



**FULTON  
COUNTY**

# DATA ENTRY TRAINING

AUGUST 23, 2023

**Department for HIV Elimination**



## WHAT IS REQUIRED?

- Eligibility Documentation
- Other Documentation – EMA Screening Tool, HIPAA, etc.
- Eligible service data entered in a timely manner
  - Services for every funded service category
  - Subrecipients must report client level service data for all eligible clients who receive services from your agency under a category for which your agency is funded by Ryan White even those who had the service paid for by another funding source. This will include services funded through RWHAP-related program income and pharmaceutical rebates, called Eligible Services reporting.
- Lab Data
  - Everything we pay for and necessary to run PMs
  - If there is lab missing from e2Fulton please reach out to Support so that we can add it.

- **PPPN-001** Client Eligibility
- Manual Data Entry Guide
- Check for existing clients when performing a search to avoid duplication of clients.
- Upload eligibility documents in conjunction with filling in H&I Status
  - Global consent (**Part A & EHE**)
  - HIV Proof (**Part A & EHE**)
  - Insurance (**Part A & EHE**)
  - Income (**Part A**)
  - Residency (**Part A**)



- Required documents to be uploaded
  - **Medical Care Verification**(*Annually* (OAHS Clients))
  - **Atlanta EMA Screening Tool** (*Annually* (OAHS, Substance Abuse-Outpatient, Mental Health, Case Management (medical or non-medical, Referral for Health care and Support services(**Part A**)))
  - **HIPAA, Grievance Procedures, Clients Rights and Responsibilities**(completed on clients first site visit)
- **HIV/AIDS Status** please be accurate as possible and try not to change this date which affect Performance Measures
- Demographics
  - **Subgroups** – Hispanic or Latino/a, Native Hawaiian/Pacific Islander or Asian

## TAKEAWAYS – MEDICAL SECTION

- Two of the most important Performance Measures (*Viral Load Suppression* and *Prescription of Antiretroviral Therapy*) come from this section and can be entered regardless of whether you provide OAHS services
  - Viral loads should be entered in the *Labs* section
  - Always make sure to select the reason for medication



Viral Load  
Suppression

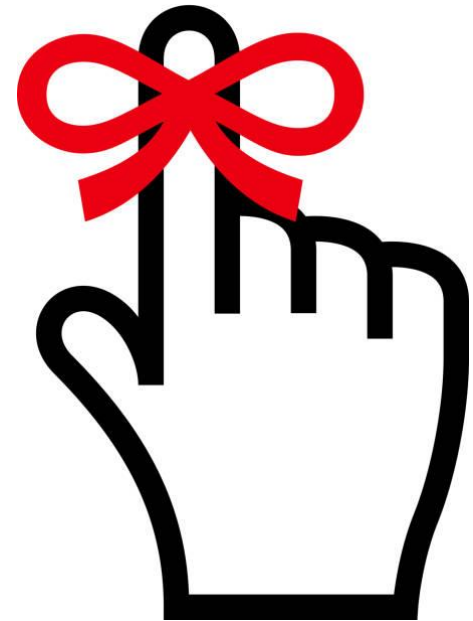


Prescription of Antiretroviral  
Therapy (ART)



Annual Retention  
in Care

- The Substance Abuse and Mental Health screenings are part of the **EMA screening tool**.
  - The tool should be performed at intake and recertification for agencies receiving OAHS, Substance Abuse, Mental Health, Medical or Non-Medical Case Management, and Referral for Health Care or Supportive Services.
  - The tool should be uploaded under *Document Tracker – Other* after the field is marked under Substance Abuse and Mental Health Screenings.



## TAKEAWAYS – REFERRALS & SERVICES

- Referrals
  - Is your client eligible for the service you're referring?
  - Select your referring service carefully as the destination agency will not be able to change it.
  - PPPN-075: Referral Timelines
    - Client service referrals must be entered into e2Fulton within 3 business days of request.
    - Agencies must “Accept” or “Reject” incoming referrals within 2 business days.
    - The referral must be labeled as either Complete, Lost to Follow Up, or Canceled in the system within 14 calendar days of Acceptance in e2Fulton.
  - Referral Entry & Reports Guide & Video
- Services
  - GA Subservice Guide
  - PPPN-008: Data Management Timelines
    - Eligibility entered within 3 business days
    - Services entered within 10 business days



- [PPPN-001 Client Eligibility](#)
- [Manual Data Entry Guide](#)
- EMA Screening [Tool](#) and [Protocol](#)
- [GA Subservice Guide](#)
- [PPPN-075 Referral Timelines](#)
- [PPPN-008 Data Management Timelines](#)
- Referral Entry and Reports [Guide](#) and [Video](#)



# [support@e2fulton.org](mailto:support@e2fulton.org)

- E2Fulton Assistance & Inquiries
- Password Resets
- LKM Lockouts
- How To's

