RSR Zip Code Count Report

Purpose	Create and review unduplicated client counts by ZIP code, and export a CSV for HRSA EHB reporting.
Who should do this	CAREWare staff preparing or reviewing annual RSR ZIP code counts.
Use this report when	Submitting ZIP code totals or investigating missing or unexpected client counts.
Main warning	Verify reporting year, provider scope, ZIP codes, and any active filters before exporting.
Video walkthrough	RSR Zip Code Report

Quick path

Reports > HRSA Reports > RSR Zip Code Count Report > Edit > Save > CSV > Download RSR Zip Code Count Report

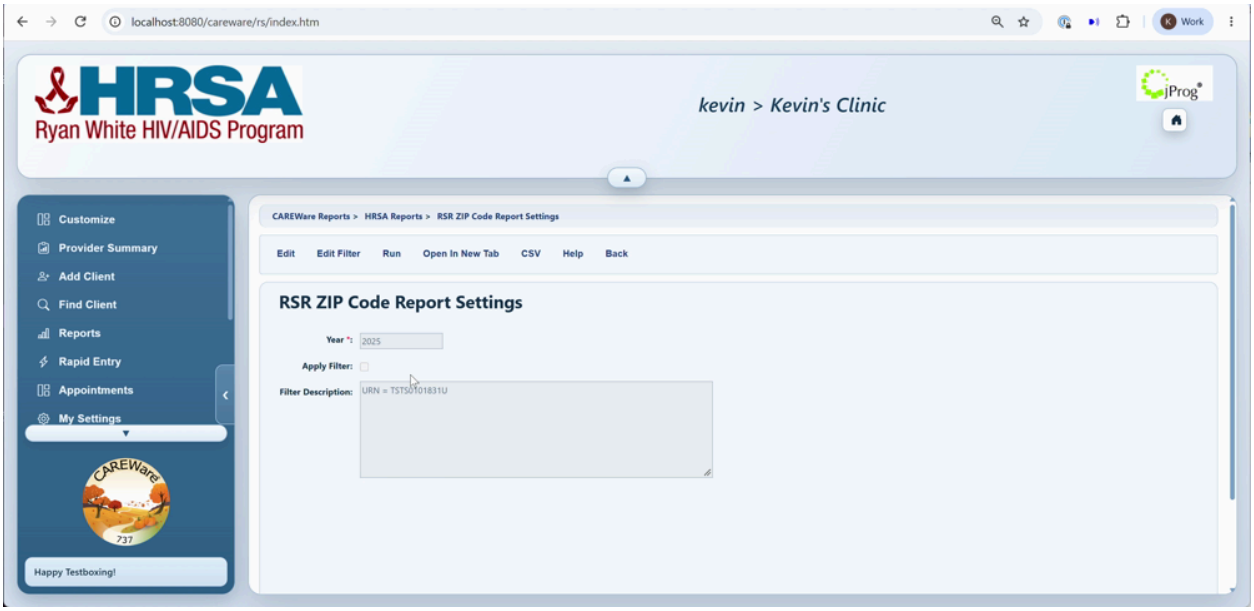
Before you begin

- Confirm that the user has Run RSR permission and the correct provider is selected.
- Confirm the RSR reporting year and review client ZIP codes in Demographics.
- Use an unfiltered report for the standard submission; apply filters only when investigating subsets.

