



POLICY AND PROCEDURE NOTICE: PPPN-061 e2FULTON ACCESS

Summary and Purpose of PPN: To guide the administration of the Department for HIV Elimination in facilitating client-level and fiscal data management.

Authority:

- HRSA Part A Manual
- HAB National Monitoring Standards – Universal - Part A & B
- Fulton County Ryan White Part A Contract/Agreement
- Fulton County Ending the HIV Epidemic Contract/Agreement

Overview:

e2Fulton is a secure, centralized, software application designed to report client-level and fiscal data. e2Fulton will be used to house client records (including eligibility and services data), manage budget and invoice processes and collect client satisfaction data. Access is restricted to those individuals to whom rights have been granted by the Department for HIV Elimination.

Policy and Procedure:

Access to e2Fulton will be restricted to individuals with a legitimate need to access client data and who have agreed to follow confidentiality rules and regulations.

e2Fulton Access

1. The subrecipient’s Agency Designees must request e2Fulton access for those subrecipient staff with a legitimate need to access client level data.
2. The “e2Fulton Add or Drop User” form must be completed, signed, and submitted to the Department for HIV Elimination Data Manager.
 - A. The form must indicate the user profile: Contract Management, Data Entry, Client Management, Reporting, or Administration.
 - B. The form must include a justification why the individual needs to access e2Fulton.
 - C. The agency designee must certify that the user being added has signed the appropriate confidentiality agreements documentation of which is maintained on file.
3. The written request will then be sent to Department for HIV Elimination via email to the Data Manager.

- a. If there are any special user request this is also when they should be made.
4. Upon receiving and approving the request, the Data Manager will create a user name and assign user permission (rights).
5. e2Fulton will establish a generic password for the user which must be reset upon first use. The e2Fulton system will notify the user (via e-mail) of the user name and temporary password.
6. The subrecipient must complete the “drop user” portion of the “e2Fulton Add or Drop User” and submit to the Department’s Data Manager within three days of the date upon which a user no longer should have access to E2Fulton (e.g., upon change of job duties, resignation, termination, etc.).

Technical Assistance with the completion of any of these forms is available from the Department’s Data Manager.

Verification:

- Validate presence of signed confidentiality documents during site visit.

Approved: May 2016

Reviewed: March 2021