The minimum build required to produce the 2021 ADR Export is build 112z14, and we recommend upgrading to the latest build available <u>here</u>.

To create the ADR Client Report, follow these instructions:

1. Click *Reports*.

Oustomize
Provider Summary
Add Client
Find Client
Reports
Rapid Entry
Appointments
My Settings
System Information
System Messages
Administrative Options
External Links
Switch Providers
Log Off

2. Click HRSA Reports.

CAREWare Reports		
CAREWare Reports		
HRSA Reports	RSR and ADR	
Custom Reports	Run or manage custom reports	
Performance Measures	Run or Manage Performance Measures	
Client Data Reports	Run reports on client information	
Financial Report	Setup and run the financial report	
Administrative Reports	Administrative reports and options	
RDR	Manage/Run the RDR	
EHE Triannual Report	Requires permission: 'Run EHE Triannual Report'	
Mailing Labels Report	Setup and run the Mailing Labels Report	

3. Click ADR Client Report.

CAREWare Reports > HRSA Reports Help Back

HRSA Reports

RSR Client Report	Create the RSR client level data file
RSR Viewer	View RSR files
RSR Validation Report	View the RSR Validation Report
ADR Client Report	Create the ADR Client Report
ADR Viewer	View ADR files
ADR Validation Report	View the ADR Validation Report

4. Click Edit.

CAREWare Reports > H	IRSA Reports > ADR Settings
Edit Edit Filter Run	Back
ADR Setting	js
Year:	2020
Begin Date:	
End Date:	
Cross Provider Labs:	
Apply Filter:	
Filter Description:	Report Filter is empty

- 5. Select the Year.
- 6. Check Cross Provider Labs (If there is shared data between providers).
- 7. Click Save.

CAREWare Reports > HRSA Reports > ADR Settings		
Save Cancel		
ADR Settings		
Year:	2020	
Begin Date:		
End Date:		
Cross Provider Labs:		
Apply Filter:		
Filter Description:	Report Filter is empty	

8. Click Run.



Once the ADR Client Report is generated, a Report complete message appears.



9. Click Download ADR File to save.