

Area Agency on Aging of Dane County
2017 Special Project Fund Grant Application

Use this fillable form (**your responses must fit within the specified space**) and email it with letters of support to: aaa@countyofdane.com. Completed applications and letters of support must be received by **Wednesday, 8 March 2017, 4:30 pm**.

Proposal Information

| | |
|--|---|
| Project Title | Madison Senior Coalitions Case Management Data Base |
| Amount of money requested | \$ 13,807 |
| Agency name | North/Eastside Senior Coalition |
| Agency address | 1625 Northport Drive #125, Madison, WI 53704 |
| Applicant phone number | 608-243-5252 |
| Applicant email address | jkrueger@nescoinc.org |
| Agency Address | |
| Project Administrator (if different from applicant) | Marcia Hendrickson |
| Communities/neighborhoods/senior centers where project activities will occur. | NESCO, EMMCA, West Madison Senior Coalition, South Madison Coalition of the Aging |

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

*Projects are limited to a minimum of \$500 and maximum of \$13,807.
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.*

Area Agency on Aging of Dane County 2017 Special Project Fund Grant Application

PROPOSAL [50 points—two pages maximum]

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

The purpose of this proposal is to develop a data storage system that allows the four Madison Senior Coalition's to share access to client case management files. Currently each Coalition has there own data storage system and we are unable to share data in an efficient manner.

In 2016 the Coalition's conducted an efficiency study of our agency operations to identify ways we might collaborate to reduce duplications amd increase efficiencies. As a result, the four Madison Senior Coalition's are formally integrating into a cohesive organization responsible for the scope of all four current agencies while maintaining the local authority and autonomy in each community. The intent is to combine our administrative and programming functions so we may serve more older adults and provide them with an even higher quality of service.

A primary focus of our integration is to combine our four case management programs into one. One thing we noted in the efficiency study was a disaprity among the qualifications, salaries and benefits and training received by the case managers. We also identified some differences in how case management services are delivered. One focus of the integration is to improve the efficiency and uniformity of case management services across the city of Madison. Our case managers will be more connected, receive the same training, have quicker access to client files, receive more equitable salaries and benefits, and be supervised by the same person - one of the Coalition Executive Directors. We also recognized the current challenges of transitioning case management clients who move from one service area to another in the city of Madison. The development of a shared data base system will make these transitions much easier. The case managers will continue to be housed at different locations and will need to be able to share information and client data in a efficient manner.

In order to be fully integrated, and for more efficient reporting to our funders, we need to have all of the client files accessible on one shared data storage system. Without a central data storage system in place when we integrate the process of serving older adults in need of case management services will be very slow and cumbersome, and the liklihood of miscommunications among our case management will increase. In addition the amount of time needed to complete reports for funders will take twice as long and require more staff time.

In order to meet the process the following steps will be taken:

- 1) The four Coalition Directors decide on the type of central data storage system to use for the case management client files.
- 2) The four Coalition Directors contract with an IT consultant to set up an existing central data storage system.
- 3) Create a single domain for all four coalitions.
- 4) The IT consultant installs the central data storage system at each location.
- 5) The case management client data from each Coalition is moved to the central data storage system.
- 6) Ensure the system is HIPPA compliant.
- 7) The IT consultant trains case management, supervisors and agency directors how to use the central data storage system.

Area Agency on Aging of Dane County
2017 Special Project Fund Grant Application

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.

Marcia Hendrickson has 8 years of experience working with older adults and over 37 years of experience managing non-profit organizations. For the past 8 years Marcia, as Director of the South Madison Coalition of the Elderly, has managed the adult case management program for South Madison as well as the Community Options Program (COP) and the Community Integration Program (CIP) that services older adults throughout Dane County. In addition Marcia exhibits strong personnel management and communication skills, and business knowledge. She provides oversight to all IT functions at her agency. Once the project is completed, Marcia will manage and provide upkeep of the system for the Coalitions.

**Area Agency on Aging of Dane County
2017 Special Project Fund Grant Application**

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 | \$ 12,947 | \$278 | \$ 13,225 |
| Space Costs | | | |
| Supplies | \$80 | | \$ 80 |
| Transportation | | | |
| Equipment Rental | | | |
| Other | \$780 | \$400 | \$1,180 |
| TOTAL | \$ 13,807 | \$ 678 | \$ 14,485 |

* 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 | 185 hours @ \$65/hour for IT consultant's time to set up the data storage system; 15 hours each for Jim & Marcia to help coordinate the project. |
| Space Costs | |
| Supplies | A security certificate will cost \$60, and a domain name will cost \$20 |
| Transportation | |
| Other | Hosting of the site costs \$780, training of staff will cost \$25/hr*16 hrs |

Area Agency on Aging of Dane County
2017 Special Project Fund Grant Application

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?

This funding will allow the four Coalitions to replace the data systems currently used at each location. The new central data storage system for case management files will be used moving forward as part of the integration process being developed by the Coalitions. We anticipate this new central data storage system will be in place for many years.

Area Agency on Aging of Dane County
2017 Special Project Fund Grant Application

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.

Marcia Hendrickson, Director of SMCE and Jim Krueger, Director of NESCO, will have primary responsibility for overseeing the completion of this project. It is anticipated the staff time needed for Marcia and Jim to coordinate the process will be about 30 hours.

We have contacted DaneNet as a possible IT consultant to help us set up the system but may request at least one additional proposal before making our decision. DaneNet anticipates the set up will take 50 hours and then another 8 hours to train staff how to use the new system.

We expect the project to be completed in fall 2017.