

The RSR Client Report generates the file required to be uploaded to HRSA through the EHB each year that the RSR is due. The report generates an XML file, which excludes PII data of clients and uses the eUCI as the client identifier. The generated report includes all current calculations set by HRSA for the RSR of the reporting year selected when the report is run as long as CAREWare has been upgraded to the latest version recommended by HRSA for the RSR export.

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*.



4. Click *Edit*.

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter Run Help Back

RSR Settings

Year:

Cross Provider ART: ☒ Shared From: Adap

Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

Apply Filter: ☐

Filter Description: Report Filter is empty

5. Select the *Year*.
6. Click *Save*.
7. Click *Run*.

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter **Run** Help Back

RSR Settings

Year:

Cross Provider ART: ☒ Shared From: Adap

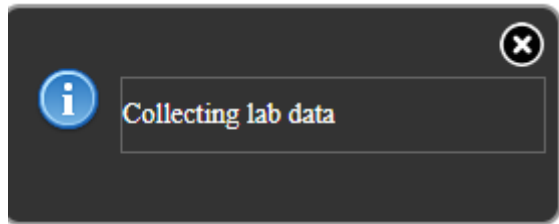
Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

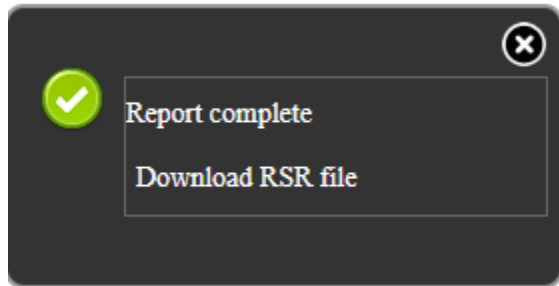
Apply Filter: ☐

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.



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



HRSA
HIV/AIDS Program

cwtemp > Def

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter Run Help Back

RSR Settings

Year: 2025

Cross Provider ART: ☒ Shared From: Adap

Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

Apply Filter: ☐

Filter Description: Report Filter is empty

Recent download history

Close

- RSR_Export (13).xml**
9.6 KB • Done
- RSR.docx**
43.5 KB • 15 minutes ago
- RSR.pdf**
114 KB • 15 minutes ago
- Quick Start Guide 5.pdf**
2.0 MB • 17 hours ago
- Quick Start Guide 7.pdf**
1,835 KB • 17 hours ago
- Quick Start Guide 9.pdf**
2.8 MB • 17 hours ago
- Quick Start Guide 4.pdf**
1,971 KB • 17 hours ago
- Quick Start Guide 1.pdf**
938 KB • 17 hours ago
- log_2025_11_12_log.txt**
1.2 KB • 17 hours ago

Full download history


Note: If the RSR Client Report is being run in Central Administration, the provider needs to be selected when saving the settings prior to running the report.

CAREWare Reports > HRSA Reports > RSR Settings


[Save](#) [Cancel](#)

RSR Settings

Year:



Provider Name:



Cross Provider ART:

☐ No sharing set up

Cross Provider Eligibility:

☐ No sharing set up

Cross Provider Labs:

☐ No sharing set up

Apply Filter:

☐

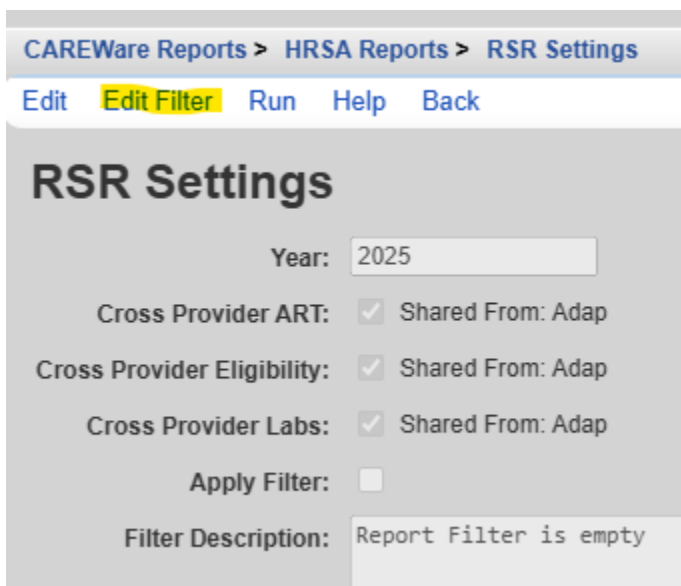
Filter Description:

Report Filter is empty

The RSR Client Report has options for filtering the results to review the RSR questions for specific samples of clients. It could be filtered by age, race, clients that received services funding one funding source or the other, or even by a custom field. The report filter using the same filter options as a Demographics report type [custom report](#).

