

CHECKLISTS FOR COMPLETING THE 2008 RYAN WHITE HIV/AIDS PROGRAM ANNUAL DATA REPORT

Service providers only:

- ❑ *New users* should use the assigned registration code to create a user name and password.
Experienced users should use their user name and password from last year. If you have forgotten your user name and/or password contact the HRSA Call Center at 877-464-4772 or CallCenter@hrsa.gov for assistance.
 - ❑ Enter your data.
 - ❑ Validate your Ryan White Data Report and correct any errors.
 - ❑ Click 'Submit' and add your comments to advance the data report into "Review" status for review by grantees.
 - If your report is "Returned" by a grantee to "Working" status, make corrections as necessary and resubmit your data report to "Review" status.
- NOTE:** If more than one person within your organization is responsible for data entry, *release the lock* on the data report when logging out so it will be accessible to other users. If you are funded under more than one Program Part and persons in more than one organization are responsible for data entry, contact Ryan White Data Support to transfer ownership of the data report from one organization to the other.

Grantees only:

- ❑ Review your provider list included in the annual mailing materials. Modify your provider list in the Web system or complete the Provider Verification Form included in your mailing and return it to Data Support.
- ❑ Certify your provider list in the Web system.
- ❑ Enter your data (if applicable).
- ❑ Validate your data report and correct any errors.
- ❑ Click 'Submit' and add your comments.
- ❑ Examine your providers' data reports as they advance them into "Review" status. "Submit" them to HAB or "Return" them to providers for correction. If you "Return" a data report for correction, include an explanatory comment so that it clearly indicates changes must be made. All data reports, including your own, must be submitted by 6 PM ET on March 16, 2009 and approved by March 30, 2009 to be considered on time.
- ❑ Remember to monitor your EHB submission status through March 30, 2009.