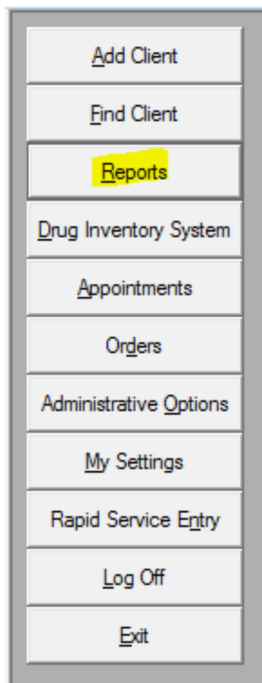


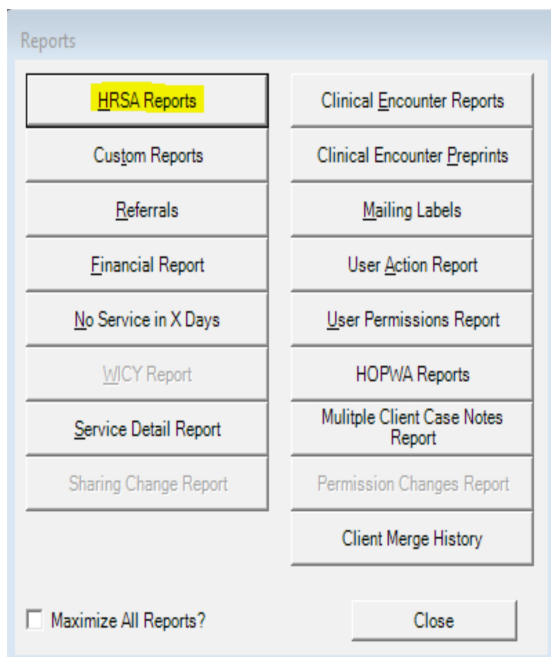
The minimum build required to produce the 2017 RSR export is 939, and we recommend upgrading to the latest build available on the [HRSA CAREWare website](#).

To create an RSR Client Report:

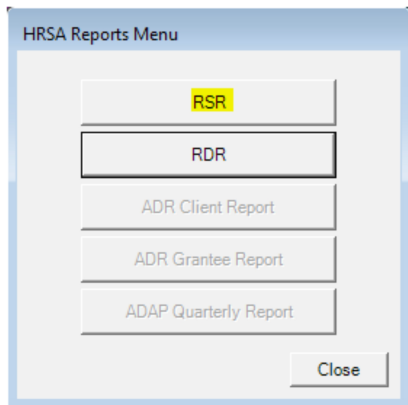
1. Click *Reports*.



2. Click *HRSA Reports*.

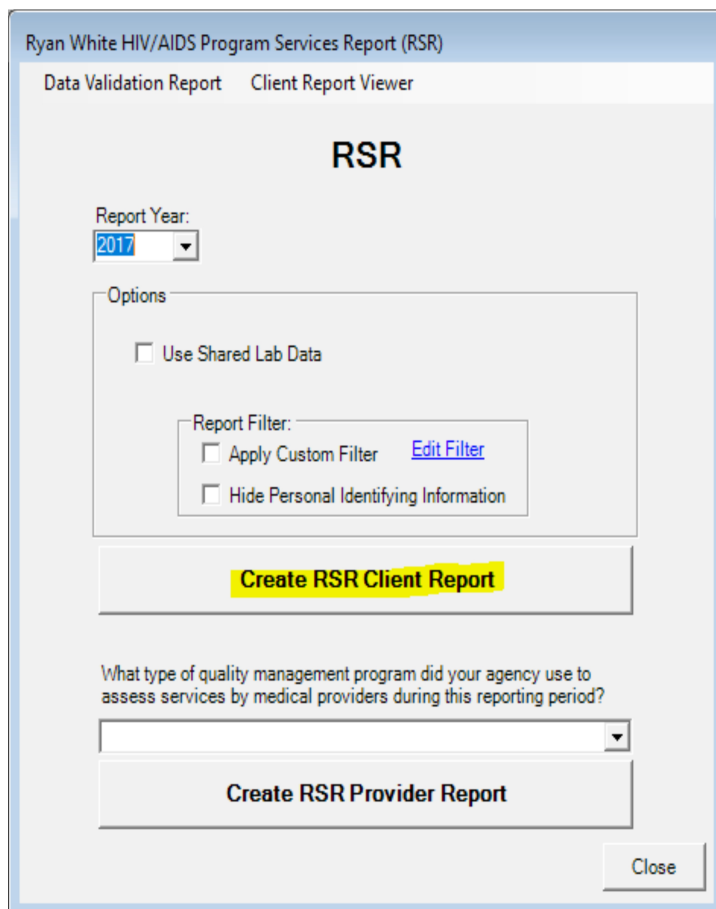


3. Click *RSR*.



The screenshot shows a dialog box titled "HRSA Reports Menu". It contains five buttons stacked vertically: "RSR" (highlighted in yellow), "RDR", "ADR Client Report", "ADR Grantee Report", and "ADAP Quarterly Report". A "Close" button is located at the bottom right of the dialog.

