RSR Client Validation

Purpose	Review RSR validation issues for an individual client and correct the underlying records.
Who should do this	CAREWare staff who maintain client records and review RSR data quality.
Use this feature when	Reviewing client data during the reporting year or investigating an RSR issue.
Main warning	Checks depend on reporting year and service categories; client-level review does not replace final HRSA validation.
Video walkthrough	RSR Client Validation

Quick path

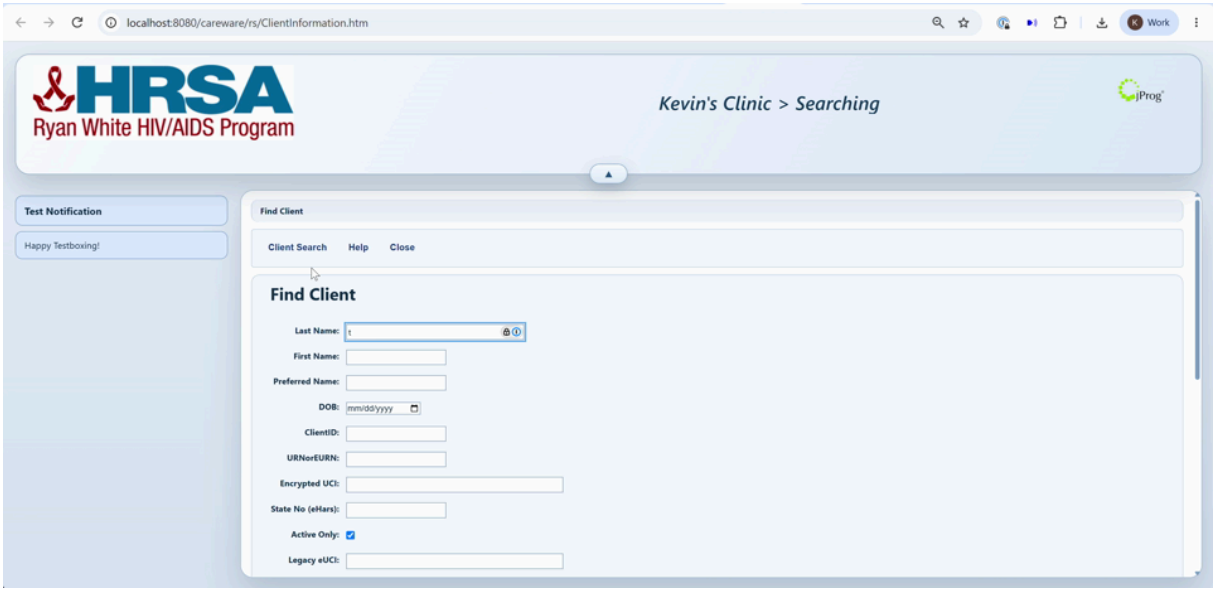
Find Client > Client Search > open client > RSR year / issues link > select issue > open indicated menu

Before you begin

- Confirm the correct client and reporting year.
- Verify that the RSR year/issue link is visible in the client navigation.
- Review services and eligibility when an expected check is absent; applicable checks can change with services.

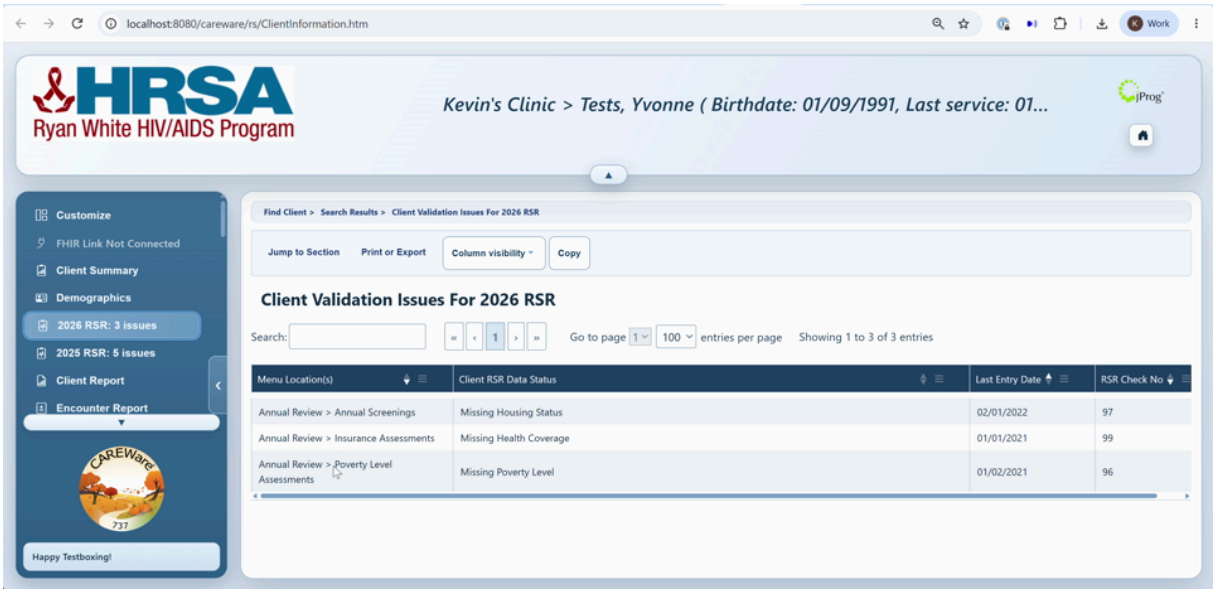
Open the client validation list

Step 1. Click Find Client, enter search criteria, and click Client Search.



