



POLICY AND PROCEDURE NOTICE: PPPN-012 DATA MANAGEMENT TECHNICAL ASSISTANCE

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.

Policy and Procedures:

1. Due to the various needs regarding data management that will arise for subrecipients, the Department for HIV Elimination will provide technical assistance at the start of a contract for newly funded subrecipients and on an as-needed basis throughout the contract period.
2. Subrecipients may request additional technical assistance after the initiation of a contract. Fulton County Ryan White Part A Program will also initiate technical assistance as needs are identified through correspondence with, and monitoring of subrecipients. The Department for HIV Elimination may also conduct an annual all-subrecipient in-person data management training session covering topics to be determined by the Fulton County Ryan White Part A Program and subrecipient staff.
3. Technical Assistance (TA) may be provided on a regular basis with the understanding that selected topics will require mandatory attendance. Technical Assistance may occur in person, via teleconference, and/or by video conferencing. One-on-one TA training per provider is also available upon written email request where an agreed upon time can be established.

Approved June 2016

Reviewed: March 2021