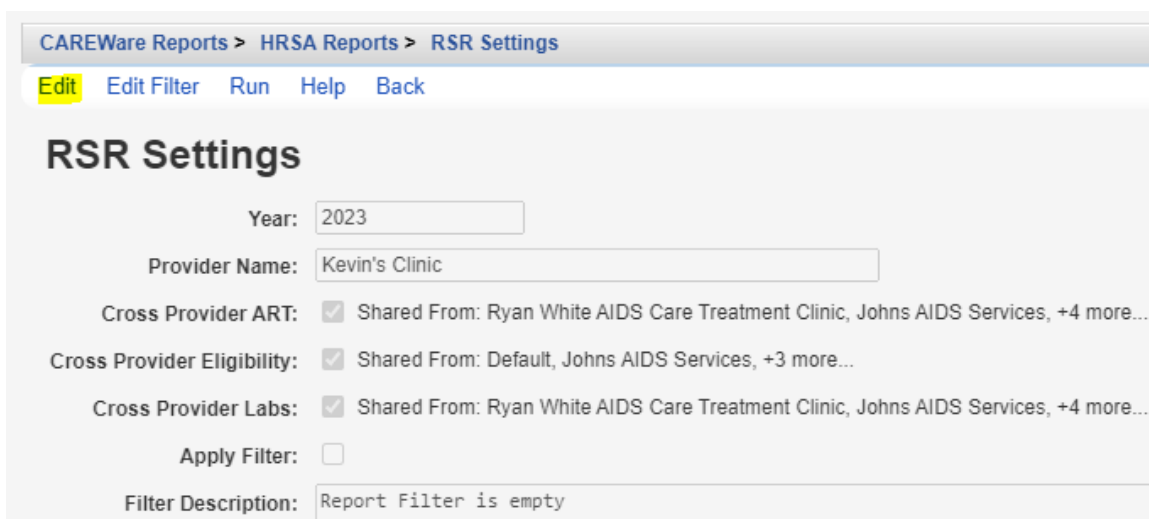
CAREWare Reports > HRSA Reports

[Help](#) [Back](#)

HRSA Reports

RSR Client Report	Create the RSR client level data file
RSR Viewer	View RSR files
RSR Validation Report	View the RSR Validation Report
RSR Zip Code Count Report	View the RSR Zip Code Count Report

4. Click *Edit*.



CAREWare Reports > HRSA Reports > RSR Settings

[Edit](#) [Edit Filter](#) [Run](#) [Help](#) [Back](#)

RSR Settings

Year:

Provider Name:

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Apply Filter: ☐

Filter Description:

5. Select the *Year*.
6. Select the *Provider Name*.
7. Click *Save*.

CAREWare Reports > HRSA Reports > RSR Settings

Save Cancel

RSR Settings

Year: 2023

Provider Name: Kevin's Clinic

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Apply Filter: ☐

Filter Description: Report Filter is empty

8. Click *Run*.

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter **Run** Help Back

RSR Settings

Year: 2023

Provider Name: Kevin's Clinic

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

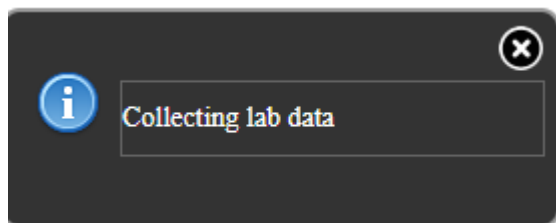
Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

