

Form 641 – Parts A, B & C

**ASHNHA Quarterly Project Budget Summary
& Performance Analysis Reporting Form**

**For All 2007 Denali Commission Approved Projects –
Projects No. 01004 – A through N**

Project Name: Diagnostic Sleep Disorder Center (DSDC)

Name of Hospital / Grant Recipient: Ketchikan General Hospital / PeaceHealth Southeast Alaska (KGH)

Reporting Period: **July 1 – September 30, 2009**

Grant No.: 01004 – ~~01~~ (formerly 01004-12)

641-A. Project Budget Summary (provide the following information; use additional pages as necessary):

1. Original Project Budget Information:

a. The *original total* approved project budget:

i. Amount of Denali Commission Grant Award: \$57,305.00

ii. Amount of Facility Cost Share Match (CSM): \$57,305.00

iii. Original Total Project Cost [line 1(a)(i) plus line 1(a)(ii)]: \$114,610.00

2. Actual Project Costs Recorded During the Reporting Period:

a. Amount of the Facility's own Project CSM Expended: ~~\$37,946.93~~ \$38,791

b. Amount of Commission Grant Funds Received during the reporting period (whether to reimburse or as an advance): \$35,766.00

c. Amount of Facility funds expended during the reporting period for which Denali Commission grant funds are being requested on Form 641 to reimburse your hospital for its project expenditures during the reporting period: \$0

d. Total amount of project costs recorded during the reporting period, whether expended, received, or reimbursement sought (add lines 1a, 1b, & 1c): ~~\$73,712.93~~

3. Total Denali Commission Grant Funds Received to Date: \$77,582

Please report the **total** amount of Denali Commission grant funds **received** (whether received as an advance or as reimbursement for expenses) as of the end of the current reporting period:

~~-\$38,790.50~~ ~~\$410,791~~ \$38,791

4. Total Facility Cost Share Match Funds Expended to Date:

Please report the **total** amount of hospital funds **expended** (i.e., the hospital's share of the cost of the project for which reimbursement was not and cannot be sought from the Denali Commission) as of the end of the current reporting period:

\$37,946.93 (Please see attached Project Expense Tracking Summary which shows corrections to Quarterly Report figures for period 4/1/09 through 6/30/09).

5. Project Schedule:

Please state the anticipated end date of this funded 2009 Denali Commission Primary Care in current Hospitals project, and provide a list appropriate milestone dates for the major phases or activities of your project.

Start date: June 2008

End date: March 2010

<u>Description of Milestone Or Activity</u>	<u>Anticipated Completion Date</u>
1. Sleep monitoring equipment installed.	April 2009
2. Staff training complete.	June 2009
3. Minor remodel complete.	July 2009
4. Sleep room beds and furnishings installed.	July 2009
5. DSDC operational.	Aug. 2009
6. Dedicated telemedicine system operational.	Feb. 2010

641-B. Project Performance Analysis (add line items to the chart as appropriate):

2007 Project Budget Line Items:	Approved Budget:	Actual Cost:	Scheduled Completion Date:	Actual Work Performed:
Sleep Monitoring System	\$80,718.00	\$48,868.87	April 2009	Equipment purchased, installed and tested.
Sleep Room Beds	\$7,556.00	\$5,596.00	July 2009	Beds purchased and installed.
Minor Remodel	\$12,000.00	\$10,719.66	July 2009	Patch and paint walls, renovate for ADA accessible bathroom, install wiring as needed, and install unit doors.
Furnishings	\$5,040.00	\$7,020.19	June 2009	Purchase and install furnishings and fixtures.
Training	\$9,295.00	\$3,689.14	June 2009	Training of DSDC Coordinator, staff and physicians at KGH and St. Joseph Hospital, Bellingham, WA.
Totals:	\$114,609.00	\$75,893.86		

~~\$75,893.86~~
77,582

641-C. Facility Certification:

The preparer of this report, by signing below, certifies on behalf of his or her employer that the information contained herein is accurate and complete to the best of his or her knowledge.

Karen Wolfred
Signature

October 16, 2009
Date

Karen Wolfred, Grants and Special Projects Manager
Printed Name and Official Title

Form 642

**ASHNHA's Quarterly Reporting Form
Covering 2008 Denali Commission Projects
Numbered 01004 – A through N**

*Please Use this Form to File Your Facility's Quarterly Narrative Progress Report
And /Or Make a Fund Disbursement Request*

Project Name: Diagnostic Sleep Disorder Center (DSDC)

Hospital: Ketchikan General Hospital / PeaceHealth Southeast Alaska (KGH)

Reporting Period: ***July 1 – September 30, 2009***

Denali Commission Grant No.: 01004 – OM (formerly 01004-12)

A. Project Narrative (use additional pages as necessary):

1. What is the status of your 2008 "Primary Care in Hospitals" project as of September 30, 2009? (Please list all project phases completed or milestones achieved during the report period.)