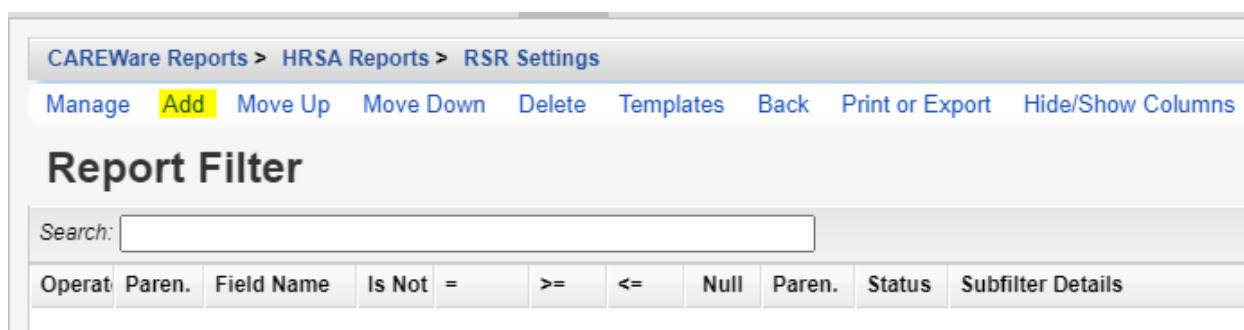
To create an RSR Client Report with filtered results, follow these instructions:

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 content area is titled 'RSR Settings' and contains several configuration options: 'Year' set to '2025', 'Cross Provider ART' checked with 'Shared From: Adap', 'Cross Provider Eligibility' checked with 'Shared From: Adap', and 'Cross Provider Labs' checked with 'Shared From: Adap'. There is an 'Apply Filter' checkbox which is currently unchecked. At the bottom, the '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 content area is titled 'Report Filter' and contains a 'Search:' input field. Below the search field is a table with columns: 'Operat', 'Paren.', 'Field Name', 'Is Not', '=', '>=', '<=', 'Null', 'Paren.', 'Status', and 'Subfilter Details'.

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

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

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter

Use Field Back Print or Export Hide/Show Columns

Report Fields

Search: Eligibility Status

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: RW Eligibility Status By Date

Is Not: ☐

=: Yes 

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: 

Cross Provider ART: ☒ Shared From: Adap

Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

Apply Filter: ☒

Filter Description: Report Filter is empty

12. Click *Run*.

CAREWare Reports > HRSA Reports > RSR Settings

Edit Edit Filter **Run** Help Back

RSR Settings

Year: 2025

Cross Provider ART: ☒ Shared From: Adap

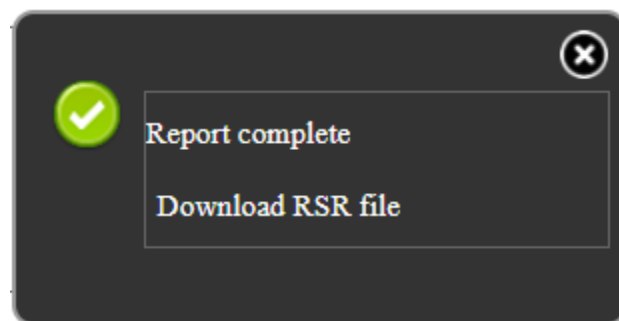
Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

Apply Filter: ☒

Filter Description: AgeGroup = 25 - 44

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: 2025

Cross Provider ART: ☒ Shared From: Adap

Cross Provider Eligibility: ☒ Shared From: Adap

Cross Provider Labs: ☒ Shared From: Adap

Apply Filter: ☐

Filter Description: Report Filter is empty

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 an [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.