



POLICY AND PROCEDURE NOTICE: PPPN-011 DATA QUALITY REVIEW

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure high-quality of client-level data for reporting and other purposes.

Authority:

Fulton County Ryan White Part A Contract/Agreement

Policy and Procedures:

The Ryan White Part A Office will work with all subrecipients to ensure a high level of data quality in the Atlanta EMA.

1. Subrecipients will be notified by Department for HIV Elimination Data Manager when missing or unknown data is found, and will be required to correct the data within a timeframe outlined by the Recipient.
2. The Recipient will provide assistance to subrecipients when possible, and may require corrective action plans or impose sanctions for noncompliance.
3. The Department for HIV Elimination Data Manager will run custom reports in e2Fulton including, but not limited to desktop monitoring reports, to determine unknown or missing data on a monthly or quarterly basis. The Department for HIV Elimination Data Manager will review these reports to determine compliance with data management policies. Errors and/or missing elements will be shared with the subrecipient with a set time frame for follow up of completion.
 - A. Notification
 - i. The subrecipient will be notified immediately in writing if it is determined that the subrecipient is out of compliance with data management policies.
 - For minor data discrepancies the written notice will be an e-mail.
 - For critical data issues, the written notice will be a formal letter.
 - ii. If technical assistance is required, the subrecipient must contact the Department for HIV Elimination Data Manager to determine an agreed timeline and type/method of assistance.

- iii. Once sufficient evidence showing that the problem has been submitted to the Fulton County Ryan White Part A Data Manager, the Data Manager will send the subrecipient written notice of compliance with the requirement(s). The Data Manager will run follow-up reports to ensure data is correct.
4. Subrecipient policies must detail the step-by-step process of how data management will be integrated into the agency's overall quality management plan, running and reviewing e2Fulton reports for internal quality monitoring (i.e., RSR, Lag Days, Client, Service, Management), workable solutions to identified issues, plan to fix the data quality and input issues, workable and acceptable goals with dates, tasks outlined and conformity to report requirements (e.g., no locked cells, no typing out of the cells in a report).

The subrecipient's Data Designee is required to run monthly and quarterly reports to ensure the quality of the data and to identify and correct any input and data issues. These issues should be discussed with the subrecipient's quality team and Programmatic Designee.

5. All pertinent staff must be provided with a copy of the internal data management policies, signed/dated by the employee, and a copy placed in the employee file.
6. The recipient will respond to multiple incidents of noncompliance in accordance with corrective actions set forth in the Fulton County Ryan White Contract/Agreement.

Verification:

- The Department for HIV Elimination Data Manager will conduct annual on-site monitoring of each subrecipient in accordance with Site Visit & Monitoring Policies and all policies and procedures necessary to ensure compliance.
- The Department for HIV Elimination Data Manager will run custom reports in e2Fulton, including but not limited to desktop monitoring reports, to determine unknown or missing data on a monthly or quarterly basis.
- The Agency Data Management Policies will be reviewed annually or more if necessary. These policies must be reviewed and approved by the Department for HIV Elimination and must reflect a commitment to improving data quality at the agency level.
- Review of employee files to ensure that all staff has indicated receipt of data management policies.

Approved June 2016

Reviewed: March 2021