The project is substantially complete and the new unit is operational. The only outstanding task is the purchase and installation of the unit's dedicated telemedicine equipment. Currently the DSDC is borrowing the gerontology program's telemedicine unit. The telemedicine equipment provides a direct link with the Sleep Center physicians and staff at St. Joseph Hospital, Bellingham, WA, who oversee and support the KGH program.

2. Is your 2008 project on schedule? If not, what kind of problem(s) does the delay present? How will this be dealt with? Will the delay potentially extend the project beyond 9/30/2011?

Project is on schedule as unit is now operational. The project will be complete prior to 9/30/2011.

3. Is the 2008 project on budget, or over or under budget? If over budget, how will this be dealt with? What funds is your facility using to cover the additional project costs?

At this point, it appears that the project will most likely come in under-budget. See attached Project Expense Tracking Summary for more details.

4. Other comments, problems and solutions:

The Quarterly Reports for period 4/1/09 through 6/30/09 included errors in a number of expense items which resulted in reporting of \$1,687.45 of expenses greater than that incurred. This error translated into requesting reimbursement of an additional \$843.73. The attached Project Expense Tracking Summary highlights the areas of error and associated corrections. KGH will correct the balance owed on the next Quarterly Reporting along with our anticipated final request for project reimbursement.

B. Project Fund Disbursement Request

We are requesting ASHNHA to release \$ 0 in Denali Commission Grant Funds for our project at this time. *This funding request is either:*

1. a request for an Advance against Commission Project Grant Award Funds; **or**
2. a request for Reimbursement from Project Grant Award Funds in order to cover project expenses incurred by our hospital during the reporting period.

(Copies of all invoices submitted and checks written in payment must accompany any request for reimbursement; copies of purchase orders or other commitment documents must accompany any request for an advance).

Ketchikan General Hospital
 Diagnostic Sleep Disorder Center
 Project Budget and Expenditures

Budget Category	DC Grant Budget	Payment Date	Check # / KGH CC	Expenditure Reported as of 6/30/09	Corrections to 6/30/09 Report	Expenditures 7/1-9/30/09	Total Project Budget Balance	Comment
Sleep Monitoring System		5/9/2009	247949	\$48,868.87				
Subtotal	\$80,718.00			\$48,868.87	\$0.00		\$31,849.13	
Sleep Room Beds		5/21/2009	248407	\$5,596.00				
Subtotal	\$7,556.00			\$5,596.00	\$0.00		\$1,960.00	
Minor Remodel								
		3/19/2009	247114	\$1,549.28				
		3/27/2009	247270	\$4,500.00				
		2/9/2009	246796	\$1,971.00				
		5/7/2009	248066	\$364.67				
		4/30/2009	247948	\$239.69				
		4/16/2009	247673	\$79.99				
		4/23/2009	247782	\$313.00				
		5/28/2009	248482	\$124.21				
		6/4/2009	248653	\$406.72	\$412.82			
		5/21/2009	248367	\$87.38				Error transposing data.
		5/7/2009	248088	\$43.58				
		6/4/2009	248683	\$19.49				
		5/21/2009	248346	\$857.00				
		6/11/2009	248837	\$157.55				
Subtotal	\$12,000.00			\$10,713.56	\$6.10		\$1,280.34	

Ketchikan General Hospital
 Diagnostic Sleep Disorder Center
 Project Budget and Expenditures

Budget Category	DC Grant Budget	Payment Date	Check # / KGH CC	Expenditure Reported as of 6/30/09	Corrections to 6/30/09 Report	Expenditures 7/1-9/30/09	Total Project Budget Balance
Furnishings							
		4/11/2009	248804	\$991.40			
		6/4/2009	248641	\$798.00			
		5/16/2009	Nugent	\$1,676.75			
			Nugent	\$339.20	(\$339.20)		Duplicate, with \$1,676.75
			Nugent	\$345.89	(\$345.89)		Duplicate, with \$1,676.75
			Nugent	\$101.76	(\$101.76)		Duplicate, with \$1,676.75
			Nugent	\$889.90	(\$889.90)		Duplicate, with \$1,676.75
		4/30/2009	247934	\$899.28			
		5/7/2009	248057	\$287.08			
		6/4/2009	248644	\$160.58			
			Nugent	\$2,207.10			
Subtotal	\$5,040.00			\$8,696.94	(\$1,676.75)		-\$1,980.19
Training							
				\$48.15	\$46.15		
			Sawa	\$218.76			Error transposing data
			Sawa	\$696.20	\$695.20		Error transposing data
			Sawa	\$576.40			
		6/18/2009	248914	\$179.90			
			Sawa	\$207.63			
			Sawa	\$160.34	\$150.34		Error transposing data
			Nugent	\$920.60			
		4/2/2009	Nugent	\$113.28	\$111.38		Error transposing data
		4/2/2009	Nugent	\$113.28	\$111.38		Error transposing data
		4/16/2009	Nugent for Ju	\$402.40			
			247594	\$69.00			
Subtotal	\$9,295.00			\$3,705.94	(\$16.80)		\$5,605.86
Total Project	\$114,609.00			\$77,561.31	(\$1,687.45)		\$35,340.24







