

## *Using an Access Database for Tracking Grants*

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WI Office of Rural Health

# Access Database

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- Housed on a server, which allows for multiple users
- Used to track Flex and SHIP grants
- Keeps a historical record of previous Grant years
- Key features of the Access Database:
  - A listing of all CAHs, SHIP Hospitals, RHCs
  - **Contact information** for key hospital positions
  - Links hospitals with the projects they participate in
  - Maintains a “**to-do**” list with due dates
  - Keeps **outcomes, outputs and PIMS data** all in one place
  - **Tracks the budget** of each activity/project, including what has been paid to each contractor; remaining balance
  - **Printable reports**, such as to-do list, outstanding invoices

# Access Database: SHIP Uses

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- Provides a record of who the SHIP contacts are in each hospital
- Keeps a historical record of previous SHIP years
- Tracks important milestones (“to-do” lists), along with important due dates
- Tracks the budget of each hospital’s SHIP grant, including how much has been paid to each hospital; remaining balance

# Wisconsin Office of Rural Health Contacts Database

Facilities/Entities   **Contacts**   Projects   Reports   ORH Queries

**Projects**   Search PO:  or Search FY and Project: 17-18   SHIP (17-18)

Project Name					Description				
SHIP									
Start Date	End Date	Fiscal Yr	Primary Staff	Secondary Staff					
6/1/2017	5/31/2018	17-18	Kathryn Miller	Kye Richards					
PO Number		Budget Amount	Current Balance	Complete	Date Comp				
		\$254,010.00	\$29,926.44	<input type="checkbox"/>					

Can instantly export a list of SHIP contacts to Excel, or send a group email

Budget, total paid, total remaining for a specific hospital

Contacts and Budget   **Outcomes**   PIMS   Deliverables   Milestones   Project Notes

**Project Contacts:**

Select Contact Name:

<input checked="" type="checkbox"/> Primary	Mayo Clinic Health System Northland Administration <a href="#">[redacted]@mayo.edu</a>
<input type="checkbox"/> Primary	Mayo Clinic Health System Oakridge CEO <a href="#">[redacted]@mayo.edu</a>
<input checked="" type="checkbox"/> Primary	Mayo Clinic Health System Oakridge CAO <a href="#">[redacted]@mayo.edu</a>
<input type="checkbox"/> Primary	Mayo Clinic Health System Red Cedar Project Contact <a href="#">[redacted]@mayo.edu</a>
<input type="checkbox"/> Primary	Mayo Clinic Health System Red Cedar CEO <a href="#">[redacted]@mayo.edu</a>

Record: 82 of 148   No Filter   Search

**Budget and Payments:** (select contact to the left first)

**Mayo Clinic Health System Oakridge**

Budget Amount: \$8,467.00

Total Payments: \$5,272.00

Current Balance: \$3,195.00

PO Number: 757K934

**Project Payments:**

Invoice Amt	Date Paid	Paid
\$0.00	7/25/2017	<input type="checkbox"/>
\$5,272.00	3/14/2018	<input checked="" type="checkbox"/>
* \$0.00	6/5/2018	<input type="checkbox"/>

Record: 1 of 2   No Filter   Search

## Wisconsin Office of Rural Health Contacts Database

Facilities/Entities

Contacts

Projects

Reports

ORH Queries

## Projects

Search PO: or Search FY and Project: 17-18  SHIP (17-18) 

Project Name				
SHIP				
Start Date	End Date	Fiscal Yr	Primary Staff	Secondary Staff
6/1/2017	5/31/2018	17-18	Kathryn Miller	Kye Richards
PO Number		Budget Amount	Current Balance	Complete
		\$254,010.00	\$29,926.44	<input type="checkbox"/>

## Description



Contacts and Budget

Outcomes

PIMS

Deliverables

Milestones

Project Notes

## Project Milestones:

Milestone	Progress Notes	Milestone Results	Start Date	Due Date	Complete
Notify hospitals of SHIP grant award			7/25/2017	7/31/2017	<input checked="" type="checkbox"/>
distribute service award agreements to each recipient			7/25/2017	8/10/2017	<input checked="" type="checkbox"/>
send reminders to hospitals with unreturned contracts			9/15/2017	9/30/2017	<input checked="" type="checkbox"/>
send invoice reminder to hospitals			11/11/2017	11/30/2017	<input checked="" type="checkbox"/>
send invoice reminder to hospitals			2/15/2018	2/28/2018	<input checked="" type="checkbox"/>
send invoice reminder to hospitals			5/1/2018	5/15/2018	<input checked="" type="checkbox"/>
final invoices due			6/15/2018	6/15/2018	<input type="checkbox"/>