Open and configure the report

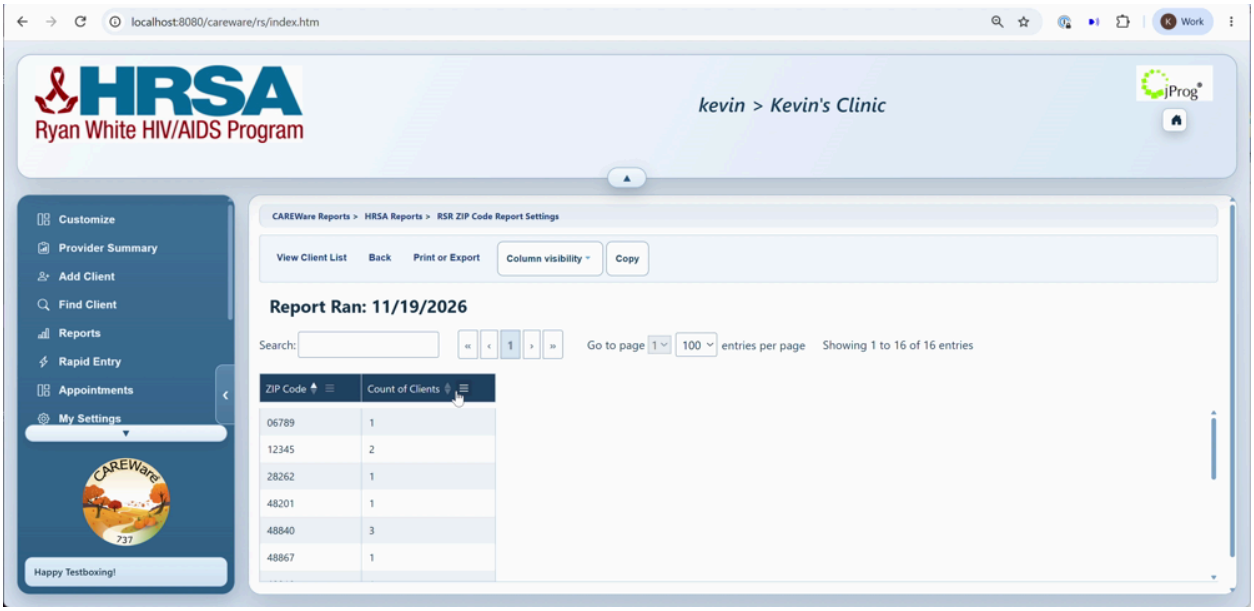
Step 1. Click Reports, then HRSA Reports, and select RSR Zip Code Count Report.

Step 2. Click Edit. Confirm the reporting Year and, in Central Administration, select the intended provider. Click Save.



Review the ZIP code counts

Step 3. Click Run or Open in New Tab to review the ZIP code and Count of Clients columns before exporting.

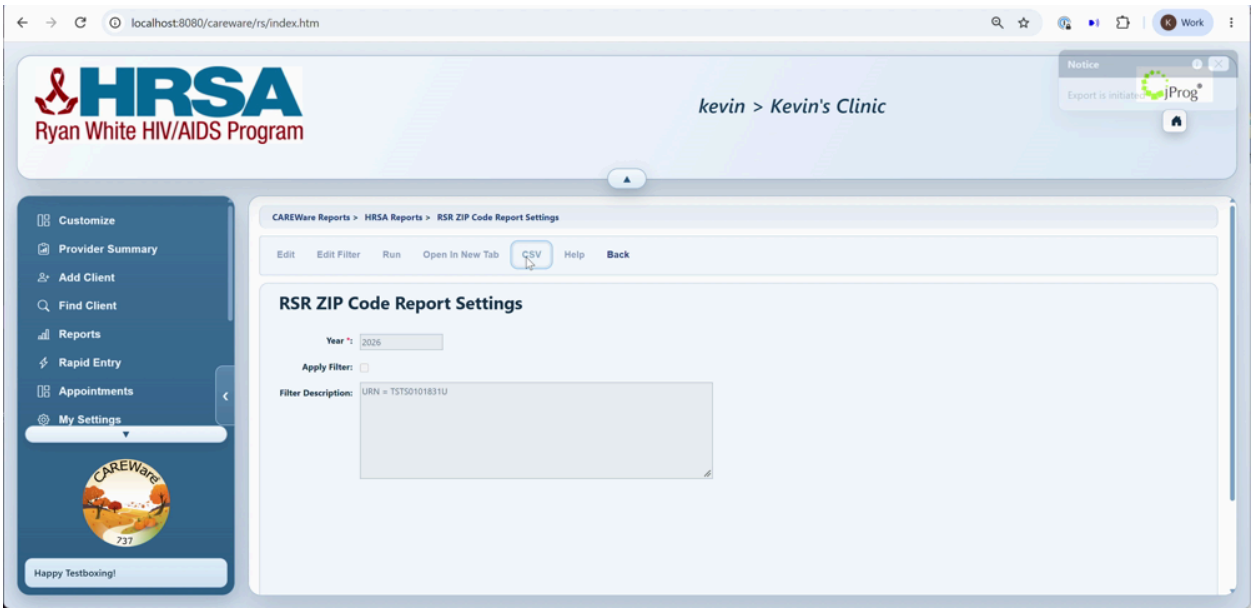


Step 4. Review blank ZIP codes and unexpected totals. Correct source records in Demographics, then rerun the report.

> **Tip**
>
> A blank ZIP code beside a client count indicates missing ZIP code information. View Client List can be used to access those clients to correct the records.

Export the CSV

Step 5. Return to RSR ZIP Code Report Settings and click CSV.

