Utilizing the Performance Measures Database Executive Staff will be prompted to follow the grants management policy and procedures. This prompt will ensure new grant proposals are documented in the grants management database so that it can be tracked as well as provide a way to report what grants we are applying for/receive to all staff members.

A checklist was also developed to help staff navigate through the new procedures when applying for grants.

**Future Plans**

We will utilize the Performance Measurement Database to track, monitor, and report progress of new grant proposals.

We will continue to use the Grants Management Database that was developed as part of this project.

We will review policies and procedures annually.

Tracking grants through the database and storing the files on the server proved to be very useful. All grant information can be obtained quickly and is very organized. There is also a list of grants and grant sites maintained there so that staff can see some of the grants available. Or record them for others to see if they run across something of potential interest for another program.

The finance department will survey all of the Executive team on a monthly basis regarding new grant proposals and then report it on the Performance Measurement Database so that all staff are aware of grants we have received.

It was also noted that it would be very useful to have a standardized type tool or program to help monitor finances, work plans and data for future grant projects so this may be another QI project in the near future.

**ACT**

**Standardize or Develop New Theory**

Team members are using the database to track grant status.

Team members are using the Grants Management folder on the server to store grant files.

By creating policies and procedures that address communication, coordination, tracking and staff utilization and skills through the lifecycle of the grant process we will better manage grant applications and awards.

**Improvement Theory**

LCDHD does not have formal policies or procedures in place for grant management this lack of structure and communication causes the potential for duplicate grant applications.

**Process Outline & Relevant Data**

Grants were compartmentalized by program leaving the potential for multiple grant applications for the same grants to be submitted by the agency. There was no formalized procedure for tracking active grants. No central point of contract for grant submission. Staff do not have adequate training on grant evaluation and analysis.

By September 31, 2016, LCDHD will have formalized grants management policies and procedures.

By March 31, 2017 procedures will be in place.

Define how we will establish grants writing and management teams

Create policies and procedures for identifying and writing grants

Improve communication with stakeholders, partners and staff

Define who will be trained and how training opportunities will be identified

Create policies procedures for tracking and reporting of grants

**Aim Statement**

**Test the Theory**

**DO**

**Study the Results**

**Problem Statement**

**PLAN**



Quality Improvement Story Board

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**Identify Potential Causes**

**CHECK**

Staff does not have the time or skills to effectively manage grant awards.

There is no clear procedure or point of contact for grants management. Multiple departments write for grants.

Organization structure and needs change/evolve.

**Identify Potential Solutions**

**Date 11/7/2016**

## Grants Management QI Project