Step 2. Select the correct client and open the client record.

Step 3. In the left menu, click the current RSR year and issue count (for example, 2026 RSR: 3 issues).

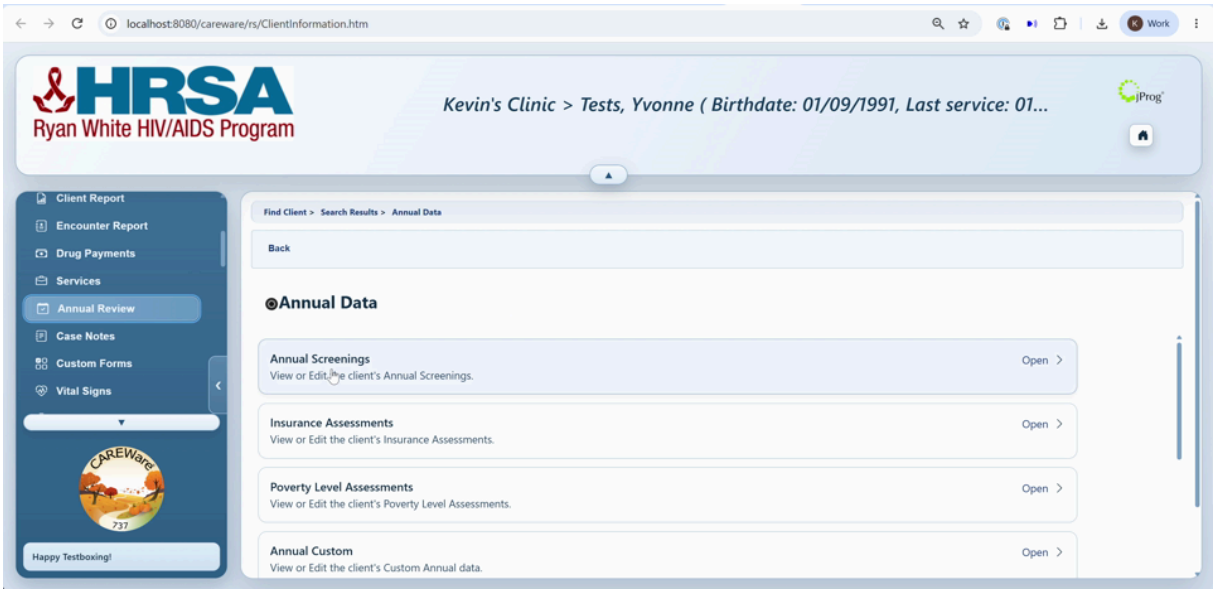


Review and resolve an issue

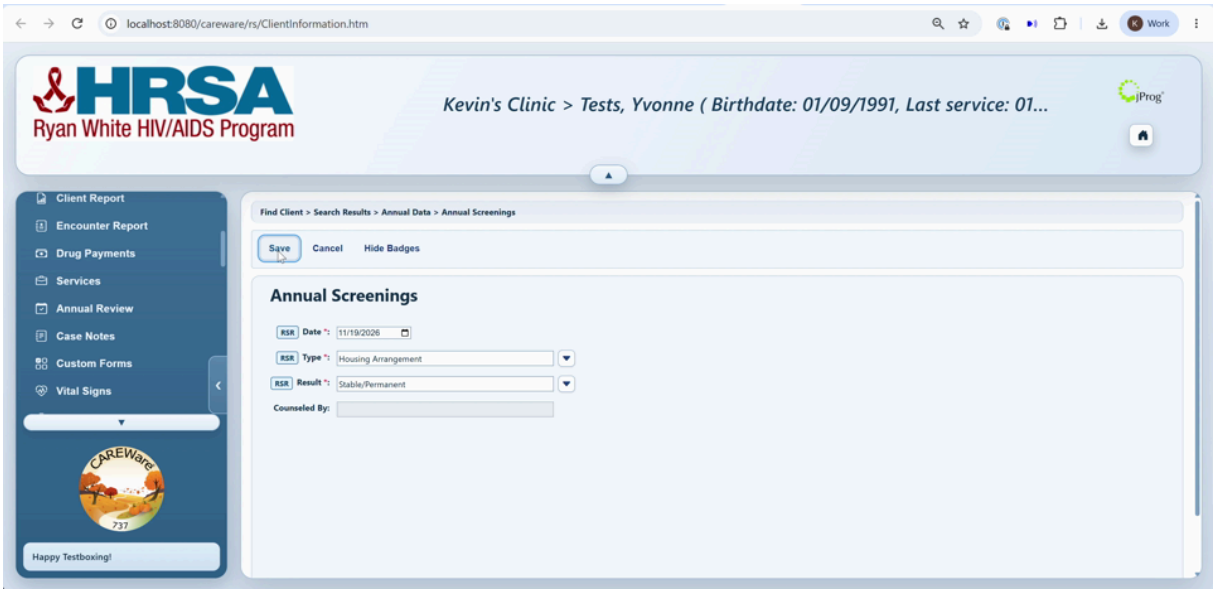
Step 4. Read Client RSR Data Status to identify the missing or questionable data. Use Menu Location(s) to find the entry screen.



