



DEC 28 2012

Dear Community-Based Dental Partnership Program Grantees:

Enclosed are the Ryan White HIV/AIDS Program Part F Dental Services Report and its instructions. All Community-Based Dental Partnership Program (CBDPP) grant recipients are required to submit a completed data report annually that reflects aggregate data from all partnership members and sites. Please use this report to submit your annual program data for the period January 1 through December 31, 2012. (Your annual report is due **no later than March 30, 2013.**)

Submitting Your Report:

You may use the enclosed database utility to electronically complete and submit your program data through e-mail. Please read the enclosed instructions for using this utility.

As an alternative to using the database utility, you may also complete your program data submission on paper. Additional copies of the report and instructions are available at <http://hab.hrsa.gov/manageyourgrant/reportingrequirements.html>. To download these materials, scroll down to the "2013 Dental Services Report" section. If you choose to submit your information on paper, please fax the paper version to Walter R. McDonald and Associates, Inc. (WRMA)/CSR, using the fax number shown below, or you may send a completed report by express mail to:

WRMA/CSR Ryan White HIV/AIDS Program Data Support
Attn: Community-Based Dental Partnership Program
2107 Wilson Boulevard, Suite 1000
Arlington, Virginia 22201
(703) 312-5230 (fax)

Please remember, whether you submit your material through e-mail, fax, or express mail, it must be received no later than March 30, 2013 to be considered for funding.

Technical Assistance:

If you require any assistance obtaining, completing or submitting the report, please contact the WRMA/CSR Ryan White HIV/AIDS Program Data Support help desk.

WRMA/CSR Ryan White HIV/AIDS Program Data Support

**Toll-Free Help Line: 1-888-640-9356
Monday – Friday, 9:00 a.m. to 5:30 p.m. EDT**

E-mail: RWdatasupport.wrma@csrincorporated.com

Please provide your institution's name to the technical assistance specialist. When submitting a request via e-mail, be sure to include in the message text your institution's name and your position within the organization.

Report Content:

Only actual counts of HIV-positive patients who received oral health care services from your partnership program are accepted as the basis of your data reporting. Your report must be submitted in the Office of Management and Budget (OMB)-approved format.

The report content and format are identical to those used for the past 3 years. **There are no changes.**

Reminders:

- 1) **Item 1: Data Universal Numbering System Number (DUNS)** - All applicant organizations are required to have a DUNS number to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711.
- 2) **Item 8a:** To the greatest extent possible, please report in item #8a the total number of all HIV-positive patients cared for by your CBDPP and whose services were exclusively or partially paid for by CBDPP.
- 3) **Items 18 and 19:** Only direct reimbursements from third party payers (public and private), as payment for services provided should be reported in items #18 and #19.

Funding from the Ryan White HIV/AIDS Program or other grant programs is considered program income or revenue, and should not be reported as reimbursements in these items.

Data Verification:

A representative from WRMA/CSR from Ryan White HIV/AIDS Program Data Support may contact you to verify some of the data you submit in your 2013 CBDPP Dental Services Report. We appreciate your continuing cooperation and assistance to report complete and accurate program data for your entire partnership program. Your data is invaluable in documenting the beneficial use of CBDPP grant funds, in demonstrating program effectiveness for serving vulnerable and underserved populations severely affected by HIV disease, and in articulating the importance of continued Ryan White HIV/AIDS Program funding for oral health care.

Additional Reminders:

Communicating with grant recipients through the use of fax and e-mail instead of postal mail has become routine. Thus, the contact information you provide in the first section of your report helps us to keep you informed about time-sensitive matters relevant to your CBDPP-supported program.

The HIV/AIDS Bureau (HAB) makes funds available to support requests by Ryan White HIV/AIDS Program grant recipient programs for technical assistance in various topic areas. If you have identified a need for technical assistance, please contact Mahyar Mofidi, D.M.D., Ph.D., Chief Dental Officer, HAB, at (301) 443-2075 or Mmofidi@hrsa.gov.

Sincerely,



Deborah Parham Hopson, PhD, RN, FAAN
Assistant Surgeon General
Associate Administrator

Enclosures:

Dental Services Report (DSR) Form

DSR Instructions

DSR Database Utility

Installation and Setup Instructions for using the database utility

Getting Started Guide for using the database utility

Directions for Submitting Data for Community Based Dental Partnership Program and Dental Reimbursement Program using the same database utility