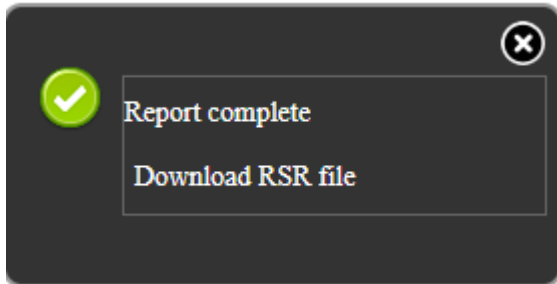
Apply Filter: ☐

Filter Description: Report Filter is empty

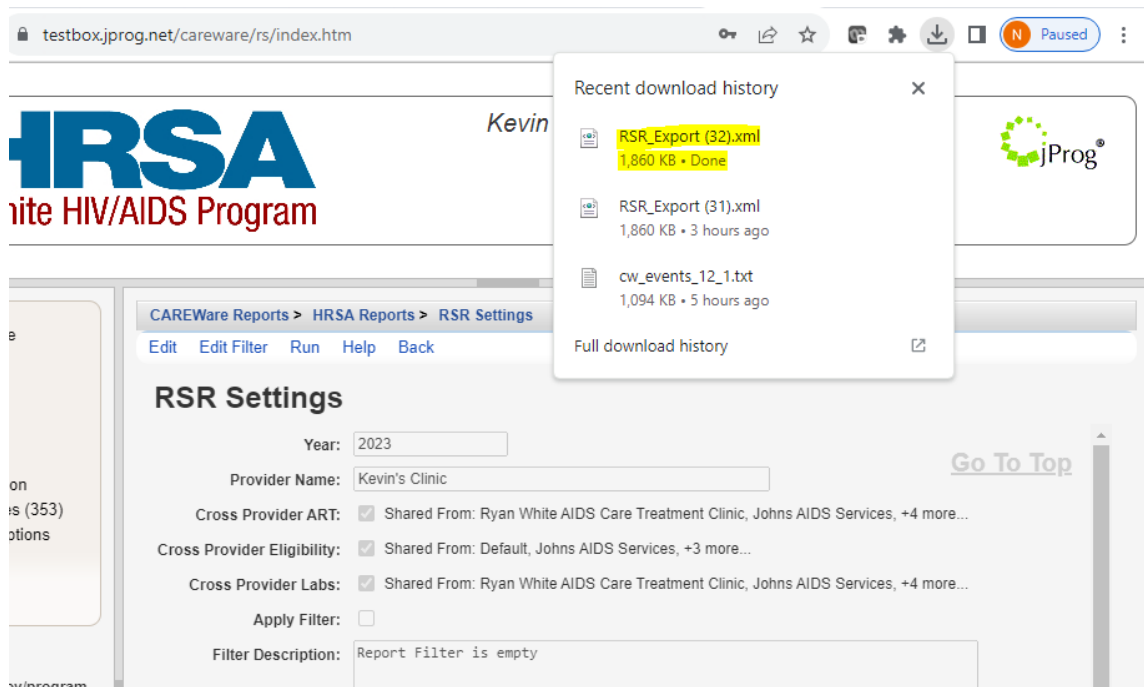
This pop-up in the top right corner indicates the report is running.



Once the RSR Client Report is generated, a “Report complete” message will appear.



9. Click *Download RSR File* to save the file.



To create an RSR Client Report with filtered results, follow these instructions:

1. Click *Edit Filter*.

The screenshot shows the 'RSR Settings' page within the 'CAREWare Reports > HRSA Reports > RSR Settings' breadcrumb trail. The page has a navigation bar with 'Edit', 'Edit Filter' (highlighted in yellow), 'Run', 'Help', and 'Back'. The main title is 'RSR Settings'. Below the title, there are several settings: 'Year' is set to '2023'; 'Provider Name' is 'Kevin's Clinic'; 'Cross Provider ART' is checked with a note 'Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...'; 'Cross Provider Eligibility' is checked with a note 'Shared From: Default, Johns AIDS Services, +3 more...'; 'Cross Provider Labs' is checked with a note 'Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...'; 'Apply Filter' is an unchecked checkbox; and 'Filter Description' is 'Report Filter is empty'.

2. Click *Add*.

The screenshot shows the 'Report Filter' page within the 'CAREWare Reports > HRSA Reports > RSR Settings' breadcrumb trail. The page has a navigation bar with 'Manage', 'Add' (highlighted in yellow), 'Move Up', 'Move Down', 'Delete', 'Templates', 'Back', 'Print or Export', and 'Hide/Show Columns'. The main title is 'Report Filter'. Below the title, there is a 'Search:' text box. At the bottom, there is a table with the following columns: 'Operat', 'Paren.', 'Field Name', 'Is Not', '=', '>=', '<=', 'Null', 'Paren.', 'Status', and 'Subfilter Details'.

Note: For instructions on how to create report filters, click [here](#).

3. Select a Field Name.
4. Click *Use Field*.

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter

Use Field Back Print or Export Hide/Show Columns

Report Fields

Search:

Field Name	Keywords	Previous Field Name
RW Eligibility Status By Date		RW Eligibility Status By Date

5. Complete the *Subfilter* values (If Applicable).

For instructions on how to complete Subfilters click [here](#).

