

Important Notice Regarding Provider Agencies and Registration Codes

We are currently updating our list of service providers for all grantees funded by the Ryan White HIV/AIDS Program. The most current listing of your providers from the EHBs is enclosed. It contains the registration codes of those providers that must access the Ryan White HIV/AIDS Program Annual Data Report (RDR) through the RDR Web system, and indicates those providers that must access the RDR through EHBs.

Please review this list carefully to ensure that all of your service providers for the 2008 reporting period are included. You may revise your provider list in one of two ways:

1. Using the Electronic Handbooks and the Ryan White Data Report Web System

Update and certify your provider list using the EHBs at <https://grants.hrsa.gov/webexternal> after December 8, 2008. The procedure is outlined in the enclosed attachment, Additional Information about Provider Verification in EHBs. Once you certify your provider list in the EHBs, provider *deletions* can only be completed through Data Support.

2. Submitting the Provider Verification Form

Use the enclosed Provider Verification Form (PVF) to notify Data Support if you have new providers, if any of the agencies you funded in 2008 changed their names, or if any of the providers will not be submitting RDRs and need to be deleted. Please note that you are required to provide a reason for each provider deletion using one of the following codes:

- (01) Provider did not receive funding during this reporting period.
- (02) Provider is out-of-business.
- (03) Provider services are no longer eligible for funding.
- (04) Provider was defunded.
- (05) Provider's data are aggregated into another report.
- (06) Provider merged with another funded agency.
- (07) Provider is shown more than once on the list.
- (08) Other/reason not listed

Please submit PVFs no later than December 21st. Data Support will process PVFs received by this date and email registration codes for new providers prior to the launch of the Web system on January 5, 2009.

NOTE: Once Data Support updates your provider list, you must still review and certify the list in EHBs (see step 3 in the enclosed document, Additional Information about Provider Verification in EHBs).

You may choose to download the PVF in MS Word from the Technical Assistance Web site at <http://datasupport.hab.hrsa.gov>.

Mail, fax, or e-mail a completed PVF to:

Ryan White HIV/AIDS Program Data Support
2107 Wilson Boulevard, Suite 1000
Arlington, VA 22201
703-312-5230 (fax)
ryanwhitedatasupport.wrma@csrincorporated.com