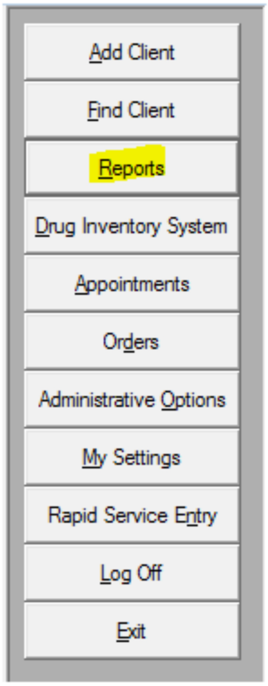
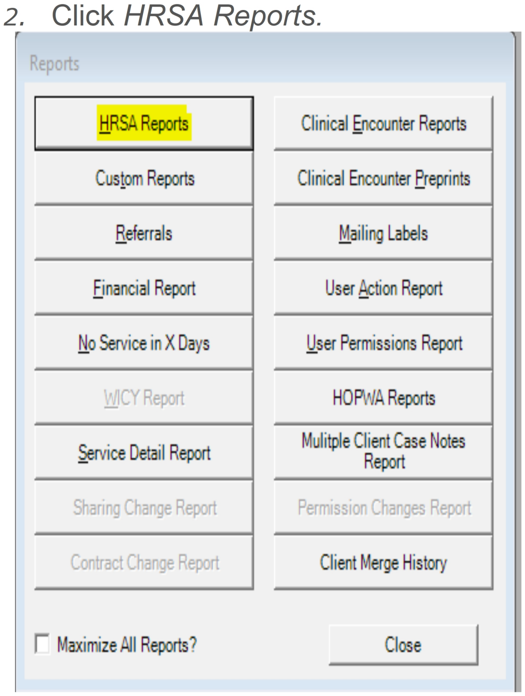
The minimum build required to produce the 2018 RSR export is 969, and we recommend upgrading to the latest build available on the HRSA CAREWare website.

To create an RSR Client Report:

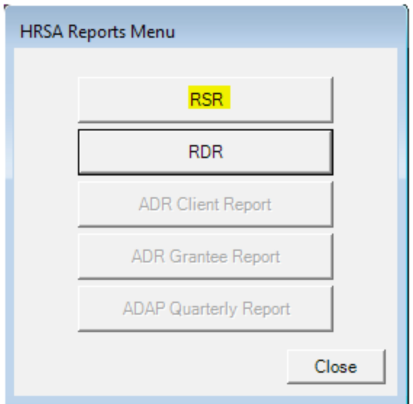
1. Click *Reports.*



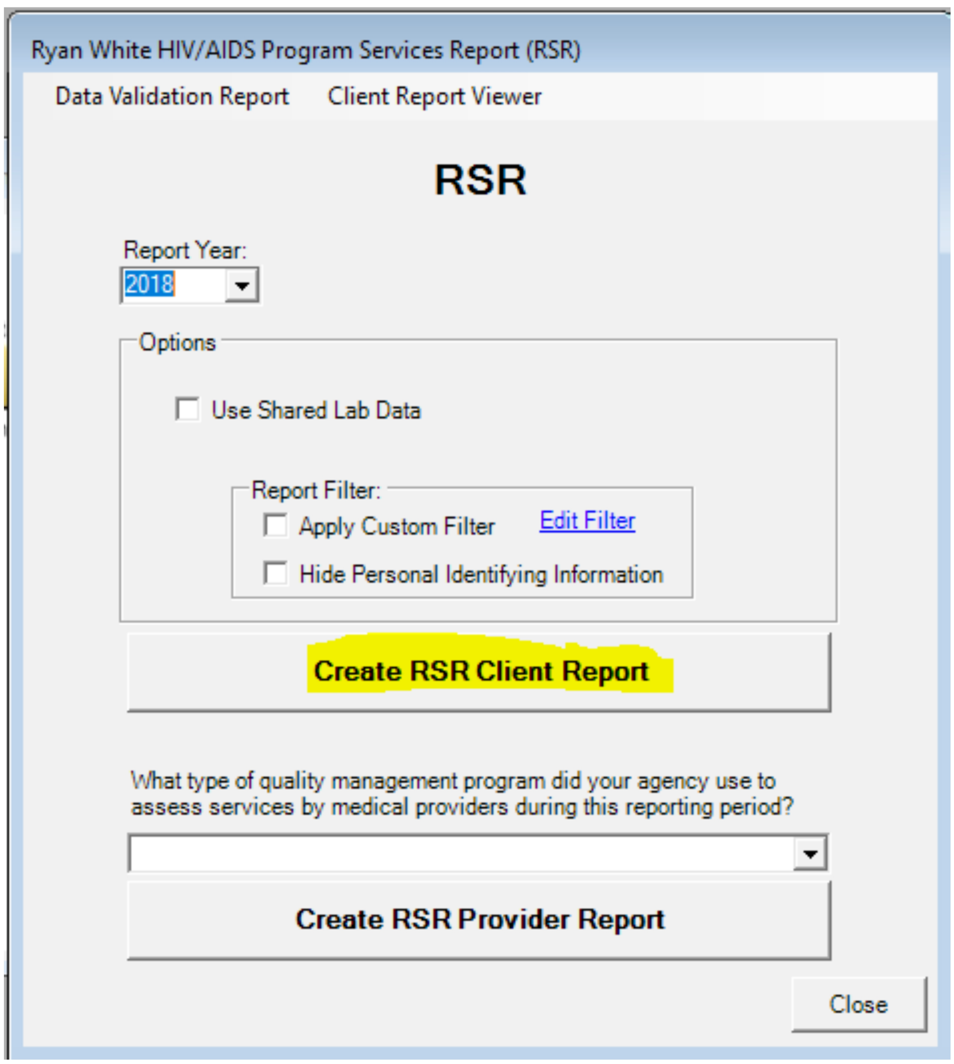
2. Click *HRSA Reports.*



3. Click *RSR.*

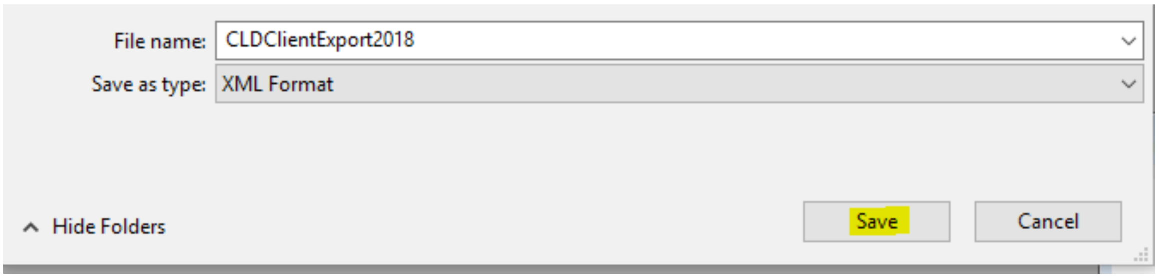


