

RYAN WHITE HIV/AIDS PROGRAM DENTAL SERVICES REPORT 2013 DATABASE UTILITY

Getting Started

Overview

The Dental Services Report Database Utility is provided to HAB dental programs as a means of completing and submitting annual applications or data reports. This Utility offers built-in data validation, which greatly reduces the likelihood that you will be contacted to resolve problems or discrepancies with your Report submission.

The Database Utility allows you to:

- ✓ Enter your dental services data;
- ✓ Validate your Report (to identify and resolve discrepancies or numerical errors prior to submission);
- ✓ Print a copy of your Report for your records; and
- ✓ Submit your Report electronically to HAB. Please note that data submission is a two part process for DRP applicants (see below).

No special software is required to make use of this Utility. A screen area of 1024 x 768 pixels is recommended for optimal viewing. (To change your display settings, right-click an open area of your desktop, left-click on Properties, and click the Settings tab. Left-click and drag the slider control under Screen Area to the 1024 x 768 pixels setting. Click the 'OK' button to accept the change. Click 'OK' again to clear the Display Properties dialog box. Click 'Yes' when asked if you want to keep the new settings.)

Navigation

The Database Utility offers an intuitive menu system that will guide you through the data entry, validation and submission processes. Data may be entered during one or more sessions. All data are saved automatically as you navigate through the Report screens. You may exit the Utility and return at any time to complete and review your Report.

There are six data entry screens, corresponding to the six sections of the Dental Services Report. You will need to complete all sections that apply to your program. Each screen is divided into several pages, with each page containing a single item. As you enter your data, use the 'Tab' key to move from one cell to the next. Press 'Tab' while holding the 'Shift' key to move to the previous cell. When you reach the last cell on a page, pressing 'Tab' will advance to the next page. To revisit a prior page within the section, click on the page name at the top of the screen. Use the navigation buttons at the bottom of the screen to navigate among sections of the Report.

Data Entry Tips

Following are some helpful tips to assist you in entering your dental services data:

1. Many cells are “masked” to allow for fast and accurate entry. When entering currency values, or telephone, fax, pager, tax ID, and D-U-N-S numbers, enter only the numbers; dollar signs and dashes are inserted automatically.
2. Press 'Enter' while holding the 'Ctrl' key to begin a new line in Organization and Address fields.
3. Instructions for specific items can be accessed from any data entry form screen by clicking the button located at bottom, center, labeled "View Instructions for Any Item."
4. Unless the instructions indicate that a number is required, you do not have to enter a “0” for any cells that are not relevant for your program.
5. Screens that include patient demographic tables include a “Check Your Work” feature to guard against data entry error and ensure quality. For each demographic breakdown, the application calculates the total number of patients based on the values entered in each response category. The calculated total is displayed in the “Check Your Work” box and should equal the total you enter for the item. If the item total should equal another item in the Report (such as the total number of unduplicated patients served), both values are displayed side by side for comparison. Also displayed is the percentage of patients categorized as “Unknown/unreported.” HAB urges all Ryan White HIV/AIDS Programs to avoid reporting in the “Unknown” category, whenever possible.

Validation

When you have completed data entry, the next step is to validate your Dental Services Report and resolve any discrepancies or numerical errors. Click the “Check Your Report for Errors” option on the main menu to generate a report of all discrepancies detected.

Once you have addressed each discrepancy, rerun the validation report to ensure that no discrepancies remain.

Your Report must be validated before it can be submitted electronically to HAB.

Submission

When your Dental Services Report is error-free, it is time to submit your data to HAB. This is a two part process for DRP applicants:

- ✓ Both CBDPP grantees and DRP applicants select the “Submit Your Report Electronically” option on the main menu, which will guide you through the steps required to create an export file for transmission to HAB’s data contractor through email.
- ✓ Second, DRP applicants select the “Print the Validated Report for Submission to Grants.gov” option on the main menu to create a PDF of your validated report for upload to Grants.gov.

If you encounter technical issues submitting your Report, please contact Data Support for assistance.

Remember to print a copy of your completed Report for your records. This can be done from the main menu.

Getting Help

Should you need assistance, either with the use of this Utility or in understanding the requirements of the Dental Services Report, please contact the Ryan White HIV/AIDS Program Data Support help desk:

WRMA/CSR Ryan White Project
Ryan White HIV/AIDS Program Data Support
2107 Wilson Blvd., Suite 1000
Arlington, VA 22201

Toll-Free Help Line: 1-888-640-9356
Monday-Friday 9am-5:30pm Eastern Time
Email: RWdatasupport.wrma@csrincorporated.com

Note: Please provide your institution name to the Technical Assistance (T.A.) Specialist. When submitting a request via email, be sure to include your institution name and your position within the institution in the message text.