

RSR Client Report

Purpose	Generate the RSR client-level XML file for HRSA submission and CAREWare review.
Who should do this	CAREWare users responsible for annual RSR data preparation and submission.
Use this guide when	You need to create, filter, review, or save the RSR Client Report.
Main warning	Use the correct reporting year and provider. Resolve RSR data-quality issues before final submission.
Video walkthrough	RSR Client Report

Quick path

Reports > HRSA Reports > RSR Client Report > Edit > select Year > Save > Run > Download RSR file

Before you begin

- Confirm the current [CAREWare build](#) meets the RSR requirement for the reporting year.
- Confirm the user has the Run RSR [permission](#) and is working in the correct provider.
- Review RSR [eligibility](#) and service data before creating the final XML file.

Important

For the 2025 RSR, report each eligible client who received at least one service the provider was funded to provide with RWHAP, RWHAP-related, or EHE initiative funding, regardless of payor.

Create the RSR Client Report

Step 1. Click Reports.

Step 2. Click HRSA Reports.

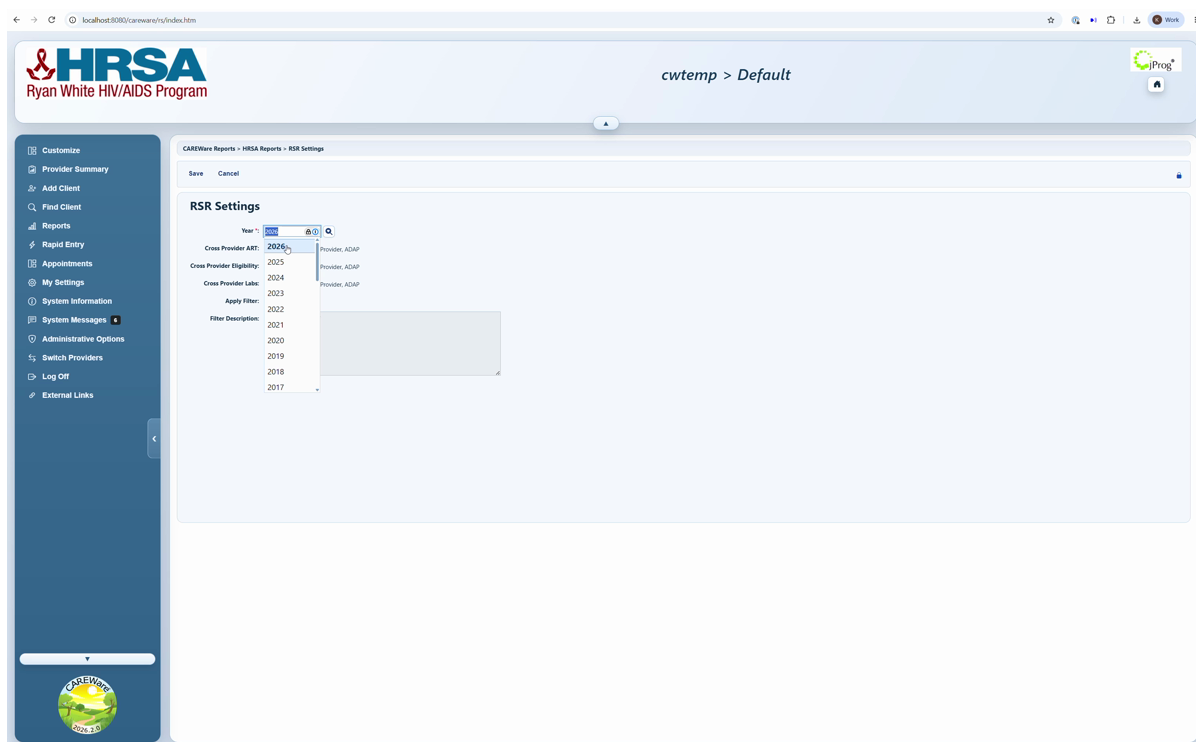
Step 3. Click RSR Client Report.

Step 4. Click Edit.

