

ADDITIONAL INFORMATION ABOUT PROVIDER VERIFICATION IN EHBs

Before performing any functions – such as data entry, review, and submission – within the EHBs’ Ryan White Data Report (RDR), grantees must review their contact information and list of providers and certify that they are correct.

Go to the EHBs grant portfolio and click “open grant handbook” for the appropriate grant. Then click “Performance Reports” and follow the link to the RDR by clicking “start report.” Next you will be prompted to complete the following steps:

1. Verify Contact Information
 - a. Review the names listed under “Data Contact Information.”
 - b. Click “Update Data Contact Information” to make any changes. You may:
 1. Add a data contact (including name, phone, fax, and email).
 2. Remove a data contact.
 3. Update the specific contact information for a data contact.
 - c. Click “Next” when you are done updating data contact information.
2. Verify Provider List
 - a. You will see the list of your providers on the next form. Carefully review the list of providers noting any that should be removed and any that should be added.
 1. If you find a provider that should be removed from the list click “Edit/Remove.” You will be required to indicate the reason why the provider is being removed.
 2. If you funded a new provider during the reporting period and need to add the provider to the list click “Search for a provider to add.” You can then search for the provider and “associate” them with your grant. If the new provider is not already in the system, you must contact Data Support to “create” the provider.
 - b. Click “Next” when you are done updating your provider list.
3. Review and Certify Information
 - a. After reviewing and updating your contact information and provider list, you will need to certify that the information is correct.
 - b. If the contact and provider information is correct, click the check box “I certify that the data contact and provider information shown here is accurate and complete,” then click “Certify.”

Once you have completed this process you may proceed with data entry, review and submission. If you need to remove a provider after certifying your list, you must contact Ryan White HIV/AIDS Program Data Support by calling 888-640-9356 or emailing ryanwhitedatasupport.wrma@csrincorporated.com.