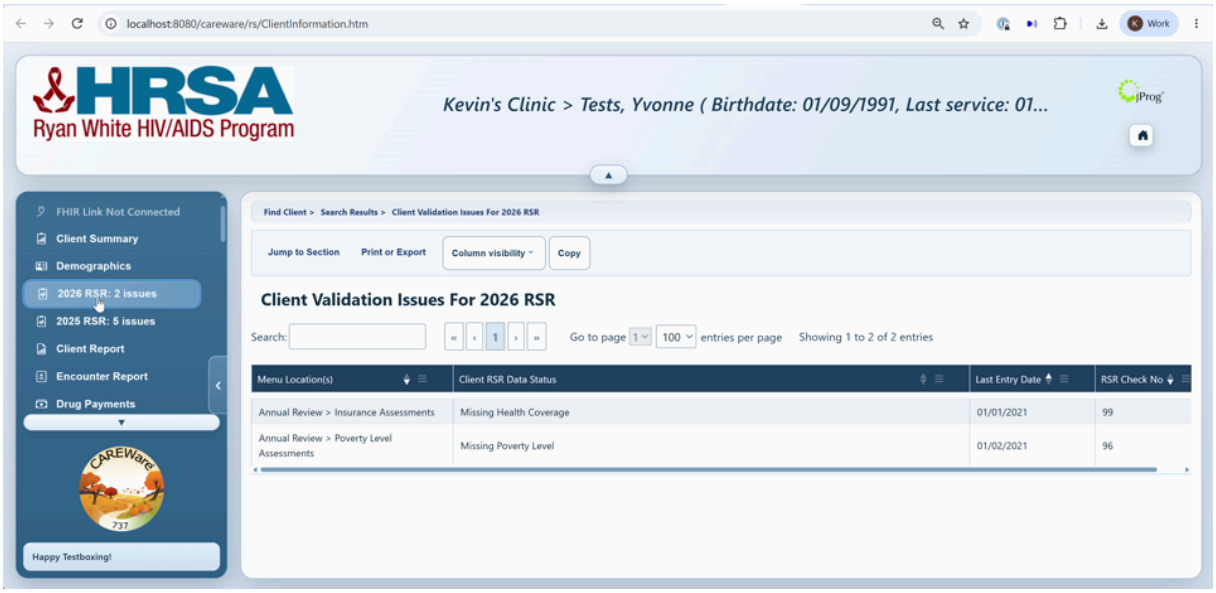
Step 5. Open Annual Review and select the relevant assessment, such as Annual Screenings, Insurance Assessments, or Poverty Level Assessments.



Step 6. Add or update the required record using accurate client information, then click Save.



Step 7. Return to the RSR year/issue link and confirm the issue count or list has changed. Review remaining issues individually.



Important

An issue count can increase when a client receives additional services. For example, Outpatient Ambulatory Health Services may require clinical data checks that do not apply to Medical Case Management alone. Do not enter placeholder data simply to clear a check.

Understand the validation columns

Column	What it means
Menu Location(s)	CAREWare menu where the underlying record can be reviewed or corrected.
Client RSR Data Status	Description of the validation issue.
Last Entry Date	Date of the most recent relevant entry, when available.
RSR Check No	Identifier for the RSR validation rule.

Tips and important settings

- Use individual client checks throughout the year; run the provider-wide RSR Validation Report before submission.
- Recheck the reporting year and relevant service categories if expected issues differ between clients.
- For the 2025 or later RSRs, review sex-at-birth information used for the UCI and other required client-level elements.
- The links are enabled by default. Administrators can review ShowRSRClientValidationReport under Administrative Options > Server Management > Common Storage Values. Change the setting only when authorized.

Related CAREWare guides and resources

Resource	How it helps
RSR Client Validation	Feature overview and validation examples.
RSR Validation Report	Provider-wide validation and affected-client lists.
RSR Client Report	Generate the client-level XML file.
RSR Viewer	Review aggregate counts and missing data.
RSR Documents	RSR instructions and client-level data elements.
Common Storage Values	Manage the client-validation display setting.