

Data Entry Training FAQs

This accompanies the training as the Q&A section is not included in the recording to reduce the length of the training video and to ensure PHI is not shared.

What is the purpose of the Medical Care Verification Form? Can you provide an example?
Please follow the link to the [Medical Care Verification Form Template](#) found on our website.

When is the Intake Date changed?

Never! This field is only for initial intake into our EMA. It should not be updated.

What fields are shared/not shared in the *Client Intake Information* section of the *Intake Information* tab?

- Agency ID = Not Shared
- Intake Date = Shared
- Medical Case Management Status = Shared
- Enrollment Status = Shared

What if the subservice I need a unit definition for is not in the *GA Subservice Guide*?

If the subservice is not on the [GA Subservice Guide](#), the unit definition is not time dependent. It is a 1:1 ratio where one service = one unit.

Does my agency need to complete the EMA Screening tool? Is it done by the referring provider? When does this need to be completed?

All agencies must use the Atlanta EMA Screening Tool **if** receiving Part A funds to provide Outpatient Ambulatory Health Services, Substance Abuse-Outpatient, Mental Health, Case Management (medical or non-medical) or Referral for Health Care and Support services. If your agency does not provide these services or receive Part A funds, it is not required.

If the referring agency is EHE-only funded or does not provide the services outlined above, the agency receiving the referral should complete the form.

This form should be completed at intake and on an annual basis. See [Protocol](#) for more information.

When is the fiscal year and what reports are required on the Fiscal Year timelines?

Fiscal Year or Grant Year 2023 (FY23/GY23) is from 3/1/23 – 2/29/24. For reporting to DHE, see [Grants Requirement Calendar](#).

For internal tracking purposes, you can use the below guidance:

- **Performance Measures** are run using a one-year lookback for all measures, except for Medical Visit Frequency which is run on a two-year lookback. The table below shows the reporting timelines for each quarter.
- **Service and Count** data can be run on the quarter or annually.

	One-year lookback Used for all Performance Measures except Medical Visit Frequency	Two-year lookback* Used for <i>Medical Visit Frequency</i>
Q1 (3/1/23 – 5/31/23)	6/1/22 – 5/31/23	6/1/21 – 5/31/23
Q2 (6/1/23 – 8/31/23)	9/1/22 – 8/31/23	9/1/21 – 5/31/23
Q3 (9/1/23 – 11/30/23)	12/1/22 – 11/30/23	12/1/21 – 11/30/23
Q4 (12/1/23 – 2/28/24)	3/1/23 – 2/29/24	3/1/22 – 2/29/24

What should I do with issues or recommendations for e2Fulton (e.g., reducing the required fields under the Pregnancy subtab, editing the subfields on the Referrals Module)?

For any recommended changes to e2Fulton, please email support@e2Fulton.org to see how we can improve data entry/reporting.

I need another training tailored to my role and what I have to do in e2Fulton.

Please reach out to support@e2Fulton.org or your Project Officer for more assistance.