



## MDC-LARP Guidelines for Monthly Report Submissions

All Monthly Report templates are available on-line at:

<http://phpa.dhmf.maryland.gov/oralhealth/SitePages/ReportingForms.aspx>

1. Right click the appropriate month (October, November, etc.) and click "Save link as"
  - a. For Mac users, press and hold the CONTROL key before you click the mouse button.
2. A dialog box will appear, allowing you to save the form on your computer in the selected folder of your choice.
3. Save the document as an "Adobe Acrobat Document."
4. Find the location where you saved the document on your computer, and open the document.
5. Enter your data by filling in the highlighted fields.
6. Save your changes. If you are prompted with a pop-up asking if you want to replace the file, click YES.
7. E-mail your monthly reporting form to [dhmf.mdclarpprogram@maryland.gov](mailto:dhmf.mdclarpprogram@maryland.gov) by the 10<sup>th</sup> of each month.

**\*\*Do not open a monthly report and type data directly into the report on the webpage. This will cause you to e-mail a blank report. \*\***

Note: If you are encountering problems with your monthly report, you should ensure you have the most updated version of Adobe Reader. Updates are free, and available for download at: <http://get.adobe.com/reader/otherversions/>

If you have any questions- please do not hesitate to email : [dhmf.mdclarpprogram@maryland.gov](mailto:dhmf.mdclarpprogram@maryland.gov) or call the Program Coordinator, Stacy Costello, MPH, CHES at 410-767-3081