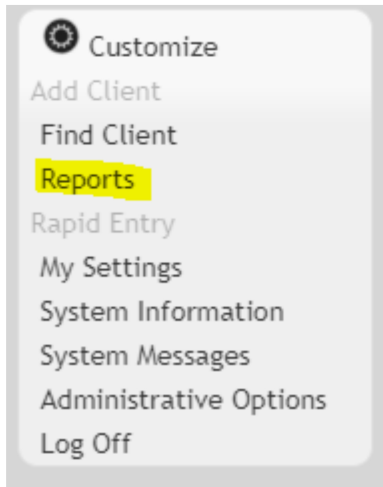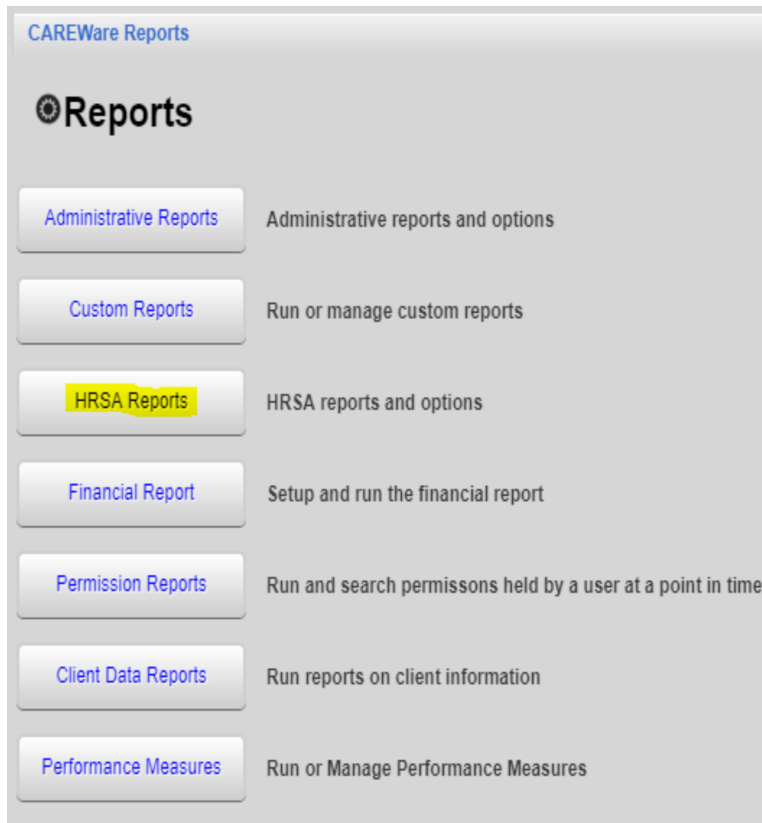The minimum build required to produce the 2018 RSR export for CAREWare 6 is build 21, and we recommend upgrading to the latest build available [here](#).

To create an RSR Client Report:

1. Click *Reports.*

2. Click *HRSA Reports.*

3. Click *RSR Client Export.*

4. Click *Edit.*

5. Select 2018 for the *Year.*
6. Select the *Provider Name.*
7. Click Save.

8. Click *Run*.

This pop-up in the top right corner indicates the report is running.
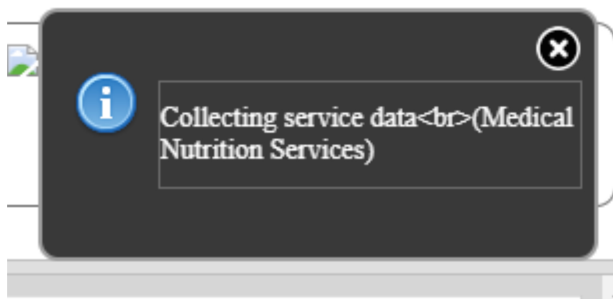
Once the RSR Client Report is generated, a "Report complete" message will appear.

