RSR

Purpose	Prepare, validate, review, and export the Ryan White Services Report (RSR) client-level data required by HRSA.
Who should do this	CAREWare users, data managers, and administrators responsible for RSR reporting.
Use this guide when	Preparing the annual RSR or investigating client counts and validation issues.
Main warning	Confirm the reporting year, provider, eligibility, and funded service records before submitting the final XML file.

Quick path

Reports > HRSA Reports > RSR Validation Report / RSR Client Report / RSR Viewer

Before you begin

- Confirm that CAREWare meets the minimum build requirement for the applicable RSR reporting year.
- Confirm the provider and user have the Run RSR permission.
- Review client eligibility, qualifying service records, and reporting-year data before generating the XML file.

Prepare and review the RSR

Step 1. Confirm access. In the correct provider, verify the Run RSR permission and current CAREWare build.

Step 2. Review eligibility. Check whether clients meet RWHAP eligibility requirements and have qualifying funded services.

Step 3. Run RSR Validation Report. Select the correct year and provider; review warnings, errors, and affected clients.

Step 4. Correct client data. Use RSR Client Validation to identify missing data and the client-record menu location where it can be corrected.

Step 5. Generate RSR Client Report. Select the reporting year, run the report, and download the client-level XML file.

Step 6. Review in RSR Viewer. Open the saved XML file to inspect client counts, completeness, and results before HRSA submission.

RSR tools and when to use them

Tool	Purpose
RSR Client Report	Create and download the client-level XML file.
RSR Viewer	Review the saved XML file and client counts.
RSR Validation Report	Find potential reporting errors, warnings, and affected clients.
RSR Client Validation	Review current- and prior-year issues for an individual client.
Eligibility	Review client eligibility records relevant to RSR inclusion.

Important

The RSR includes eligible clients who received at least one service the provider was funded to provide with RWHAP, RWHAP-related, or EHE initiative funding, regardless of final payor. Follow the RSR manual for the year being reported.

CAREWare validations help identify issues before submission. The HRSA Electronic Handbooks (EHB) validation and submission process remains the final check.

Helpful tips

- After correcting records, regenerate the XML file; an earlier downloaded file does not update automatically.

- Use Check Your XML to check schema compliance before submission; this does not submit the report.
- After uploading client-level data, review the Upload Completeness Report as part of the HRSA submission process.
- For the RSR, sex at birth is used for UCI generation; verify this field is complete and follows the reporting-year guidance.

Related CAREWare guides and resources

Resource	How it helps
RSR Client Report	Generate and download the XML file; illustrated instructions.
RSR Viewer	Review counts and source records; illustrated instructions.
RSR Validation Report	Review reporting errors and warnings; illustrated instructions.
RSR Client Validation	Investigate individual client issues and view screenshots.
Eligibility	Check RWHAP eligibility records.
RSR Documents	Reporting-year manuals, field maps, and data elements.