

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:

- Report unreimbursed cost to Grants.gov and;
- Email your data (xml file) to Data Support.

DRPs are no longer required to submit a PDF version of their data to Grants.gov. The total unreimbursed cost reported to Grants.gov must match the unreimbursed cost reported to Data Support.

To be considered for DRP funding, complete applications to Grants.gov must be received no later than March 23, 2018 and data must be received by Data Support no later than March 23, 2018.

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, 2016 through June 30, 2017. Use the “DSR 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 application package to Grants.gov. You must attach a 1-page document indicating the amount of unreimbursed costs of care.
5. Submit your report to 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 ryanwhitedatasupport@wrma.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 10 a.m. and 6:30 p.m. ET, Monday through Friday. Please note that Data Support is closed on all observed Federal Public Holidays.

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 application package and unreimbursed costs to Grants.gov AND email the XML data to Data Support.