# Small Rural Hospital Improvement Program (SHIP)

# **Attachment #5: [State name] FY 2023 Work Plan (June 1, 2023 – May 31, 2024)**

### Objective 1: Increase and Maintain Participation of SHIP-Eligible Hospitals

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| **Activity** | **Anticipated Completion Date/ Timeline** | **Staff and Entity** | \*Progress/ Process Measures | **\*Outcome/Impact** |
| Recruit eligible but non-participating hospitals to submit FY24 funding applications.  *Focus: Acme Hospital (CAH), Memorial Hospital (PPS), Community Hospital (CAH)* | January, 2024 | SORH SHIP Director | Submission of at least one new FY24 hospital application | Increased support for non-participating hospitals’ SHIP activities and finances |
| Retention of 30 previously participating SHIP hospitals | January, 2024 | SORH SHIP Director | Resubmission of all 30 FY23 applications | Continued support of awardee hospital SHIP activities, TA and quality improvement program provision; and improvement for targeted measures |

### Objective 2: Improve SHIP and Flex Alignment

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| **Activity** | **Anticipated Completion Date/ Timeline** | **Staff and Entity** | **\*Progress/ Process Measures** | **\*Outcome/Impact** |
| Continue annual SHIP surveying in alignment with Flex surveying | Spring 2024 | SORH SHIP and Flex program staff | Distribution and analysis of annual SHIP and Flex survey | Creation of survey  25 SHIP-eligible hospitals receive combined Flex/SHIP survey. Impact includes assessment of alignment of Flex/SHIP work as appropriate and to minimize number of survey requests to hospitals to monitor progress |

### Objective 3: Improve SHIP Workflow and Invoicing

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| **Activity** | **Anticipated Completion Date/ Timeline** | **Staff and Entity** | **\*Progress/ Process Measures** | **\*Outcome/Impact** |
| Execute contracts with eligible participating hospitals; ongoing refinement of SOPs | July, 2023 | SORH SHIP Director, finance | Streamlined form for expedited execution of all 30 contracts | Number contracts executed without error, within 60 days of program start date, and with updated SOP implemented |

### Objective 4: Monitoring and Continuous Quality Improvement

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| **Activity** | **Anticipated Completion Date/ Timeline** | **Staff and Entity** | **\*Progress/ Process Measures** | **\*Outcome/Impact** |
| Update TA offerings per hospital applications | Trainings offered in approx. Sept. 2023 and Jan. 2024) | SORH SHIP Director, TA contractor | Tracking document to record topic areas and attendees | Number of attendees  Percentage of attendees who reported increase in KSAs |
| Quarterly check-in calls | Aug, Nov, Feb, May | SORH SHIP Director, hospital SHIP POC | Total number of check-ins per hospital | At least two check-ins per hospital per year across the state |

\*Please note that the progress/process measures section and the outcomes/impact section pertain to the goals and objectives for the upcoming budget period FY 2023 (June 1, 2023 – May 31, 2024). The FY 2023 Work Plan should include any adaptations or updated progress/process measures for the upcoming year based upon FY 2022 results (if applicable).