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
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.

**Takeaways – Medical Section**

- 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
RESOURCES & DOCUMENTS

- 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

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