

## **Steps to Submit the Ryan White HIV/AIDS Program Dental Services Report in Application to the Dental Reimbursement Program**

Use the Database Utility provided to complete and submit your Dental Services Report (DSR) electronically. The Dental Reimbursement Program (DRP) data submission has two components that must be completed:

- Upload a PDF of your DSR to Grants.gov and;
- Email your data (xml file) to WRMA/CSR.

**To be considered for DRP funding, complete applications must be received no later than April 12, 2013.**

1. Download the DSR Database Utility from <http://hab.hrsa.gov/manageyourgrant/reportingrequirements.html> and follow the instructions outlined in the document “Database Utility Setup Instructions” to install the utility.
2. Enter your data for the time period July 1, 2011 through June 30, 2012. Use the “Database Utility Getting Started Guide” for help navigating the utility, and the “Instructions for Completing the Dental Services Report” for data requirements.
3. Validate your report by clicking “Check Your Report for Errors” and resolve any data validation errors.
4. Submit your report to Grants.gov.
  - a. Create a PDF of your validated report by clicking “Print the Validated Report for Submission to Grants.gov”
  - b. Save the PDF to your computer
  - c. Upload the PDF to Grants.gov following the instructions outlined in the DRP application guidance
5. Submit your report to WRMA/CSR Ryan White Data Support.
  - a. Click “Generate Dataset to Submit Your Report Electronically”
  - b. One xml file: DSRMain.xml for DRP grantees; and two xml files: CBDPPMain.xml and CBDPPSub.xml for CBDPP grantees, will be saved to your desktop.
  - c. Attach the xml file(s) to an email addressed to Ryan White Data Support: RWDDataSupport.wrma@csrincorporated.com

**Note:** Ryan White Data Support will reply with an email confirming data receipt within one business day. If you do not receive confirmation, please inquire about the status of your submission by calling 1-888-640-9356, between the hours of 9 a.m. and 5:30 p.m. ET, Monday through Friday.

Please respond to inquiries and requests for additional information from Data Support in a timely fashion in order to ensure that your submission is complete.

**Please note that your application for DRP funding is not complete until you upload the PDF to Grants.gov AND email the XML data to Data Support.**