4. Click *Create RSR Client Report.*

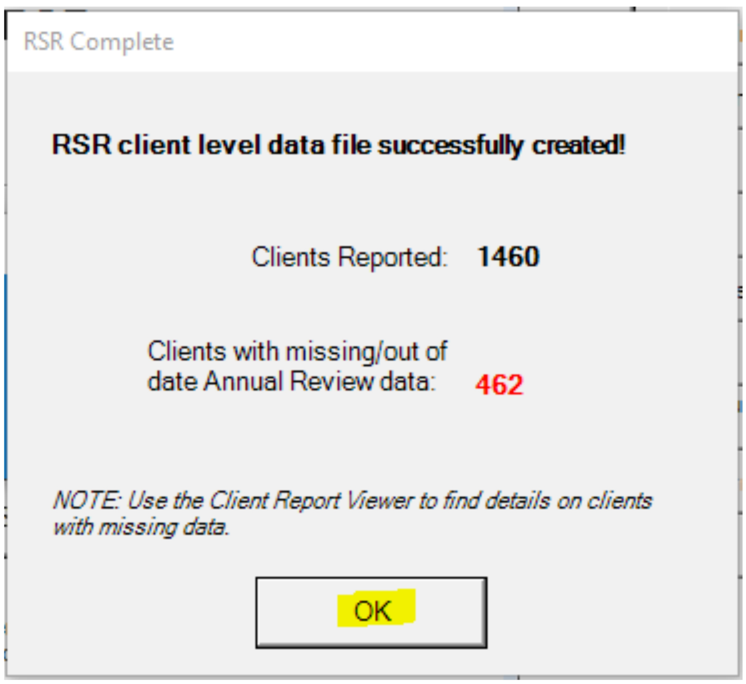


Once the RSR Client Report is generated, a success message, including results of missing Annual Review data, will appear.

