

## Sample Letter to Providers for RDR Submission

Dear Ryan White HIV/AIDS Program service provider,

I am writing to remind you that \_\_\_\_\_ (*your provider's name*) \_\_\_\_\_ is required to submit a 2008 Ryan White HIV/AIDS Program Annual Data Report (RDR). Your report must be submitted to 'Review' status in the RDR Web system no later than \_\_\_\_\_ (*your due date*), 2009.

The RDR form and instructions are available on the Data Support Web site at:

<http://datasupport.hab.hrsa.gov>

Please carefully review the OMB approved form and instructions for the 2008 RDR. Should you have questions after reviewing these documents, please contact Ryan White HIV/AIDS Program Data Support at 888-640-9356 or [ryanwhitedatasupport.wrma@csrincorporated.com](mailto:ryanwhitedatasupport.wrma@csrincorporated.com) from 9 a.m. to 5:30 p.m. ET, Monday through Friday.

### **Submission via the Web system:**

All Ryan White HIV/AIDS Program service providers are expected to use the online reporting system to submit their 2008 Ryan White Data Reports. The online system can be accessed by providers at:

<https://performance.hrsa.gov/hab>

*Note:* If you also receive funding directly from HRSA, you will need to access the Web system via the Electronic Handbooks (EHBs).

*New users* should use the assigned registration code to create a user name and password.

Your registration code is: \_\_\_\_\_

*Experienced users* should use their user name and password from last year. If you have forgotten your user name and/or password, or if you encounter technical problems accessing the Web site, contact the HRSA Call Center at 1-877-464-4772 or [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov) for assistance.

Thank you in advance for the time and effort you will dedicate to completing the Ryan White Data Report and for your commitment to providing complete and accurate data. Your full participation in this effort helps to ensure that we meet the reporting requirements set forth by HAB thus enabling us to continue offering these much needed services to our clients.

Sincerely,

*Your Name*  
*Your Agency*