

**HHS/OFFICE OF THE NATIONAL COORDINATOR FOR HEALTH IT
GRANT RECIPIENT REPORTING CHECKLISTS (January 2012 Reporting)**

Recipient Reporting Checklist: Prime Recipient HAS NOT DELEGATED reporting to sub-recipients.

Item	Completed?	Description of Task
1		<p>Review HHS Recipient Reporting Documentation:</p> <ol style="list-style-type: none"> 1. ONC Recipient Reporting Toolkit -- FAQs, Slide Presentation, and ONC Data Dictionary: (www.healthit.hhs.gov/arra) 2. HHS Recovery Act Recipient Reporting Readiness Tool: http://tags.hhs.gov/ReadinessTool/ <p>Review OMB Guidance and FAQs:</p> <ol style="list-style-type: none"> 3. FederalReporting.gov -- Webinars, Users Guide, FAQs: https://www.federalreporting.gov/federalreporting/downloads.do 4. Recipient Reporting Data Dictionary: https://www.federalreporting.gov/federalreporting/downloads.do 5. Data Quality, Non-Reporting Recipients and Reporting of Job Estimates (12/18/09): http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf 6. Implementing Guidance for the Reports on Use of Funds (6/22/09): http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf 7. OMB Recovery Act FAQ's: http://www.whitehouse.gov/omb/recovery_faqs/
2		Register in the CCR (Central Contractor Registration): https://www.bpn.gov/ccr/default.aspx and obtain a DUNS number: http://fedgov.dnb.com/webform?rfid=fedrep
3		Register in www.federalreporting.gov
4		Establish communication channel between your organization's CCR contact, who will receive the FederalReporting.gov PIN (FRPIN), and your ARRA Recipient Reporting Coordinator.
5		Develop a roster of the ARRA Coordinators from each vendor and sub-recipient organization in order to collect all information needed to populate the sub-recipient and vendor sections of the report.
6		Ensure that sub-recipient organizations have DUNS numbers (if receiving \$25,000 or more in ARRA funding).
7		Contact vendors and sub-recipients to obtain jobs funded data (jobs created and retained) from vendors, sub-recipients, and sub-sub recipients to report in the Prime Recipient's 1512 report.
8		<p>Obtain the following sub-recipient information (for awards \$25,000 or more) to complete the sub-recipient reports:</p> <ul style="list-style-type: none"> • Sub-Recipient DUNS number • Sub-award number • Sub-award amount • Congressional district • Sub-award funds disbursed • Sub-award date • Place of performance (street, city, state, zip code, Congressional District, country) • Names and compensation of top 5 officers, if applicable

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9		Collect the following vendor information (for payments of \$25,000 or more) to complete the report(s): <ul style="list-style-type: none"> • Sub-Award number (if applicable) • DUNS number or vendors' name and 9 digit zip code • Product service and description • Payment amount
10		Complete Section 1512 report. For recipients that have completed reports in prior cycle: Use the "Copy Forward" feature in FederalReporting.gov to copy information from the October 2011 report into the January 2012 report.
11		Perform data quality review of report.
12		Notify ONC Project Officer of report completion.
13		Make appropriate and timely corrections to data when contacted by ONC Project Officer and/or notified via FederalReporting.gov.

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Recipient Reporting Checklist: Prime Recipients HAVE DELEGATED reporting to Sub-Recipients receiving \$25,000 or more in ARRA funding.

Item	Completed?	Description of Task
1		<p>Review HHS Recipient Reporting Documentation:</p> <ol style="list-style-type: none"> 1. ONC Recipient Reporting Toolkit -- FAQs, Slide Presentation, and ONC Data Dictionary: (www.healthit.hhs.gov/arra) 2. HHS Recovery Act Recipient Reporting Readiness Tool: http://taggs.hhs.gov/ReadinessTool/ <p>Review OMB Guidance and FAQs:</p> <ol style="list-style-type: none"> 3. FederalReporting.gov -- Webinars, Users Guide, FAQs: https://www.federalreporting.gov/federalreporting/downloads.do 4. Recipient Reporting Data Model: https://www.federalreporting.gov/federalreporting/downloads.do 5. Data Quality, Non-Reporting Recipients and Reporting of Job Estimates (12/18/09): http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf 6. Implementing Guidance for the Reports on Use of Funds (6/22/09): http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf 7. OMB Recovery Act FAQ's: http://www.whitehouse.gov/omb/recovery_faqs/
2		Register in the CCR (Central Contractor Registration): https://www.bpn.gov/ccr/default.aspx and obtain a DUNS number: http://fedgov.dnb.com/webform?rfid=fedrep
3		Register in www.federalreporting.gov .
4		Notify sub-recipients that Section 1512 reporting duties have been delegated.
5		Notify ONC Project Officer that Section 1512 reporting duties have been delegated to applicable sub-recipients.
6		Establish communication channel between your organization's CCR contact, who will receive the FederalReporting.gov PIN (FRPIN), and your ARRA Recipient Reporting Coordinator.
7		Develop a roster of the ARRA Coordinators from each vendor and sub-recipient organization in order to collect jobs funded (jobs created and retained) information.
8		Ensure that sub-recipient organizations are registered in the CCR and obtained a DUNS number (if receiving \$25,000 or more in ARRA funding)
9		Send the following data to the sub-recipient so www.federalreporting.gov will match the sub-recipient data with the correct prime recipient: <ul style="list-style-type: none"> • Prime DUNS number • Prime Award number • Transaction type (grant)
10		Contact vendors and sub-recipients to obtain jobs funded data from vendors, sub-recipients, and sub-sub recipients to report in the Prime Recipient Section 1512 report.
11		Collect the following vendor information (for payments of \$25,000 or more) to complete vendor report(s): <ul style="list-style-type: none"> • Sub-Award number (if applicable) • DUNS Number or vendors' name and 9 digit zip code • Product service and description • Payment amount • Jobs funded (created and retained)

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Item	Completed?	Description of Task
12		Complete Section 1512 report. For recipients that have completed reports in prior cycle: Use the “Copy Forward” feature in FederalReporting.gov to copy information from the October 2011 report into the January 2012 report.
13		Perform data quality review of report.
14		Notify applicable ONC Project Officer of report completion.
15		Make appropriate and timely corrections to data when contacted by ONC Project Officer and/or notified via FederalReporting.gov.