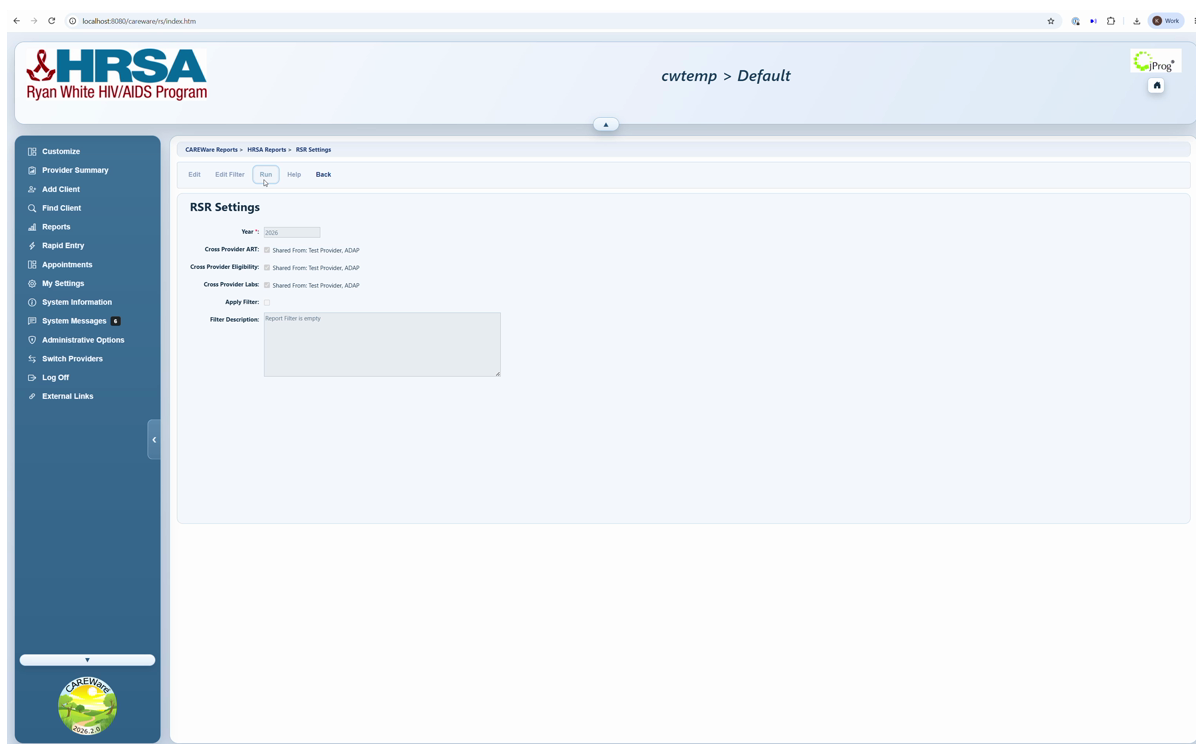
Step 5. Select the reporting Year.

Step 6. Click Save.

Step 7. Click Run.



The image shows the reporting-year list in RSR Settings. Select the correct year before saving.