⊗

✓ Report complete

Click To Save RSR file

9. Click To *Save RSR file*.

⚙ Customize

Add Client

Find Client

Reports

Rapid Entry

My Settings

System Information

System Messages

Administrative Options

Log Off

CAREWare Reports **>** HRSA Reports **>** RSR Settings

Edit   Edit Filter   Run   Back

Year: 2018
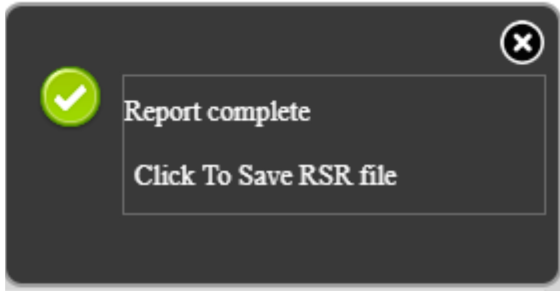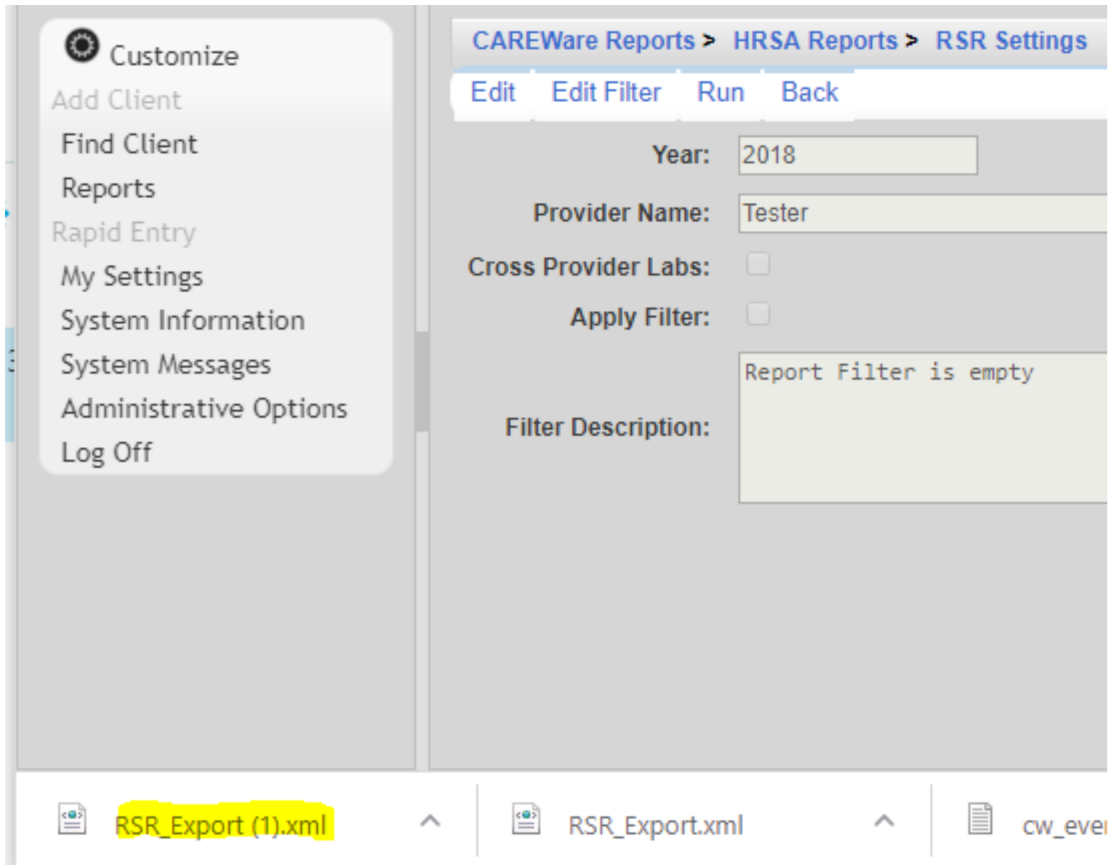
Provider Name: Tester

Cross Provider Labs: ☐

Apply Filter: ☐

Filter Description: Report Filter is empty

RSR_Export (1).xml   ^   RSR_Export.xml   ^   cw_eve

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

To create an RSR Client Report with filtered results:

1. Click *Edit Filter*.

2. Click *Add.*

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

3. Click *Use Field.*

4. Complete the *Subfilter* values (If Applicable*).*

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter >

Next   Cancel   Help

The following 3 criteria need completion for the subfilter

1. Field Name

=: [   ] ⬇

2. Funding Source

=: [   ] ⬇

3. Cross-Provider

=: [   ] ⬇

- For instructions on how to complete *Subfilters* click here.

5. Complete the *Filter* values (If applicable).

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter > Add > L

Save   Back

Field Name: Last Eligibility Field Value By Funding

Is Not: ☐

Date Option: Days   ⬇

=:   [   ]

