

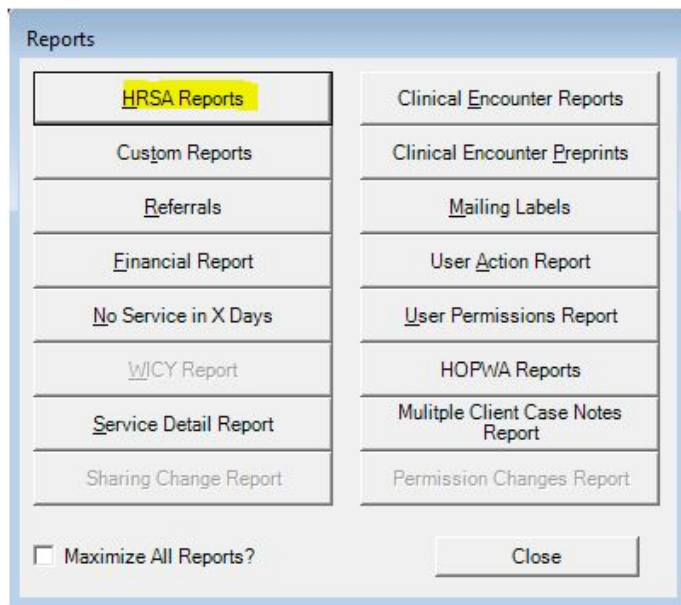
The minimum build required to produce the 2016 RSR export is 915, but we generally recommend upgrading to the latest build available on the [HRSA CAREWare website](#).

To create an RSR Client Report:

1. Click *Reports*.



2. Click *HRSA Reports*.

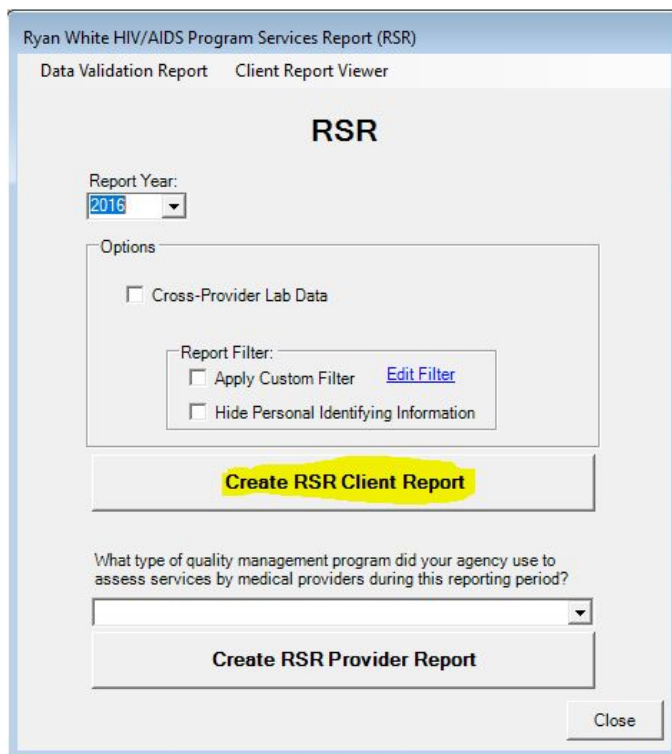


3. Click *RSR*.



The screenshot shows a dialog box titled "HRSA Reports Menu". It contains a vertical stack of five buttons: "RSR", "RDR", "ADR Client Report", "ADR Grantee Report", and "ADAP Quarterly Report". The "RSR" button is highlighted in yellow. At the bottom right of the dialog is a "Close" button.