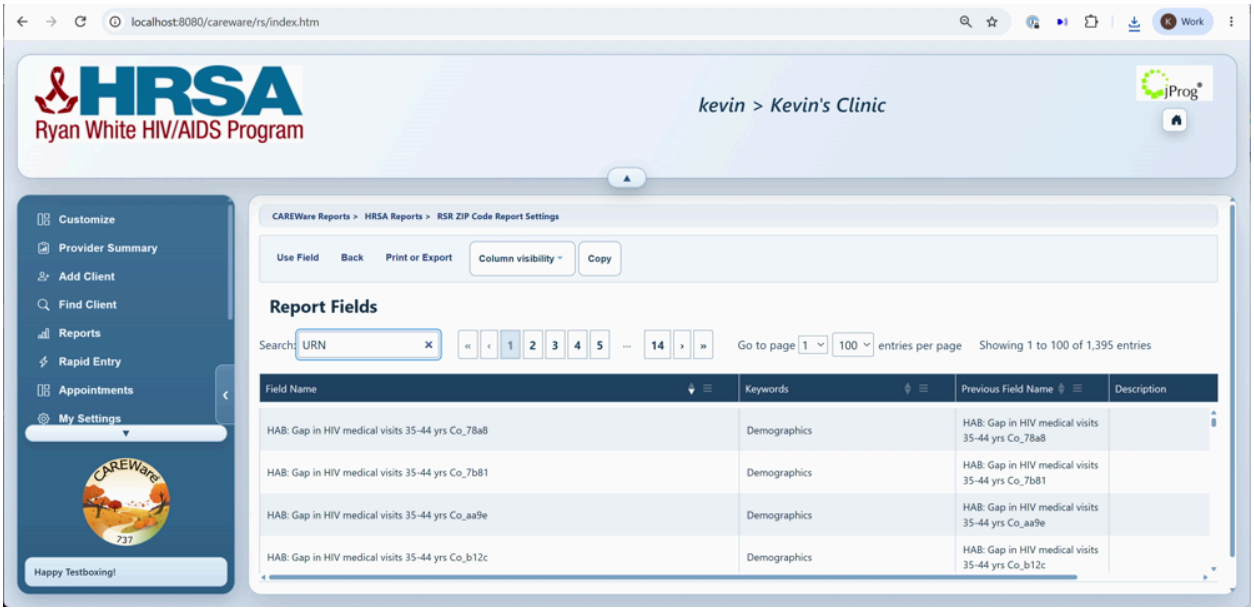


Step 6. When CSV export generation completes, click Download RSR Zip Code Count Report. Save the file for upload to HRSA EHB.

> **Important:**
>
> Check the file and reporting scope before uploading; the CSV is different from the RSR Client Report XML file.

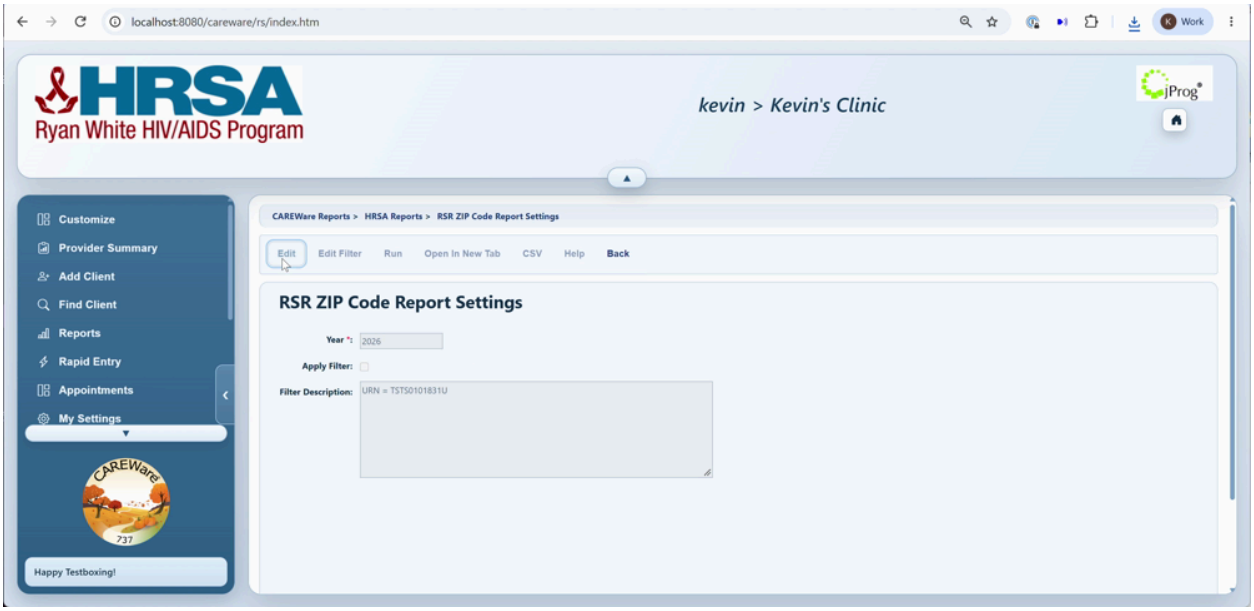
Filter the report for investigation

Step 7. From report settings, click Edit Filter and click Add.



