

SAMPLE GRANT PROPOSAL 9

GRANT SEEKER:

**LIGHT AND LAMP CHILDREN'S HOME FAMILY CARE
CENTER**

BRADLEY COUNTY, ARKANSAS, USA

DISCLAIMER:

Names and addresses in this grant proposal sample have been changed. Similarities to actual programs, people or organizations are coincidental and not intentional.

**“Promoting High Quality Care for
(Bradley County, AR)
Children and Families through Upgrading of
Technologies”**

Submitted to: The Good Samaritan Foundation
**Submitted by: Light and Lamp Children’s Home Family Care
Center**

Executive Summary

Light and Lamp Children's Home and Family Care Center (LLCHFCC) is a pioneer in giving the finest services to the people of Bradley County, Arkansas. Since 1990, LLCHFCC has been actively responding to the needs of the community's most helpless children and their families. Through its broad range of programs in the community and on campus, the center addresses the individual mental health and developmental needs of infants, children, youth, adults and families. In fiscal year 2005, the agency has served 9,245 children and families residing throughout Bradley County.

With an ever - evolving industry and regulatory environment, it is the aim of Light and Lamp Children's Home and Family Care Services Center to develop the technical capacity to communicate, analyze, and share information relevant to developing more cost-effective, better integrated, and more accessible health services.

Over the last 10 months, the agency has initiated a number of new efforts to lay the groundwork for an automation system for their High Quality Care for Children and Family Care Program. These include performance management appraisal, quality improvement and partnership coordination. All these are aimed to strengthen organizational operations and enhance the agency's capability to offer excellent services.

Upon automation, Light and Lamp Children's Health and Family Care Services Center will expand its services to cover the following tasks:

- Maintain the agency's high standards for quality monitoring.
- Extend mental health services as part of this year's program expansion.
- Monitor quality performance the automated way.
- Acquire more volunteers and links to better review processes of its services.
- Comply more strictly with public agency contract requirements.

In this regard, Light and Lamp Children's Home and Family Care Service Center invites The Good Samaritan Foundation to consider a grant of \$175,000 to support its implementation of automation program of high quality care.

Needs Assessment

The Arkansas Department of Human Services in November 2005 cited several factors showing the need for the reform of the city's child welfare system:

1. The number of children in health care centers is on the rise.
2. There is a huge inadequacy of placement budget.
3. Lack of foster homes in Bradley County.
4. High cost of operation for residential services.

To deliver effective health care services, one critical factor is information management system. To be successful, an organization must depend highly on its capability to find available resources. Automated information systems ensure up-to-date collection, interpretation, technologically advanced analysis of data, standardized evaluation tool, and expeditious information access.

Light and Lamp Children's Home and Family Service Center proposed a development program that will eliminate delays in responding to the needs of the children and families. Currently, LLCHFSC has been using a management system with limited capacity to perform more complex tasks. Generating reports, individual clients' information, billing entry, and all others requiring fast data encoding need more technologically advanced systems.

Project Objectives

1. To provide expansion services of its analysis on health care as a means of:
 - improved client care through automated system
 - quantified client progress files
 - faster conduct of research and evaluation programs
 - examining risk management issues
2. To automate quality assurance and review of operation procedures to improve safekeeping of records, establish more efficient data collection procedures and better integrated agency service planning.
3. Increase compliance with contract requirements by improving communication of program performance standards and tracking of staff productivity, remote access of program/staff evaluation data for supervisors.

Project Overview

To ensure a comprehensive review on the use of the software, Light and Lamp Children's Health and Family Care Services Center has contracted *G-tech* for Windows Operation System under *Unifrans* Systems, Inc. LLCHFCS considered several crucial factors in choosing *G-tech* over other information systems service providers in Arkansas' non-profit organizations. These considerations are based on the following:

1. *G-tech* has readily available windows-based platform unlike the other systems.
2. *G-tech* is widely used, proven effective technology provider by health organizations in the New York State.
3. *G-tech* interface is exceptionally user-friendly especially for staff with limited or no previous PC experience thus reducing expense and time for training.
4. *G-tech* received consistently high marks from the LLCHFCS staff during on-site demonstration of information systems.
5. *G-tech* consists of fully integrated state-of-the-art software designed to automate critical business functions with the provision of mental health services. The system features specific applications crucial to Light and Lamp Children's Home's ability to comply with the mandatory and market-driven reporting imposed by performance-based contracts and managed care.
6. *G-tech* allows the agency to customize the system for easy and quick way of obtaining key client's outcome, program evaluation, and research data.