6. Complete the *Filter* values (If applicable).

7. Click *Save*.

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter > RW Eligibility Status By Date> Subfilter


Criterion Details

Save Back

Criterion Details

Field Name:

Is Not: ☐

=: 

Null: ☐

8. Once all filters are added, click *Back*.

CAREWare Reports > HRSA Reports > RSR Settings

Manage Add Move Up Move Down Delete Templates **Back** Print or Export Hide/Show Columns

Report Filter

Search:

Operat	Paren.	Field Name	Is Not	=	>=	<=	Null	Paren.	Status	Subfilter Details
		RW Eligibility Status By Date		Yes					Comple	Key Date = 0 And Cross-Provider = No

9. Click *Edit*.
10. Check *Apply Filter*.
11. Click *Save*.

CAREWare Reports > HRSA Reports > RSR Settings

Save Cancel

RSR Settings

Year:

Provider Name:

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Apply Filter: ☒

Filter Description: RW Eligibility Status By Date (Key Date = 0 And Cross-Provider = No) = Yes

12. Click *Run*.

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter **Run** Help Back

RSR Settings

Year:

Provider Name:

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

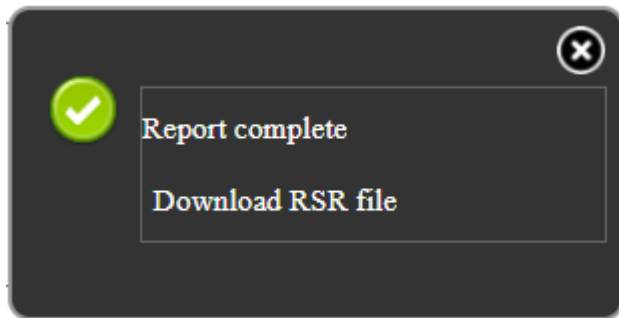
Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

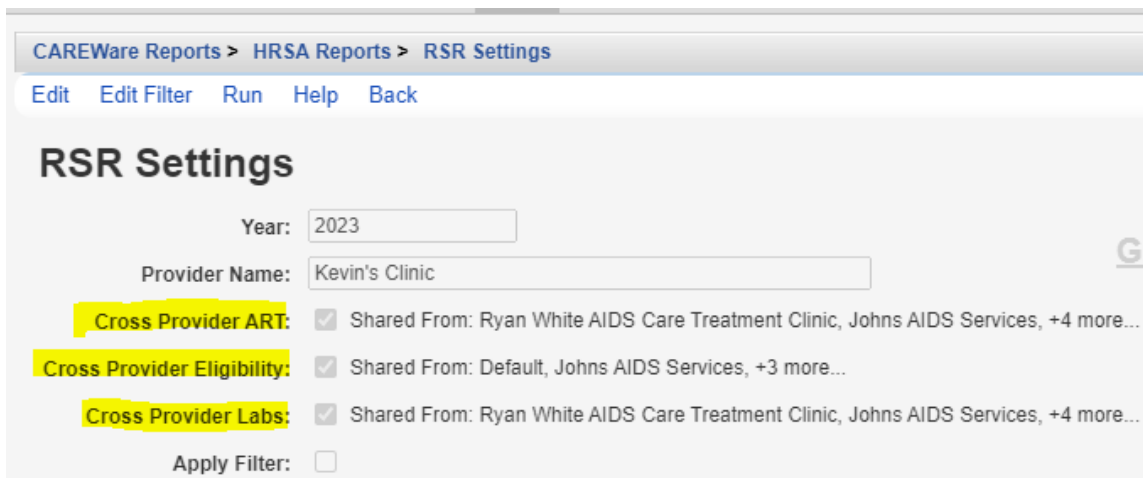
Apply Filter: ☒

Filter Description: RW Eligibility Status By Date (Key Date = 0 And Cross-Provider = No) = Yes

Once the RSR Client Report is generated, a "Report complete" message appears. Click *Download RSR file* to save the file.



Cross-Provider data or shared data is automatically included in the RSR if providers have enabled data sharing. In the RSR Settings, the Cross-Provider checkbox is checked if any provider has data sharing enabled for that type of data and with the provider running the RSR. The provider sharing the data is listed to the right of the setting. [Here](#) are instructions for enabling or disabling shared data.



CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter Run Help Back

RSR Settings

Year:

Provider Name:

Cross Provider ART: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Cross Provider Eligibility: ☒ Shared From: Default, Johns AIDS Services, +3 more...

Cross Provider Labs: ☒ Shared From: Ryan White AIDS Care Treatment Clinic, Johns AIDS Services, +4 more...

Apply Filter: ☐

Cross-Provider ART – If checked shared ART medications from other providers are included for clients that receive OAHS services in the provider running the RSR Client Report.

Cross-Provider Eligibility – If checked clients eligible for RW funded services in any provider listed are considered eligible in the provider running the RSR Client Report, even if that client lacks and [Eligibility History](#) record in that provider.

Cross-Provider Labs – If checked shared labs from other providers are included for clients that receive OAHS services in the provider running the RSR Client Report.