Step 8. Choose the appropriate report field and enter the filter conditions. Save the filter and return to settings.

Step 9. Click Edit, check Apply Filter, and click Save. Run the report to review the filtered counts.



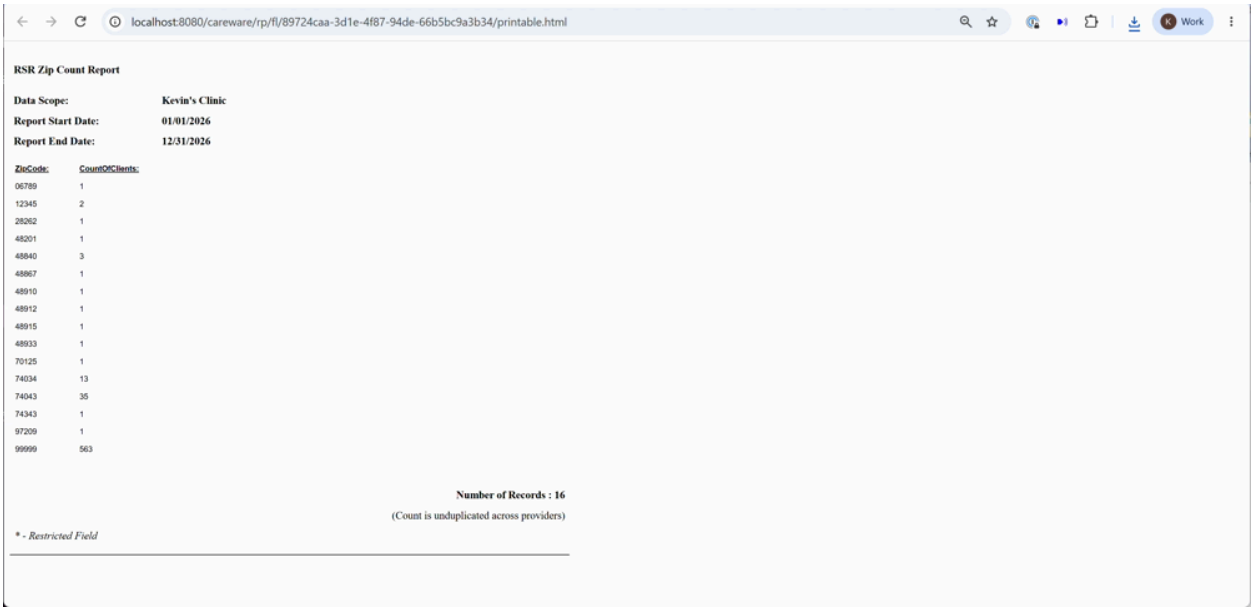
Step 10. When finished investigating, clear Apply Filter and save before preparing the standard CSV.

Important:

A filtered export represents only the selected clients; do not substitute it for an unfiltered submission unless specifically required.

Confirm the results

Step 11. Click Open in New Tab to inspect the report output, reporting dates, and ZIP code totals.



Tips

- If a client is unhoused, use the service location ZIP code as a proxy when appropriate. If residence and proxy ZIP are unknown, use 99999, consistent with applicable RSR guidance.
- For a client-level investigation, use the RSR ZIP Code custom report available under Custom Reports for Data Quality. Turn off Use Totals in Report Layout to display client URNs.
- If results are unexpectedly empty, verify the reporting year, provider, and Apply Filter setting.

Related CAREWare guides and resources

Resource	How it helps
RSR	Overview of RSR access, eligibility and reporting.
RSR Client Report	Generate the client-level XML submission.
RSR Viewer	Review aggregate client counts and records.
RSR Validation Report	Find and correct reporting errors.
RSR Documents	Open RSR manuals and data element guidance.
Custom Reports for Data Quality	Obtain RSR ZIP Code client-level custom report.
Required Data Elements	Review address requirements and homeless keyword.
Contact Information in Client Record	Review client address and contact entry.