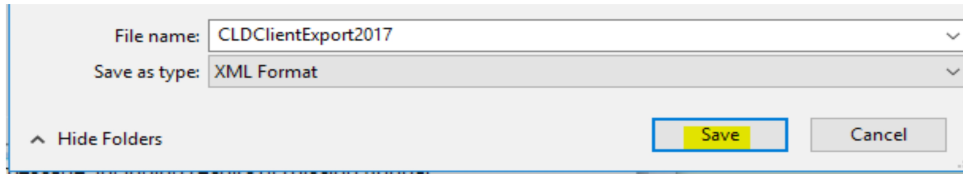
4. Click *Create RSR Client Report*.



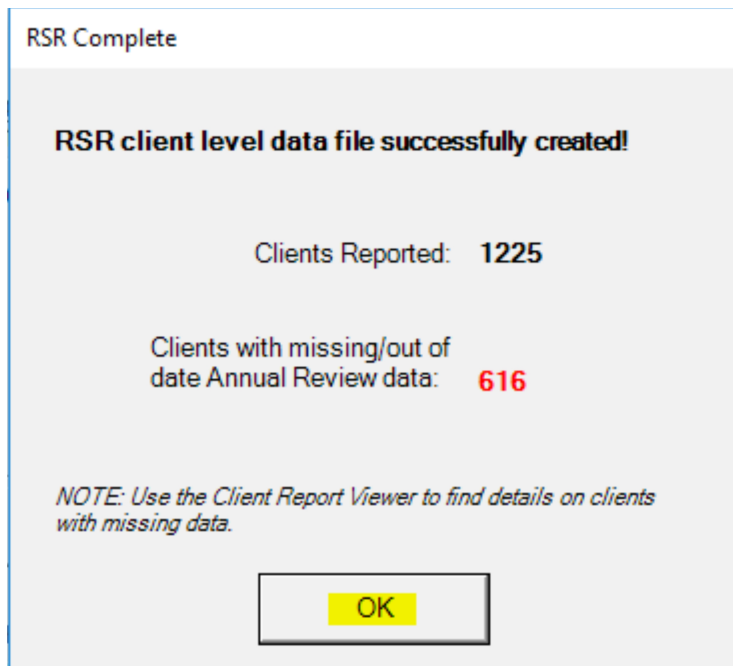
The screenshot shows the "Ryan White HIV/AIDS Program Services Report (RSR)" form. At the top, there are two tabs: "Data Validation Report" and "Client Report Viewer". The main heading is "RSR". Below this, there is a "Report Year:" label followed by a dropdown menu showing "2017". Underneath is an "Options" section containing a checkbox for "Use Shared Lab Data". Below that is a "Report Filter:" section with two checkboxes: "Apply Custom Filter" (with a blue link "Edit Filter" next to it) and "Hide Personal Identifying Information". A large yellow button labeled "Create RSR Client Report" is prominently displayed. Below this, there is a text prompt: "What type of quality management program did your agency use to assess services by medical providers during this reporting period?" followed by a dropdown menu. At the bottom, there is a button labeled "Create RSR Provider Report" and a "Close" button in the bottom right corner.

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

5. Click **Save**.

A standard Windows-style save dialog box. It has a 'File name' field containing 'CLDClientExport2017' and a 'Save as type' dropdown menu set to 'XML Format'. At the bottom left is a 'Hide Folders' checkbox. At the bottom right are two buttons: 'Save' (highlighted in yellow) and 'Cancel'.

6. Click **OK**.

A message box titled 'RSR Complete'. The main text reads 'RSR client level data file successfully created!'. Below this, it shows 'Clients Reported: 1225' and 'Clients with missing/out of date Annual Review data: 616' (where '616' is in red). A note at the bottom says 'NOTE: Use the Client Report Viewer to find details on clients with missing data.' At the very bottom is an 'OK' button (highlighted in yellow).

*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*.

The screenshot shows a web application window titled "Ryan White HIV/AIDS Program Services Report (RSR)". Inside the window, there are two tabs: "Data Validation Report" and "Client Report Viewer", with the latter being the active tab. The main heading is "RSR". Below this, there is a "Report Year:" label followed by a dropdown menu showing "2017". Underneath is an "Options" section containing three items: an unchecked checkbox for "Use Shared Lab Data", a "Report Filter:" section with a checked checkbox for "Apply Custom Filter" and a yellow "Edit Filter" button next to it, and an unchecked checkbox for "Hide Personal Identifying Information". Below the options is a large button labeled "Create RSR Client Report". Further down is a text prompt: "What type of quality management program did your agency use to assess services by medical providers during this reporting period?", followed by a dropdown menu. Below that is another large button labeled "Create RSR Provider Report". In the bottom right corner of the window is a "Close" button.

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

Ryan White HIV/AIDS Program Services Report (RSR)

Data Validation Report Client Report Viewer

RSR

Report Year:
 2017

Options

☐ Use Shared Lab Data

Report Filter:

☒ Apply Custom Filter [Edit Filter](#)

☐ Hide Personal Identifying Information

Create RSR Client Report

What type of quality management program did your agency use to assess services by medical providers during this reporting period?

Create RSR Provider Report

[Close](#)

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

RSR Complete

RSR client level data file successfully created!

Clients Reported: **2**

Clients with missing/out of date Annual Review data: **1**

NOTE: Use the Client Report Viewer to find details on clients with missing data.

[OK](#)

*Click [here](#) to view an example of the RSR Client Report with a custom filter.