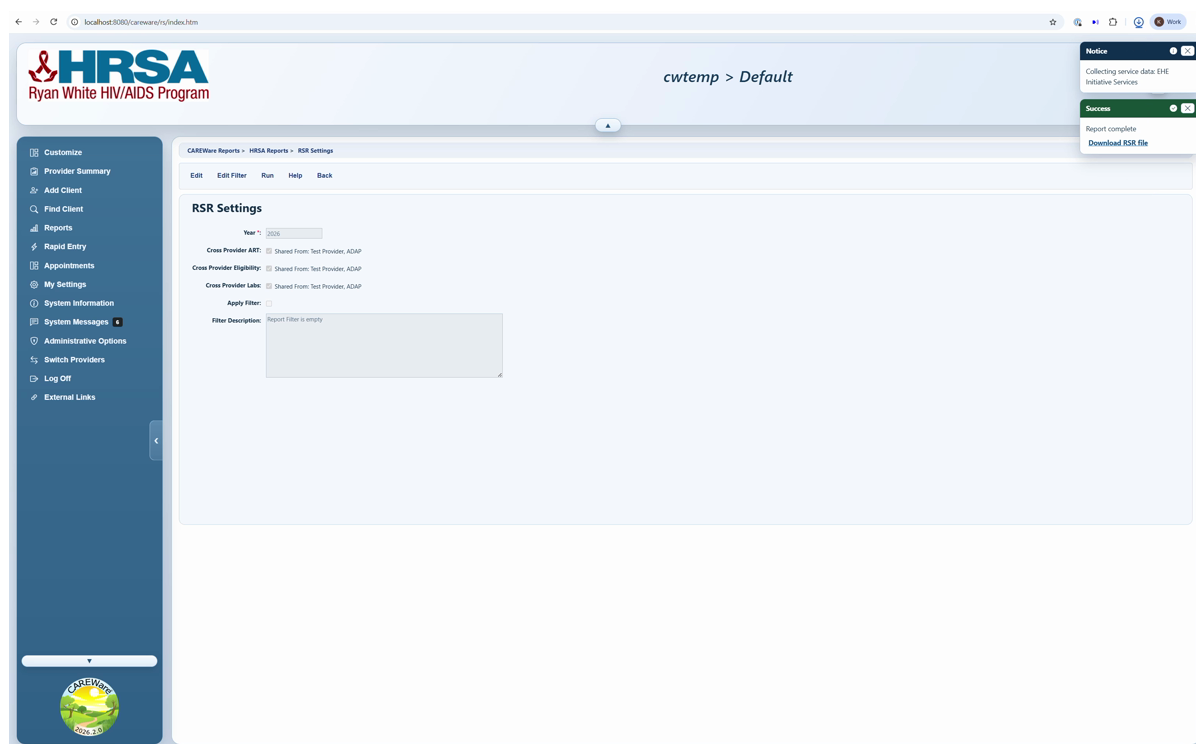
This image shows the Run action from RSR Settings.

Important

If you run the report from Central Administration, select the provider when saving the settings before running the report.

Save the completed XML file

Step 8. Wait for Report complete, then click Download RSR file.



Tip

Use the RSR Viewer to review client counts and the RSR Validation Report to identify alerts, warnings, and errors before uploading the final file to HRSA EHBs.

Cross-provider data

When [data sharing](#) is configured, CAREWare can include shared data in the RSR. The provider sharing the data appears beside the applicable setting.

Setting	What it includes
Cross-Provider ART	Shared ART medications for clients receiving OAHS services.
Cross-Provider Eligibility	Shared Ryan White eligibility used to determine RSR inclusion.
Cross-Provider Labs	Shared clinical results for clients receiving OAHS services, which may include CD4 Count, Viral Load, Pregnancy, and Syphilis.

Filter results for review

Use a report filter to review selected client groups, such as age, race, funding source, or a custom field.

Step 1. Click Edit Filter.

Step 2. Click Add.

Step 3. Select a Field Name, then click Use Field.

Step 4. Complete Subfilter and Filter values as needed, then click Save.

Step 5. Click Back.

Step 6. Click Edit, check Apply Filter, then click Save.

Step 7. Click Run.

Tip

The RSR Client Report uses the same filter options as a Demographics custom report.

RSR data-quality checks

- Run the [RSR Validation Report](#) and correct errors; resolve warnings and alerts whenever possible.
- Use [RSR Client Validation](#) to review issues for an individual client throughout the year.
- Use [Check Your XML](#) to test schema compliance before submission. Files uploaded there are not submitted to HRSA.
- Review the Upload Completeness Report after uploading client-level data in the RSR Provider Report; HRSA requires it to be viewed before the Provider Report can be submitted.

Important

For 2025, the UCI uses sex at birth. Missing sex-at-birth responses are not allowed, and “Unknown” is an available response option.

Related CAREWare guides and resources

Resource	How it helps
RSR	Overview of CAREWare RSR guidance
RSR Client Report	instructions for generating the client-level XML file.
RSR Validation Report	RSR alerts, warnings, errors, and affected clients.
RSR Client Validation	Review RSR issues for an individual client.
RSR Viewer	Review RSR counts and client-level results.
RSR Documents	Current RSR manuals, data elements, and related documents.
Eligibility	Review eligibility records that determine RSR inclusion.
Upgrading CAREWare 6	Instructions for upgrading CAREWare to the latest build.
Provider User Manager	Instructions for managing provider and user permissions.
Data Sharing	Instructions for sharing data across providers.
HRSA EHB	Login page for HRSA Electronic Handbook (EHB)