Record: 1 of 10

No Filter

Search

# Access Database: Flex Uses

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- Serves as a contacts database containing all hospitals we work with and names of staff members in key positions (CEO, CFO, QI etc...)
- Tracks all Flex Activities/Projects
  - Links hospitals with the projects they participate in
- Keeps a historical record of previous Flex years
- Tracks important milestones (“to-do” lists) for each activity/project, along with important due dates
- Keeps outcomes, outputs and PIMS data all in one place
- Tracks the budget of each activity/project, including what has been paid to each contractor; remaining balance

# Wisconsin Office of Rural Health Contacts Database

[Facilities/Entities](#)[Contacts](#)[Projects](#)[Reports](#)[ORH Queries](#)

## Facilities/Entities

Search Facility/Entity: 

Facility/Entity Name

Medical Center, Inc.

Address

Ave

City

WI

State

Zip

543

Phone

CAH ☒RWHC ☐

Entity Type: Hospital



Facility/Entity Notes

updated 2/23/2017

[Contacts](#)[Projects](#)

Can go directly to  
more information on  
a contact

Last Name	First Name	Role Type	Email	Phone	Ext	
		Marketing Director				
		COO				
		CFO				
		Administration				
		Emergency Dept				
		CNO				
		Emergency Preparedr				
		CEO				
		Quality Director				




# Wisconsin Office of Rural Health Contacts Database

Facilities/Entities   Contacts   Projects   Reports   ORH Queries

## Facilities/Entities

Search Facility/Entity:  Medical Center

Facility/Entity Name

 Medical Center

Address

 Avenue

City



State

WI

Zip

53

Phone

CAH ☒

RWHC ☒

Entity Type: Hospital

Facility/Entity Notes

updated 11/30/16

Contacts   **Projects**

A listing of every activity  
the hospital is involved in,  
by Flex year

Project Name

Start Date

End Date

Primary ORH Staff

Complete

iVantage

9/1/2014

8/31/2015

Kathryn Miller

☐

SHIP

9/1/2014

8/31/2015

Kathryn Miller

☐

SHIP

9/1/2015

5/31/2016

Kathryn Miller

☐

Ivantage Reports

9/1/2015

8/31/2016

Kathryn Miller

☐

MBQIP

9/1/2015

8/31/2016

Kathryn Miller

☐

CDI Boot Camp

9/1/2015

8/31/2016

Kathryn Miller

☐

SHIP

6/1/2016

5/31/2017

Kathryn Miller

☐

1.05 (b) Event Reporting

9/1/2016

8/31/2017

Kathryn Miller

☐

iVantage

9/1/2016

8/31/2017

Kathryn Miller

☐

MBQIP

9/1/2016

8/31/2017

Kathryn Miller

☐

1.05 {c} Rural Stroke Improvement

9/1/2016

8/31/2017

Kathryn Miller

☐

Record: 1 of 19

No Filter


Search



- Facilities/Entities
- Contacts
- Projects
- Reports
- ORH Queries

Contacts

Search Contact:     

Last Name	First Name	Name Suffix
		
Title		
Quality Coordinator		
Facility/Entity		
 Hospital 		
Email	Phone	Ext
		
Contact Notes		

Role Type(s):









RoleType
Quality Director
*

Other Affiliate(s):

Other Affiliate
*



Projects:

Project Name	Start Date	End Date	Fiscal Yr	Primary ORH Staff	Complete
1.05 (b) Event Reporting	9/1/2015	8/31/2016	15-16	Kathryn Miller	<input type="checkbox"/> 
SHIP	9/1/2015	5/31/2016	15-16	Kathryn Miller	<input type="checkbox"/> 
MBQIP	9/1/2015	8/31/2016	15-16	Kathryn Miller	<input type="checkbox"/> 
SHIP	6/1/2016	5/31/2017	16-17	Kathryn Miller	<input type="checkbox"/> 
1.05 (b) Event Reporting	9/1/2016	8/31/2017	16-17	Kathryn Miller	<input type="checkbox"/> 
iVantage	9/1/2016	8/31/2017	16-17	Kathryn Miller	<input type="checkbox"/> 
1.03 (b) EDTC Collaborative	9/1/2016	8/31/2017	16-17	Kathryn Miller	<input type="checkbox"/> 
MBQIP	9/1/2016	8/31/2017	16-17	Kathryn Miller	<input type="checkbox"/> 

# Wisconsin Office of Rural Health Contacts Database

Exit DB

Facilities/Entities   Contacts   **Projects**   Reports   ORH Queries

Can choose which project year you want

Dropdown lets you choose which project you want to look at

## Projects

Search PO:

or Search FY and Project: 16-17

3.04 Population Health Improvement Acti

Project Name					Description				
3.04 Population Health Improvement Activity									
Start Date	End Date	Fiscal Yr	Primary Staff	Staff					
9/1/2016	8/31/2017	16-17	Kevin Jacobson						
PO Number		Budget Amount	Current Balance	Complete	Date Complete				
		\$60,000.00	\$40,220.61	<input type="checkbox"/>					

Total budget for the entire activity

Can instantly sent a group email to all of the contacts in a project

**Contacts and Budget**   Outcomes   PIMS   Deliverables   Milestones   Project Notes

### Project Contacts:

Select Contact Name:

<input type="text"/>	<input type="checkbox"/> Primary	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> Clark County Health Department	<input type="checkbox"/> Other	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> Columbus Community Hospital	Foundation Director	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> Gundersen St. Joseph's Hospital & Clinics	Quality Director	<input type="button" value="Search"/>
<input type="text"/>		

Record: 2 of 4   No Filter   Search

### Budget and Payments:

Clark County Health Department

Budget Amount:	\$20,000.00
Total Payments:	\$1,186.25
Current Balance:	\$18,813.75
PO Number:	

Project Payments:

Invoice Amt	Date Paid	Paid
\$0.00	8/30/2016	<input checked="" type="checkbox"/>
\$1,186.25	1/31/2017	<input checked="" type="checkbox"/>
* \$0.00	2/28/2017	<input type="checkbox"/>

Record: 1 of 1   No Filter   Search

Budget, total paid, total remaining for a specific hospital

# Wisconsin Office of Rural Health Contacts Database

[Exit DB](#)

Facilities/Entities   Contacts   **Projects**   Reports   ORH Queries

## Projects

Search PO:

or Search FY and Project: 16-17

1.03 (b) EDTC Collaborative (16-17)



Project Name				
1.03 (b) EDTC Collaborative				
Start Date	End Date	Fiscal Yr	Primary Staff	Secondary Staff
9/1/2016	8/31/2017	16-17	Kathryn Miller	
PO Number	Budget Amount	Current Balance	Complete	Date Complete
	\$30,000.00	\$30,000.00	<input type="checkbox"/>	

Description



Contacts and Budget   **Outcomes**   PIMS   Deliverables   Milestones   Project Notes

### Project Outcomes:

Seq. #	Description	Baseline	Final Result
▶	EDTC-1 rates	71%	
	EDTC-2 rates	72%	
	EDTC-3 rates	81%	
	EDTC-4 rates	83%	
	EDTC-5 rates	79%	
	EDTC-6 rates	71%	
	EDTC-7 rates	83%	

Record: 1 of 8   No Filter   Search

# Wisconsin Office of Rural Health Contacts Database

Exit DB

Facilities/Entities   Contacts   **Projects**   Reports   ORH Queries

## Projects

Search PO:

or Search FY and Project: 16-17

3.04 Population Health Improvement Activity



Project Name				
3.04 Population Health Improvement Activity				
Start Date	End Date	Fiscal Yr	Primary Staff	Secondary Staff
9/1/2016	8/31/2017	16-17	Kevin Jacobson	
PO Number	Budget Amount	Current Balance	Complete	Date Complete
	\$60,000.00	\$40,220.61	<input type="checkbox"/>	