>=:   365   Max. days before end date

<=:   0| Min. days before end date

Null: ☐

6. Click *Save.*
7. Once all filters are added, click *Back.*

CAREWare Reports > HRSA Reports > RSR Settings > Edit Filter

Manage   Add   Move Up   Move Down   Delete   Templates   Back   Print or Export

Report Filter

Search:					
Operator	Paren.	Field Name	Is Not	=	
		Last Eligibility Field			

8. Click *Edit.*
9. Check *Apply Filter.*
10. Click *Save.*

CAREWare Reports > HRSA Reports > RSR Settings

Save   Cancel
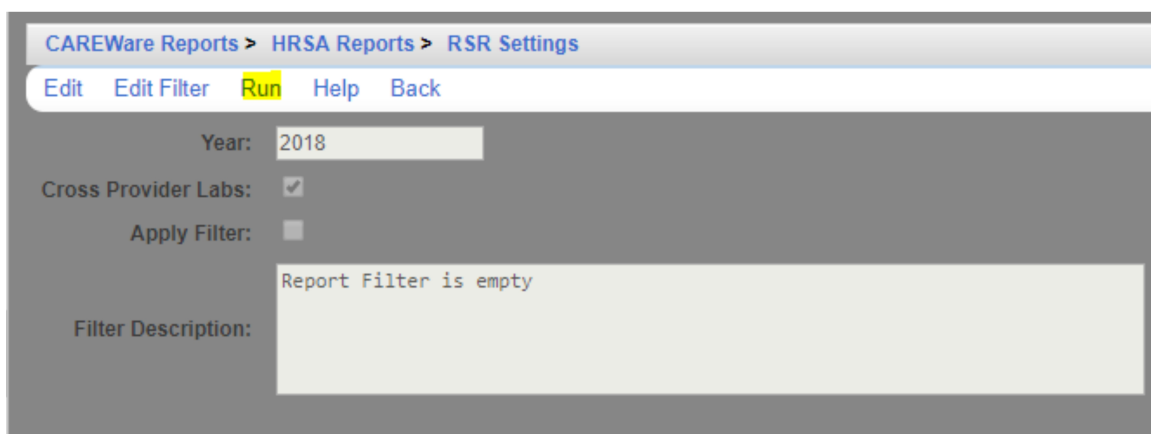
Year: 2018

Provider Name: Tester

Cross Provider Labs: ☐

Apply Filter: ☑

Filter Description: Last Eligibility Field Value By Funding (Field Name = cw_eligibility.elg_date Funding Source = Part A AND Cross-Provider = No) Between 12/31/2017 AND 12/31/2018

11. Click *Run.*

CAREWare Reports > HRSA Reports > RSR Settings
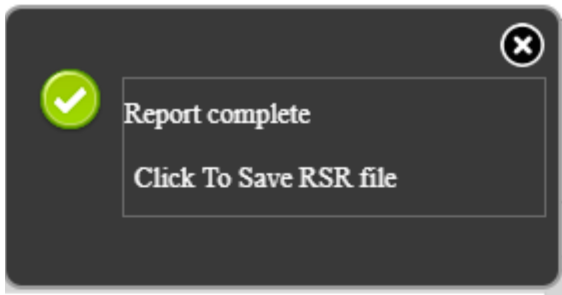
Edit   Edit Filter   Run   Back

Year: 2018

Provider Name: Tester

Cross Provider Labs: ☐

Apply Filter: ☑

Filter Description: Last Eligibility Field Value By Funding (Field Name = cw_eligibility.elg_date Funding Source = Part A AND Cross-Provider = No) Between 12/31/2017 AND 12/31/2018

Once the RSR Client Report is generated, a "Report complete" message will appear.
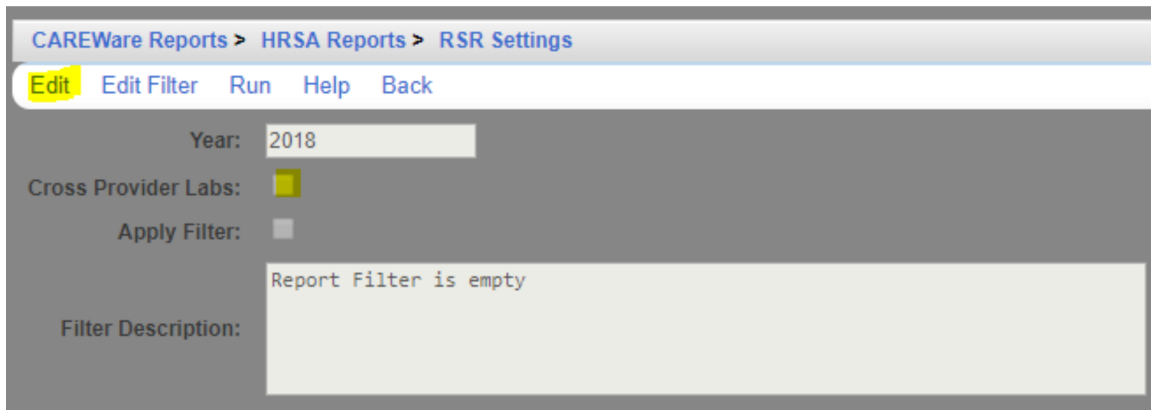

*Click here to view an example of the RSR Client Report with a custom filter.

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. Click *Edit*.
2. Check *Cross Provider Labs*.

3. Click *Save*.

4. Click *Run*.

Once the RSR Client Report is generated, a "Report complete" message will appear.
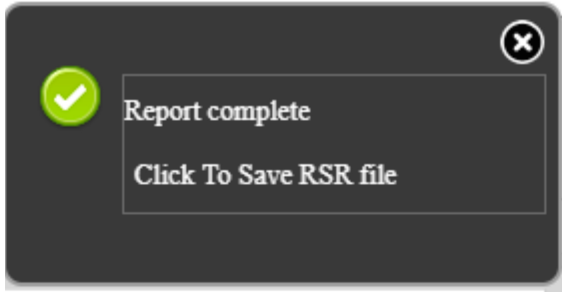
*Click here to view an example of the RSR Client Report with shared lab data.

In this case, the RSR has zero clients missing the CD4 Count lab and zero clients 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.