The new software will enable Light and Lamp Children's Home and Family Care Services Center to:

- improve service planning
- better anticipate future funding options
- and assist clinical supervisors to accurately assess clients' progress, service coordination needs, and staff productivity.

The software also has important cost-saving features. It will allow LLCHFCS to review client records through shared access by the Quality Assurance staff. Currently, the staff manually checks bulks of records each month which takes so much time. With the new software, LLCHFCS will have improved clients' records security and confidentiality that

can only be accessed by appropriate clinical and administrative staff. The new system also eliminates the need for double data significantly decreasing record keeping and billing errors.

The implementation of Light and Lamp Children's Health and Family Care Services Center project will take place in two phases:

1. December 2006 - Installation of infrastructure communication network as coordinated with the Bradley County Community mental Health Board to create software interface.
2. May 2006 - Installation of software and conversion of current clients' data to new system, establishment of data elements and provide administrative staff training.

LLCHFCS' capability to successfully implement the project

Over the last 10 months, Light and Lamp Children's Health and Family Care Services Center conducted initial moves to successfully launch this project: "Promoting High Quality Care for Bradley County's Children and Families through Upgrading of Technologies."

The undertaking involves Performance Management, Quality Care Improvement, and Joint Partnerships. These are all created to strengthen the agency's organizational operations and capability to provide excellent services.

Performance Management

LLCHFCS, during its assembly last year, already set the foundation for future programming using strategic processes. For this year, it will discuss and present the agency's new vision by identifying performance standards and results for every offered service.

A committee from the agency's cross-section staff and board members will be created to formulate standards to define performance based on client outcomes, productivity, and the attainment of the agency's goals. This effort will include the help of the agency's publication committee who is in-charge of improving and developing methods of information on the progress of the project.

The constant change of vision for child welfare systems gives LLCHFSC the chance to improve its services adding education, advocacy and preventive measures. Light and Lamp has seen charitable fund raising and strong internal fiscal controls highly contribute to the financial stability of non-profit organizations. Its other concerns include the restructuring of its Advancement Department – responsible for charitable giving, public and media relations.

Quality Improvement

LLCHFSC believes that quality systems provide clear and measurable standards for all aspects performance, from clinical outcomes to management operations. One important tool to measure is its effectiveness through self-study and peer review. This will give LLCHFSC a more reliable evaluation of key organizational dynamics relative to quality improvement.

Joint Partnership

Light and Lamp Children's Health and Family Care Services Center has formed partnership with other agencies to improve delivery of its services. It shares its staff, clinical expertise and laboratory facilities with other agencies like Bradley County Mental Health Board, the Arkansas Department of Mental Health, and the Bradley County Juvenile Court for better and effective services. LLCHFSC was recently selected as the only private children's residential treatment service provider in the community.

Budget Narrative

Modernizing the agency's current facilities is the key to advancing LLCHFSC's technical services in performing data collection, analysis, interpretation and evaluation of the agency's mental health and educational programs. The agency needs a total amount of \$175, 775 for the purchase of the software package from G-tech.

One key feature of this project is the change of data entry from centralized administrative function to decentralized - reducing data entry errors and improving timely data input. This will also give clinical supervisors a secured access to client records, program data, and staff productivity information at their immediate disposal.

With the software, LLCHFCSC also need to acquire 110 desktop computers to add to its existing 77 desktops. Users will each share network printers on a two-to-one ratio. There is a need to purchase two laptops for mobile administrative maintenance capacity for 12 agency offices participating in this project located throughout Bradley County. Purchase of two file servers will also be looked into for backbone support for the new software. This will be installed to serve as a medium of information transfer from remote locations. One file server will be located at LLCHFCSC administrative offices and the other will be stationed at its primary downtown office.

The LLCHFCSC's current file server will continue to provide support to its finance, development, and human resources departments. Functions of annual capital budget will cover computers' future maintenance costs and equipment upgrades. In addition, the agency's annual operating expense will cover fees for on-going communications system maintenance. High-speed fiber optic T-1 and ISDN communication system will provide the agency with reliable and efficient means of data transfer with affordable monthly obligations.

The agency is also assuming responsibility over staff salaries and fringe benefits (insurance, pension, health care, workers' compensation) involved in this project.

Funds for the project are sliced from the agency's 15% administrative allocation based on all operated programs and services. The agency's contribution to this project for staff salaries is \$ 97, 990 or 20.5% of the total project cost.