



POLICY AND PROCEDURE NOTICE: PPPN-008 DATA MANAGEMENT TIMELINES

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program in ensuring compliance with data reporting requirements.

Authority:

- HRSA Notice of Award
- HRSA Conditions of Award
- HRSA Part A Manual
- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedures:

Subrecipients must have internal Policies and Procedures which detail the step-by-step process for data entry, responsibility for monitoring, and ensuring that data policy timelines are met.

1. Client eligibility data must be scanned and uploaded into e2Fulton within three (3) business days.
2. Client service data must be entered into e2Fulton within a week (5 business days) of service date.
3. For agencies submitting client-level data through a Provider Data Import (PDI), the PDI must be submitted every 2 weeks (10 business days) and notification of upload provided to the Program Office's Data Manager.
4. A Ryan White Services Report (RSR) must be submitted with each Quarterly Progress Report.
 - A. Data files must never be submitted by unsecured email or mail.
 - B. Client data reports must be consistent with eligibility requirements specified by the Fulton County Ryan White Part A Program, which demonstrates eligible clients are receiving allowable services.
5. A Data Validation Report must be submitted with each Quarterly RSR Submission.
 - A. Subrecipients must review the RSR and submit a plan and timeline for correcting errors, warnings, or alerts and an explanation for those which cannot/should not be corrected.

- B. If technical assistance is required, the subrecipient must contact the Ryan White Part A Data Manager and an agreed upon time and method shall be set for assistance.
 - C. Failure to correct errors, warnings, or alerts and an explanation for those which cannot/should not be corrected according to the agreed upon schedule will be viewed as the agency being noncompliant and appropriate sanctions will be issued.
 - D. The Part A Data Manager will run follow up reports to ensure data is corrected. Once sufficient evidence is submitted to the Part A Data Manager that the problem is corrected, the Data Manager will send the subrecipient written notification of compliance with the requirement.
6. Subrecipients must submit an annual RSR to HRSA following the guidelines and timelines set forth by HRSA and the Ryan White Part A Recipient.

Verification:

- Review subrecipient written policies and procedures.
 - A. Validate that the policies and procedures are consistent with the standards in this document.
- Review of Quarterly RSR
 - A. Review plan to correct errors, warnings, and alerts.
- Annual on-site and periodic desktop monitoring.

Approved: May 2016

Reviewed: March 2021