

Race and Ethnicity

Purpose	Record complete, reportable race and ethnicity information for client records and required HRSA reporting.
Who should do this	CAREWare users responsible for client demographic data entry, review, or reporting.
Use this guide when you need to	Understand reporting categories and add a client's self-reported race, ethnicity, and applicable subgroups.
Main warning	Record every race and subgroup the client self-reports. Hispanic or Latino ethnicity is recorded separately from race.

Quick path

Client record > Demographics > Race/Ethnicity > select race and ethnicity responses > Save

Before you begin

- Use the client's self-reported race and ethnicity.
- Confirm whether any required race or ethnicity subgroups apply.
- Race and ethnicity are required for the [Ryan White Services Report \(RSR\)](#) and the [ADAP Data Report \(ADR\)](#).

Ethnicity and Race Reporting Requirements

HRSA defines the race and ethnicity data required for the RSR and ADR. Ethnicity reporting identifies whether the client self-reports as Hispanic or Latino.

The RSR race groups are:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

If the HRSA-defined race group is uncertain, consult the current RSR or ADR instruction manual for the definition of each group.

Ethnicity and Race Subgroups in CAREWare

When a client self-reports as Hispanic, CAREWare includes the following ethnicity subgroups:

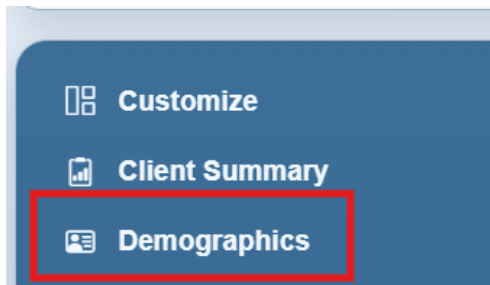
- Mexican, Mexican American, Chicano/a
- Puerto Rican
- Cuban
- Another Hispanic, Latino/a, or Spanish origin

Asian and Native Hawaiian or Other Pacific Islander also include reportable race subgroups.

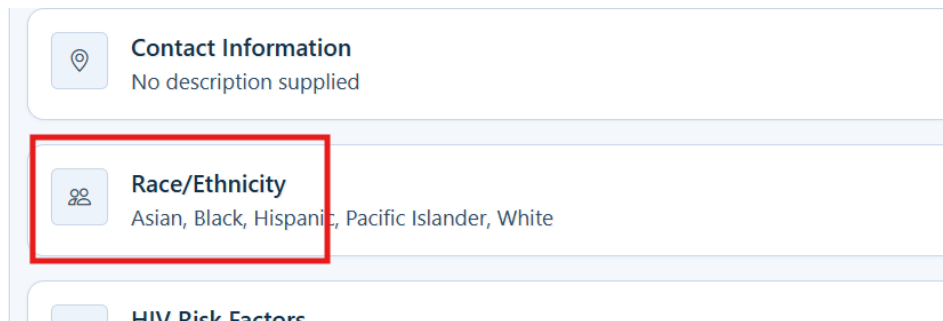
Asian subgroups • Asian Indian • Asian Chinese • Asian Filipino • Asian Japanese • Asian Korean • Asian Vietnamese • Asian Other	Native Hawaiian or Other Pacific Islander subgroups • Native Hawaiian • Guamanian or Chamorro • Samoan • Other Pacific Islander
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How to Add Race and Ethnicity to Client Records

Step 1. In the client record, click Demographics in the left menu.



Step 2. Click Race/Ethnicity.



Step 3. Check the boxes for all of the client's self-reported race groups and race subgroups, if applicable.

A screenshot of the CAREWare 'Race/Ethnicity' form. The form is titled 'Race/Ethnicity' and contains several checkboxes for race and ethnicity. The checkboxes are: 'Asian' (unchecked), 'Black or African American' (checked), 'American Indian or Alaska Native' (unchecked), 'Other' (unchecked), 'Native Hawaiian or Other Pacific Islander' (unchecked), and 'White' (checked). Below these is a dropdown menu for 'Hispanic or Latino' with 'Yes' selected. Further down are checkboxes for 'Mexican, Mexican American, Chicano/a', 'Puerto Rican', 'Cuban', and 'Another Hispanic, Latino/a or Spanish origin', all of which are unchecked. The entire form is highlighted with a red rectangular border.

Step 4. Select Yes or No from the Hispanic or Latino dropdown.

Race/Ethnicity

Asian: ☐

Black or African American: ☒

American Indian or Alaska Native: ☐

Other: ☐

Native Hawaiian or Other Pacific Islander: ☐

White: ☒

Hispanic or Latino: Yes

Mexican, Mexican American, Chicano/a: ☐

Puerto Rican: ☐

Cuban: ☐

Another Hispanic, Latino/a or Spanish origin: ☐

A red rectangle highlights the "Hispanic or Latino: Yes" dropdown menu.

Step 5. If the client self-reports as Hispanic, check all applicable ethnicity subgroup boxes.

Hispanic or Latino: Yes

Mexican, Mexican American, Chicano/a: ☐

Puerto Rican: ☐

Cuban: ☐

Another Hispanic, Latino/a or Spanish origin: ☐

A red rectangle highlights the four ethnicity subgroup checkboxes.

Step 6. Click Save.

The "Save" button is highlighted with a red rectangle.

Race/Ethnicity

Asian: ☐

Black or African American: ☒

American Indian or Alaska Native: ☐

Other: ☐

Native Hawaiian or Other Pacific Islander: ☐

White: ☒

Hispanic or Latino: Yes

Mexican, Mexican American, Chicano/a: ☐

Puerto Rican: ☐

How to confirm it worked

- The selected race group or groups remain checked after the record is saved.
- Applicable race subgroups remain selected.
- The client's race and ethnicity values appear in the Demographics menu under Race/Ethnicity.

Troubleshooting and common questions

Can more than one race be selected?

Yes, when the client self-reports more than one race, select all applicable race groups and subgroups.

Related References

Document	Use it for
RSR Documents	Referring to RSR documents, such as RSR reporting timeline and location of RSR fields in CAREware.
ADR Documents	Referring to ADR documents; such as location of ADR fields in CAREWare.