5. Click *Save*.



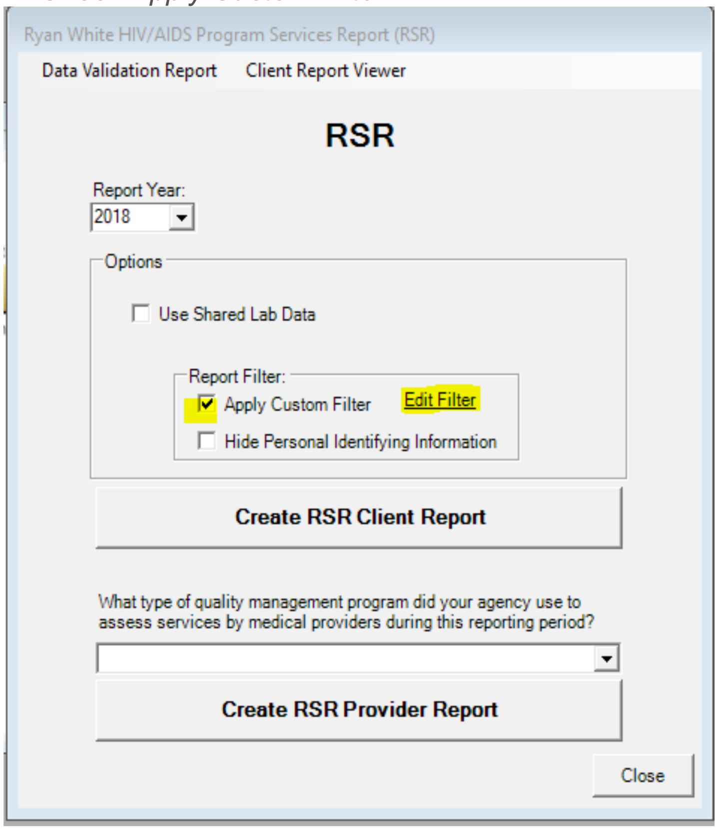
6. Click *OK.*



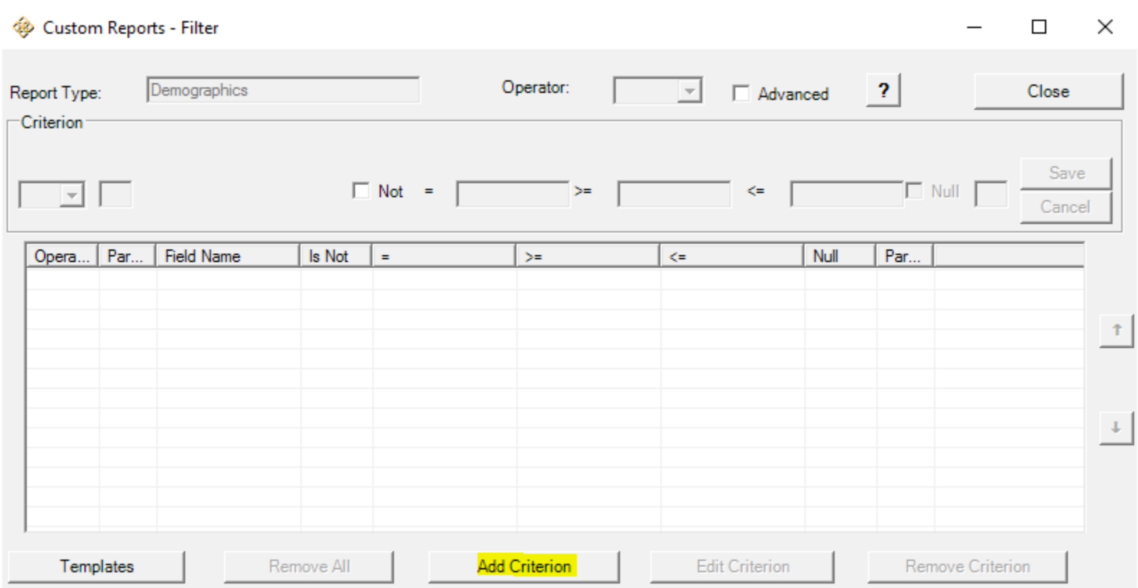
*Click here to view an example of the RSR Client Report.

An RSR Client Report can be created with filtered results by:

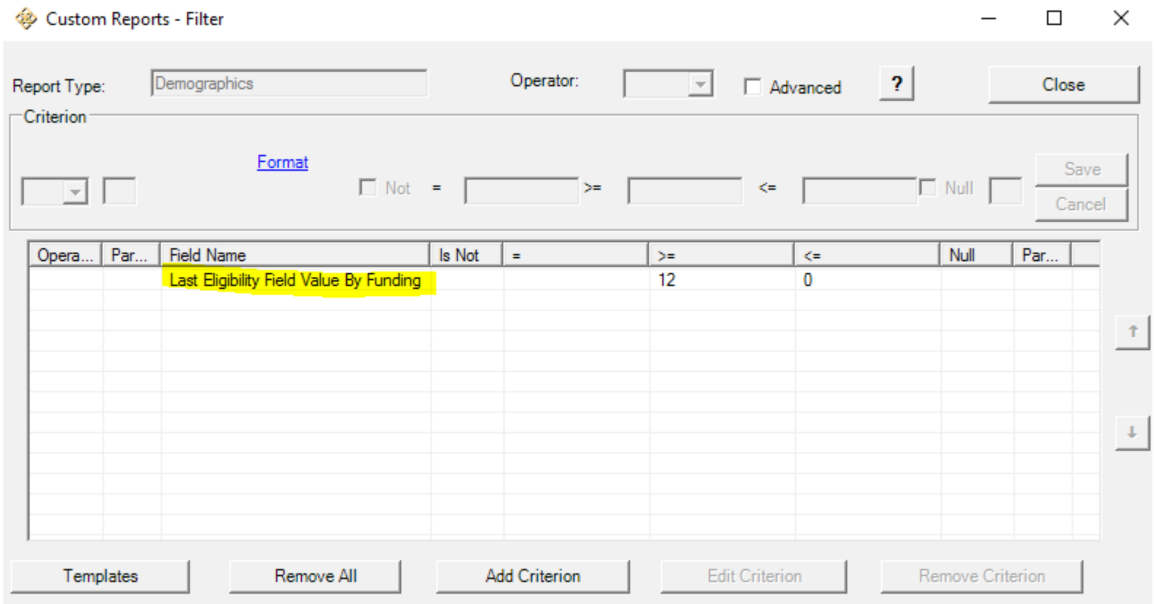
1. Check *Apply Custom Filter.*



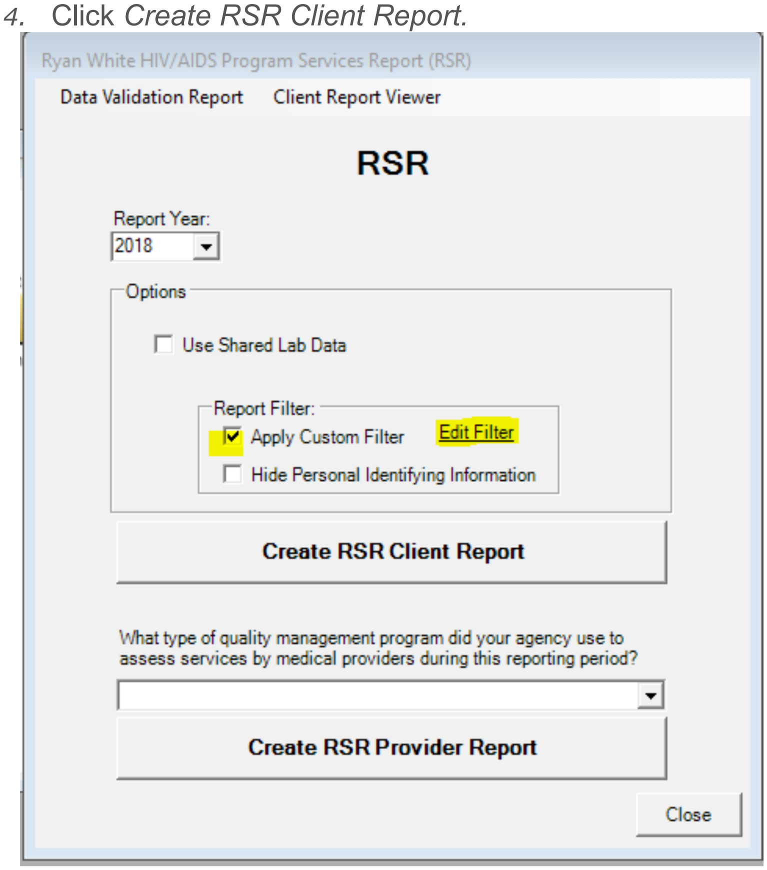
2. Click *Edit Filter.*
3. Click *Add Criterion.*



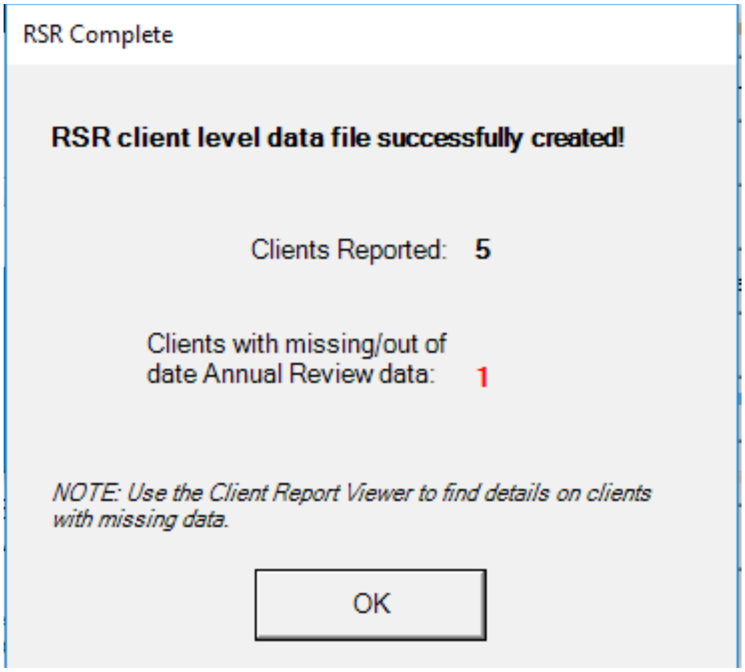
- For instruction on how to create report filters click here.



4. Click *Create RSR Client Report.*



Once the RSR Client Report is generated, a success message, including results of missing Annual Review data, will appear.

