



HIV/AIDS Bureau

Rockville, MD 20857

Dear Ryan White HIV/AIDS Program Grantee:

In preparation for submission of your 2008 Ryan White HIV/AIDS Program Annual Data Report (Ryan White Data Report), we are sending you the 2008 Ryan White Data Report (RDR) form, instructions, and supporting documentation. Also enclosed is important information about HRSA's Electronic Handbooks (EHBs)—your online portal to the Ryan White Data Report Web system—and other relevant information for you and your providers.

To ensure a complete data submission package, be sure to do the following:

1. Verify and register current project director.
 - If your agency has a new project director (PD) you must inform Grants Management of the change. Contact the Grants Management Specialist noted on your Notice of Grant Award (NGA). Failure to change the PD name may prevent staff from accessing the Ryan White Data Report Web system. Once your NGA is updated, the PD must register in the EHBs and grant the appropriate access permissions to system users in your organization.
 - If you are a returning user, you will be prompted to update your password and to verify contact information.
2. Review the enclosed provider list for accuracy as soon as possible. Beginning December 8, 2008, log into the EHBs to review, edit, and certify the list. Make changes, if necessary, through the EHBs, or use the enclosed Provider Verification Form to notify Ryan White Data Support of these changes. Once you certify your provider list, contact Data Support to make additional changes.
3. Formally review and approve all providers' Ryan White Data Reports through the EHBs.

Please inform each of your Ryan White HIV/AIDS Program-funded service providers to complete one Ryan White Data Report for the period January 1, 2008, through December 31, 2008.

The important deadlines to keep in mind:

- Ryan White Data Reports must be in Review status on or before: March 16
- Return Ryan White Data Reports to providers for correction by: March 23
- Approve all Ryan White Data Reports by: March 30

Be sure to review both the form and instructions before reporting data, and visit the Technical Assistance (TA) Web site regularly at <http://datasupport.hab.hrsa.gov/> for help and to ensure that you have the most current information.

You and/or your providers may submit data in one of three ways:

1. Data Entry Using the Ryan White Data Report Web System

The Ryan White Data Report Web system will be available on January 5, 2008, at <https://performance.hrsa.gov/hab>.

As in the past, providers establish user accounts using their provider registration codes. Be sure to distribute the assigned registration code to each provider. Providers then submit their information for review and approval by their grantee(s) of record before final submission to HAB.

Grantees (even those that are also providers) must access the system through the EHBs at <https://grants.hrsa.gov/webexternal>.

2. Electronic Upload Using CAREWare or an XML File

Agencies can use CAREWare to generate and upload their Ryan White Data Reports to the Web system. Grantees access the Web system by logging into the EHBs; providers log in using their registration codes. For further information about the upload process and CAREWare tools, go to the CAREWare Web site at <http://hab.hrsa.gov/careware/>.

Alternatively, grantees may upload their program data in an XML file. Contact the HRSA Call Center at 877-GO4-HRSA for assistance with submitting an XML file, to obtain help with the EHBs, or to resolve technical problems in the Ryan White Data Report Web system.

3. Paper Submission

You may download the Ryan White Data Report form and instructions from HAB's Tools for Grantees page at <http://hab.hrsa.gov/tools.htm> and photocopy it for your providers. Note that only Ryan White Data Reports submitted on the Office of Management and Budget (OMB)-approved form will be accepted.

Fax one copy of your providers' Ryan White Data Reports to 703-312-5230. Or mail to:

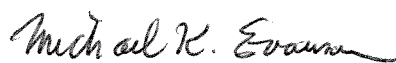
Ryan White Data Support
c/o WRMA/CSR, Incorporated
2107 Wilson Boulevard, Suite 1000
Arlington, VA 22201

Deadline: Paper submissions must be received no later than February 27, 2009. This deadline allows time for data entry and for grantees to review and approve each Ryan White Data Report. Be sure to photocopy each completed Ryan White Data Report for your records before mailing your submission package.

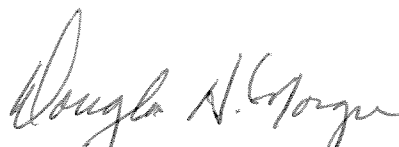
Help Line: For help with any aspect of Ryan White Data Report preparation, please contact a TA specialist at our toll-free help line: 888-640-9356, from 9 a.m. to 5:30 p.m. ET, Monday through Friday. You also may e-mail your inquiry to ryanwhitedatasupport.wrma@csrincorporated.com.

We greatly appreciate your efforts to collect and submit the required data to HAB in a timely fashion. This information is critical in establishing and reporting annual performance measures for the Ryan White HIV/AIDS Program. We hope that the variety of Ryan White Data Report submission options will make this process easier for you and also enable HAB to report the data back to you in a timely manner.

Sincerely,



Michael K. Evanson
Acting Director
Division of Community Based Programs



Douglas H. Morgan, M.P.A.
Director
Division of Service Systems

Enclosures (12):

Important Notices to Ryan White HIV/AIDS Program Grantees and Providers

Provider List

Checklists for Completing the 2008 RDR*

Who to Contact for Assistance*

Before Beginning the Data Report Checklist*

Important Information for Grantees about RDR Electronic Submission*

Important Information for Providers about RDR Web Registration*

Additional Information about Provider Verification in EHBs*

Important Notice Regarding Provider Agencies and Registration Codes*

Provider Verification Form*

2008 Ryan White Data Report Form*

2008 Ryan White Data Report Instructions*

* Documents located on enclosed CD.