

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

Use the DSR Database Utility (see step 1, below) to complete and submit your Dental Services Report (DSR) electronically. You must complete two components to submit your Dental Reimbursement Program (DRP) data:

- Report unreimbursed cost to Grants.gov (<https://www.grants.gov>), and
- Email your data (xml file) to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**You are no longer required to submit a PDF version of their data to Grants.gov. The total unreimbursed cost you report to Grants.gov must match the unreimbursed cost you report to Ryan White Data Support.**

**To be considered for DRP funding, submit your completed applications to Grants.gov and your data to Ryan White Data Support no later than 6 pm ET on April 3, 2020 (the same due date for both). You must enter the total unreimbursed costs of oral health care provided to people living with HIV from July 1, 2018 through June 30, 2019, in fields 18a and 18g of the SF-424 application page. Failure to submit this information will result in an incomplete application, and HRSA will deem your application ineligible.**

### **Accessing and Submitting Your DRP Application and Data.**

1. Download the DSR Database Utility from <http://hab.hrsa.gov/manageyourgrant/reportingrequirements.html> accessible in the Dental Services Report section of that page, and follow the steps outlined in “Database Utility Setup Instructions for Web Download” (there’s a link to the instructions in the DSR section).
2. Enter your data for July 1, 2018 through June 30, 2019. Use the “DSR Getting Started Guide” for help navigating the utility, and “Instructions for Completing the Dental Services Report” for data requirements. Links to both are available in the Dental Services Report section.
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.
5. Submit your report to Ryan White Data Support:
  - a. Click “Generate Dataset to Submit Your Report Electronically.”
  - b. One xml file, DSRMain.xml for DRP applicants, and/or two xml files, CBDPPMain.xml and CBDPPSub.xml for CBDPP recipients, will be saved to your desktop.
  - c. Attach the xml file(s) to an email and send it to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**Note:** Ryan White Data Support will email confirmation of data receipt within 1 business day. If you do not receive confirmation, inquire about the status of your submission by calling 1-888-640-9356, 10 am–6:30 pm. ET, Monday through Friday. Please note that Ryan White Data Support is closed on all observed Federal public holidays.

Be sure to respond to inquiries and requests for additional information you receive from Ryan White Data Support in a timely fashion to ensure that your submission is complete.

**Please note that your application for DRP funding is not complete until you submit the application package to Grants.gov AND email the XML data to Ryan White Data Support. Due date for both is 6 pm ET, April 3, 2020.**