Description



Contacts and Budget   Outcomes   PIMS   Deliverables   **Milestones**   Project Notes

### Project Milestones:

Milestone	Progress Notes	Milestone Results	Start Date	Due Date	Complete
Schedule mid year conference call			2/20/2017	2/20/2017	<input type="checkbox"/>
Schedule site visits			5/15/2017	5/15/2017	<input type="checkbox"/>
Send Year 2 Progress Report guidelines and Year 3			7/15/2017	7/15/2017	<input type="checkbox"/>
Year 3 Workplan/Budget due			8/21/2017	8/21/2017	<input type="checkbox"/>
Year 2 Progress Report due			9/18/2017	9/18/2017	<input type="checkbox"/>
					<input type="checkbox"/>

Record: 6 of 6   No Filter   Search



Facilities/Entities    Contacts    Projects    **Reports**    ORH Queries

Balance Due Summary    Balance Due Details    Project Payments    Project Payments Datasheet    **Milestones Due**    Project O/P/D's    Delete Old Projects

Enter Due Date range from:  and     ☒ All    ☐ Complete    ☐ Incomplete



## Milestones Due Report

Project Name	Primary Staff	Milestone Description	Start Date	Due Date	Comp.
Grant Workshop	Kevin Jacobson	Close followup evaluation	2/3/2017	2/3/2017	<input checked="" type="checkbox"/>
SHIP Planning for 1718	Kathryn Miller	Grant due	2/10/2017	2/10/2017	<input checked="" type="checkbox"/>
2.02 (a) 2.03(a) Financial Grants	Kathryn Miller	Follow up with reminder emails sent 2/3/17 to get all baseline data	2/8/2017	2/10/2017	<input checked="" type="checkbox"/>
1.05 (c) Rural Stroke Improvement	Kathryn Miller	Lynn S's email to hospitals outlining previous data needs	2/13/2017	2/13/2017	<input type="checkbox"/>
1.01 (b) Vaccination Rate Improvement	Kathryn Miller	Meet with Ross to continue work on Immunization improvement project	2/14/2017	2/14/2017	<input checked="" type="checkbox"/>
Foundation Workshop	Kevin Jacobson	Send follow up evaluation	2/15/2017	2/15/2017	<input type="checkbox"/>
2.02 (a) 2.03(a) Financial Grants	Kathryn Miller	Baseline data due to KM	1/1/2017	2/15/2017	<input checked="" type="checkbox"/>
1.02 (d) Patient-Family Centered Care Symposium	Kathryn Miller	analyze survey results	2/1/2017	2/15/2017	<input checked="" type="checkbox"/>
1.02 (b) Increase HCAHPS response rates	Penny Black	Meet with Penny to map out a plan for this project	2/1/2017	2/15/2017	<input checked="" type="checkbox"/>
2.02 (a) 2.03(a) Financial Grants	Kathryn Miller	All baseline data due	2/15/2017	2/15/2017	<input checked="" type="checkbox"/>
1.01 (d) MetaStar D1 Initiative	Kathryn Miller	Ross drafting email to high performers on IMM2	2/17/2017	2/17/2017	<input type="checkbox"/>
2.02 (a) 2.03(a) Financial Grants	Kathryn Miller	Baseline data from Memorial Lafayette	2/20/2017	2/20/2017	<input checked="" type="checkbox"/>
EMS Service Assessment	Kevin Jacobson	Discuss results and next steps with James N	2/15/2017	2/20/2017	<input checked="" type="checkbox"/>
3.04 Population Health Improvement Activity	Kevin Jacobson	Schedule mid year conference call	2/20/2017	2/20/2017	<input type="checkbox"/>
Flex Planning for 17/18	Kathryn Miller	First Flex planning meeting	2/21/2017	2/21/2017	<input type="checkbox"/>
1.01 (d) MetaStar D1 Initiative	Kathryn Miller	Send emails to high performers	2/24/2017	2/24/2017	<input type="checkbox"/>
1.01 (d) MetaStar D1 Initiative	Kathryn Miller	contact low-performing IMM2 hospitals	2/14/2017	2/24/2017	<input type="checkbox"/>

# Wisconsin Office of Rural Health



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