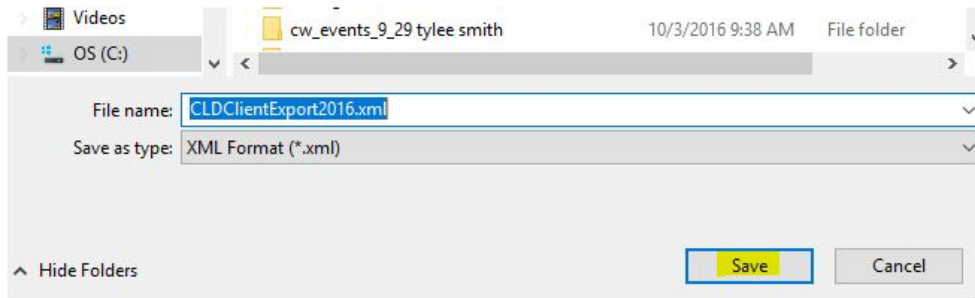
4. Click *Create RSR Client Report*.



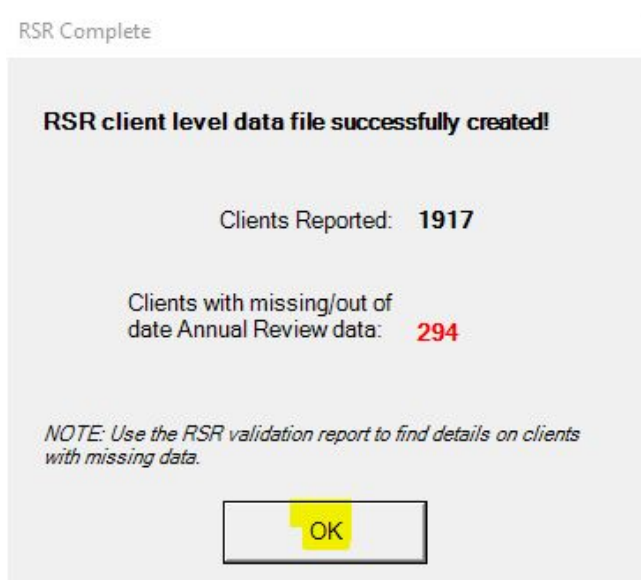
The screenshot shows the "Ryan White HIV/AIDS Program Services Report (RSR)" form. The title bar reads "Ryan White HIV/AIDS Program Services Report (RSR)". Below the title bar are two tabs: "Data Validation Report" and "Client Report Viewer". The main heading is "RSR". Below this is a "Report Year:" label with a dropdown menu showing "2016". Underneath is an "Options" section with a checkbox for "Cross-Provider Lab Data". Below that is a "Report Filter:" section with two checkboxes: "Apply Custom Filter" (with a blue "Edit Filter" link next to it) and "Hide Personal Identifying Information". A large yellow button labeled "Create RSR Client Report" is prominently displayed. Below this is a question: "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 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*.



6. Click *OK*.



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

To create an RSR Provider Report:

1. Select a Quality Management Program Type.
2. Click *Create RSR Provider Report*.

Ryan White HIV/AIDS Program Services Report (RSR)

Data Validation Report Client Report Viewer

RSR

Report Year:
2016

Options

☐ Cross-Provider 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?

Quality management program introduced this reporting period

Create RSR Provider Report

Close

3. Click *Save*.

File name: CLDProviderExport2016.xml

Save as type: XML Format (*.xml)

Save Cancel

Once the RSR Provider Report is generated a success message will appear.

4. Click *OK*.

Quality Check

Provider export file successfully created.

OK

*Click [here](#) to view an example of the RSR Provider Report.

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

1. Check *Apply Custom Filter*.
2. Click *Edit Filter*.

Ryan White HIV/AIDS Program Services Report (RSR)

Data Validation ReportClient Report Viewer

RSR

Report Year:
2016

Options

☐ Cross-Provider Lab Data

Report Filter:

☒ Apply Custom FilterEdit 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?

Quality management program introduced this reporting period

Create RSR Provider Report

Close

3. Click *Add Criterion*.

[illegible]

Ryan White HIV/AIDS Program Services Report (RSR)

Data Validation Report Client Report Viewer

RSR

Report Year:
 2016

Options

☐ Cross-Provider 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?

Quality management program introduced 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: **1313**

Clients with missing/out of
date Annual Review data: **95**

NOTE: Use the RSR validation report to find details on clients with missing data.

OK

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