



CCHF | SOLUTIONS

A division of Christian Community Health Fellowship

That Neighborhood Free Health Clinic (TNFHC) QI/QA Program Evaluation & Recommendations

Conducted by: **Kyle Vath**

Project Start / End Date: **March 1-March 31, 2018**

Project Summary

The purpose of this engagement is to assist That Neighborhood Free Health Clinic by evaluating their QI/QA Program and making recommendations for its improvement and implementation.

Project Components:

The consultants will execute the project by:

- Providing an operational/organizational evaluation of TNFHC’s QI/QA Program (To include patient satisfaction, employee/volunteer satisfaction, organizational design, QI Plan, Risk/Compliance procedures, EMR capabilities, etc.).
- Provide at least 1 (one) on-site visit and discussion.
- Compile a document summarizing the evaluation and making recommendations.
- Assist in developing some organizational tools for QI, including data display tools, checklists, forms, policies, etc.
- Provide an on-site presentation of recommendations to Board or other volunteers (if desired).

Details	Price
Desk Review of QI Plan, QI Data, Satisfaction Survey Results, P/Ps, EMR screenshots/reports, etc.(Up to 4hrs)	\$250
Document-Summary and Recommendations (Emailed PDF)	\$625
Optional: On-Site Visit and 2 hr Discussion	\$906
Optional: Development of select organizational tools for QI (Up to 10 hours)	\$938
Optional: On-Site Presentation of Evaluation and Recommendations	\$1156
TOTAL:	\$3875

Please feel free to select from the “optional” choices.

Project Requirements & Expectations of Client:

- Assist consultant in obtaining access to computer systems and other resources needed to complete job assignments.
- Assist consultant in obtaining needed information in order to fully evaluate QI/QA Program.
- Provide consultant times to meet the volunteer team on-site (if desired).

Project Cost:

The total estimated cost for this project will be \$3875.



Project Approval & Memorandum of Understanding

This document serves as the memorandum of understanding between That Neighborhood Free Health Clinic, the parties receiving technical assistance (the client) and the consulting contractor providing technical assistance on behalf of CCHF|Solutions (the consultant). By signing this agreement, the client authorizes CCHF|Solutions to commence work as outlined in the Scope of Work.

General Agreements:

1. The client shall fully participate in the technical assistance process and allow the consultant full access to the healthcare facilities, records and other information necessary to complete the engagement. Full participation with the consultant includes providing access and sufficient time with clinic and employees and other stakeholders outlined in scope of work.
2. The consultant and CCHF|Solutions shall not divulge trade information or other competitive business information to other clients, healthcare agencies or to anyone outside the CCHF Solutions team except as may be required by local, state or federal law.
3. Payment for contracted services shall be made to CCHF|Solutions upon receipt of an invoice within 15 days.
4. All proposed changes to this technical assistance engagement including the scope of work, deliverables or outcomes shall be appended to this Memorandum of Understanding and signed by all parties before going into effect.
5. The consultant is providing technical assistance that reflects best operating practices based on their knowledge and experience. All technical assistance, consultant deliverables, advice, recommendations and other forms of help do not guarantee success.
6. By signing this engagement, form all parties understand and agree to the terms and conditions describe herein:

Paul Wright

Client Signature

2-20-2018

Date



CCHF Solutions Signature

Date

20 Feb 18



February 16, 2018

Consultant Signature

Date

