



POLICY AND PROCEDURE NOTICE: PPPN-017 EMPLOYEE RECORDS

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure the quality of the workforce.

Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Recipients: Fiscal – Part A
- Fulton County Government Ryan White Part A Contract/Agreement
- Atlanta EMA Quality Management Standards and Measures

Policy and Procedures:

1. Employees of all subrecipients must be properly qualified and trained to perform required job duties. All employee records must contain complete and up-to-date information.
2. An employee file, or employee record, will be maintained for each employee who is paid, in whole or in part, by funds administered by the Ryan White Part A Program. Each employee record shall contain:
 - The employee's current job title, position start date and original hire date.
 - A job description for any position for which the employee's services have been billed to the Ryan White Program.
 - Documentation of any and all degrees, certifications, licensure, and/or documented experience working with the HIV/AIDS population required by the Quality Management Standards, National Monitoring Standards, state or local laws/regulations, or the Fulton County Ryan White Part A Contract/Agreement.
All certifications and licenses must be current upon start date and maintained thereafter.
 - A confidentiality statement signed and dated by the employee indicating that the employee agrees to respect the confidentiality of all agency clients (the Statement of Confidentiality must be signed before the employee provides any client services or has access to any confidential information).
 - Documentation of all training required by the contract, Policies and Procedures, or Quality Management Standards. This may include, but is not limited to, certificates of completion and copies of sign-in lists. Acceptable documentation must include the

date(s) of the training, the name(s) of the presenter(s), the duration of training, topic(s) covered and a legible signature of the participant(s).

- Documentation of continuing education if required by the current contract, Quality Management Standards, or state law/regulation. Acceptable documentation must include the date(s) of the training, the name(s) of the presenter(s), the duration of training, topic(s) covered and a legible signature of the participant(s).
- Documentation of cultural competency training.
- Documentation of receipt of all policies and procedures which require notice to employees.
- A signed and dated acknowledgement of the Whistleblower Protection Program information.

Verification:

- During site visit, review a random sample of employee files for each funded priority service category to verify that the subrecipient maintains accurate employee records.

Approved: October 2016

Reviewed: January 2021