

# Area Agency on Aging of Dane County 2022 Paul H. Kusuda Special Projects Fund Grant Application

The 2022 Paul H. Kusuda Special Projects Fund Grant augments Dane County-funded Client-Centered Case Management and related services provided by the 12 Senior Focal Points. It may cover all or part of one-time costs to meet any of the following Case Management Program needs:

- a. To continue or restore client services that had to be curtailed because of diminished staff time;
- b. To enable staff to attend staff development or in-service training (for example, tuition, books or other resources, transportation/lodging costs);
- c. To plan, develop, and provide new client service(s) heretofore thought to be evidence-based, unique, or needing application in a case-setting;
- d. To meet unexpected costs not included in the current budget (to include equipment, supplies, postage or services);
- e. To enable social research targeting program or technique effectiveness; or
- f. To fund other initiatives that either enhance case management services or improve the quality of life for financially eligible older adults served by this program.

The grant-funded project covers the period 1 January 2022 through 31 December 2022. Projects are limited to a minimum of \$500 and maximum of \$15,807.

Use this fillable form (**your responses must fit within the specified space**) and email it with letters of support to: [aaa@countyofdane.com](mailto:aaa@countyofdane.com). Completed applications and letters of support must be received by **Friday, 18 February 2022, 4 pm.**

## Proposal Information

<b>Project Title</b>	Case Management Client-Centered Database
<b>Amount Requested</b>	\$5,000
<b>Agency Name</b>	Northwest Dane Senior Services
<b>Agency Address</b>	1837 Bourbon Rd, Cross Plains, WI 53528
<b>Applicant Name</b>	Vicki Beres
<b>Applicant Phone Number</b>	608-798-6937 Ext 3
<b>Applicant Email Address</b>	<a href="mailto:casemanager@nwdss.org">casemanager@nwdss.org</a>

This project is:  **new project** *or*  **an expansion** of an existing project.

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*If planning to expand an existing project, attach a **one-page addendum** describing the nature and scope of the current project and how it will be expanded. Collaborations are encouraged.*

**PROPOSAL [50 points—two pages maximum]**

**Describe the proposal's focus, purpose, and steps that will be taken to meet the purpose.**

- **Focus:** Creation of a case management client-centered database
  
- **Purpose:** Move away from paper client files to a database that is designed to meet client-center case management goals. Advantages of a database include: mobile access to data, forms and case notes while on home visits; safe, secure and efficient means to manage client files, case notes, projects, intake forms, service plans, and assessment forms. A case-centered database will increase overall efficiency in completion of client-centered projects, goals, and monthly county reporting, allowing for more time to engage with clients in person.
  
- **Steps to meet purpose:** Northwest Dane Senior Services will work with our current technological support provider, DaneNet, to create a database specific to case management case-centered goals. DaneNet is aware of the goals and parameters necessary to meet county guidelines and is willing to design a database specific to these needs. DaneNet will provide coding, implementation, training, documentation and follow-up necessary to ensure goals are met.

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**QUALIFICATIONS [15 points—one page maximum]**

**Describe qualifications of the individual to be assigned major responsibility for the project. Include such elements as years of experience working with older adults and specific work skills to be used to complete this proposal.**

Vicki Beres has been the Case Manager at Northwest Dane Senior Services since 12/2012 (9+ years). NWDSS assists older adults (and adults at risk) in 9 rural municipalities of NW Dane County. Vicki Beres' case management training started December of 2012 and has been ongoing, provided by State of WI SHIP, UW Oshkosh, Dane County, The Area Agency on Aging, and ADRC. Other training, experience and background include:

- Experience and training in Dementia and mental health crisis management
- Participation on 3 local coordinated task-force community outreach teams with law enforcement, EMS, adults at risk and Elder Abuse in Dane County as well as other local social workers
- Providing a variety of advocacy and assistance in all areas of older adult life management
- Experience in elder abuse, self-neglect, hoarding cases; currently a member of the Dane County Hoarding Task Force and EACCR (Elder Abuse Coord Comm Response) Team
- Trained as a State Health Insurance Program counselor for Medicare, Medicaid and Social Security benefits, programs and assistance program administration
- Oversee the Federal Nutrition home delivered meal programming, as well as volunteers to deliver *Meals on Wheels*
- Supervision of 2 SHC (Supportive Home Chore) employees and administration of the supportive home chore light housekeeping program at NWDSS, both for private pay clients of NWDSS as well as county-funded Medicaid appropriate programming
- Provide a variety of resources and information that enable older adult community members to live well, safe and hopefully thriving socially in their current or future situations..

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**Complete the following chart, indicating amount requested from the Special Projects Fund, matching funds from other sources, and the total cost of the project. [5 points]**

Item	Amount Requested	Matching Funds*	Total Cost
Personnel			
Space Costs			
Supplies			
Transportation			
Equipment Rental			
Database coding, implementation, training	\$5,000		\$5,000
<b>TOTAL</b>			<b>\$5,000</b>

\* Cash or in-kind support.

**Explain each budget item and why it is necessary for this project. [5 points]**

Item	Why is this necessary?
Personnel	
Space Costs	
Supplies	
Transportation	
Database coding, implementation, training	Notes from Eric Selje, DaneNet coder: the cost to create a case management system that meets your specific requirements will be \$5,000. This includes: coding, implementation and training. The application would be hosted on Google's servers and as long as the usage remains under a certain threshold (150 - 200 clients) there will be zero recurring fees. The system that's created can be used as a base for other applicants in the future as well.

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**AGENCY COMMITMENT [15 points—one page maximum]**

**After the funding period is completed, what plans have been made to continue efforts or to use purchased equipment?**

No equipment will be purchased for this project. This is a coding and database endeavor that will utilize current NWDSS equipment, Google cloud, and resources already in place. The bulk of the cost is for coding and programming, system implementation, training and tech support.

Our hope is that the database will be used on-going by current and future case managers at NWDSS. DaneNet will provide training and tech support to staff.

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**ORGANIZATIONAL OPERATIONS [10 points—one page maximum]**

**Who will have primary responsibility for overseeing successful completion of the proposed project? Specify either the percentage of staff time or number of hours per month to be devoted to this project and the qualifications of that staff member.**

DaneNet: Eric Selje, programmer and project manager

NWDSS: Vicki Beres, Case Manager, database user

During the initial system coding, Eric will bear the bulk of time, energy and resources to code, implement, train staff, and provide database system tech support.

Vicki Beres, NWDSS Case Manager, will be available during the coding process for questions and tweaking an average of .50 hours per week. During implementation and training, no more than 1 hour per week or a total of 3-5 hours in a month. Vicki Beres will dedicate 1 -2 hours in a month's time to train NWDSS social work intern and site Executive Director once the database is up and running.

Eric Selje and other DaneNet staff will be available after training and implementation for tech guidance and follow-up and support.