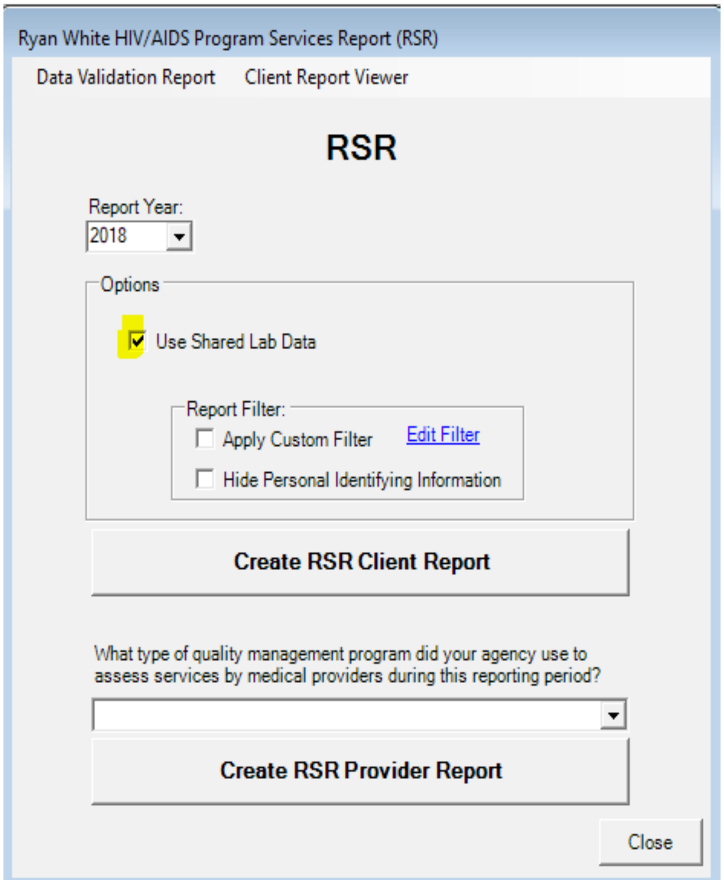


*Click here to view an example of the RSR Client Report with a custom filter.

In this case, the RSR results only include clients that have an Eligibility history record for Part A funding during 2018.

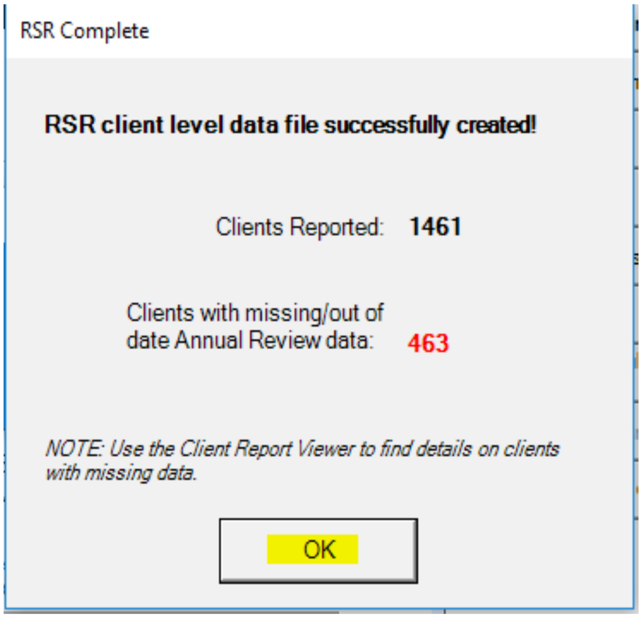
The RSR Client Report can include shared clinical data by:

1. Check *Use Shared Lab Data*.



2. Click *Create RSR Client Report*.

Once the RSR Client Report is generated, a success message, including results of missing Annual Review data, will appear.



*Click here to view an example of the RSR Client Report with a custom filter.

In this case, the RSR results only have one client missing the CD4 Count lab and zero missing the Viral Load lab for questions 49 and 50. Those clients received the labs in another provider domain that shared the results with this provider.