

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **Jackson County, Missouri**, hereinafter referred to as "the County" and the **CABOT WESTSIDE HEALTH CENTER**, 2121 Summit Street, Kansas City, MO 64108, hereinafter referred to as "Clinic."

WHEREAS, the County recognizes its statutory obligations to the poor under Sections 205.210 et seq., and 205.580, RSMo; and,

WHEREAS, the County recognizes the difficulty of accessing health care for indigents and Spanish speaking persons of the Westside of the greater Kansas City area; and,

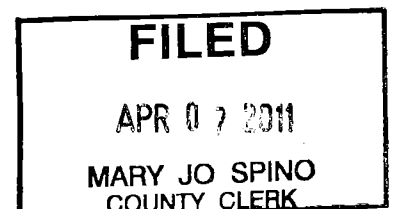
WHEREAS, Clinic can provide for such needs;

NOW THEREFORE, the County and the Clinic agree, in consideration of the following mutual promises and valuable consideration, as follows:

1. **Provisions.** The Clinic agrees to use the funds provided by the County under this Agreement to provide a variety of health care and social welfare services to the indigent residents of the Westside of the Kansas City, Missouri metropolitan area, as is more fully set out in the proposal attached hereto as Exhibit A.

2. **Term of Payment.** The County agrees to pay to Clinic the amount of \$51,205.00 in quarterly installments of \$12,801.25, to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 below.

3. **Report.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Clinic shall submit a quarterly report, including cancelled checks and/or



a copy of the face of the check and corresponding bank statements, invoices, and any other documents as requested by the Director of Finance and Purchasing to establish that the funds paid by the County were used for the purpose set forth in this Agreement. The last quarter's report shall include an annual report which shall summarize Clinic's activities pursuant to this Agreement. Failure to submit the annual report shall disqualify the Clinic from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the County's Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Audit.** The County further reserves the right to examine and audit, during

reasonable office hours, the books and records of the Clinic pertaining to the finances and operations of the Clinic.

6. **Default.** If the Clinic shall default in the performance or observation of any term or condition of this Agreement, the County shall give the Clinic written notice setting forth the default and the correction to be made. Thereafter, if said default shall continue and not be corrected within 10 days of the receipt of the notice by the Clinic, the County may, at its election, terminate the Agreement and withhold any payments not yet made to the Clinic. Said election shall not in any way limit the County's rights to seek legal redress.

7. **Conflict of Interest.** The Clinic warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

8. **Term.** This Agreement shall be effective as of January 1, 2011, and shall terminate on December 31, 2011. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by the Clinic as verified by the County's audit.

9. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Clinic shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to

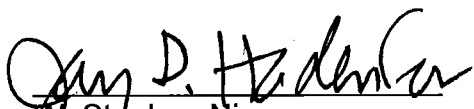
or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Clinic during the performance of this Agreement.

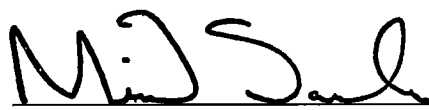
10. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County and the Clinic have executed this Agreement this 1st day of April, 2011.

APPROVED AS TO FORM:

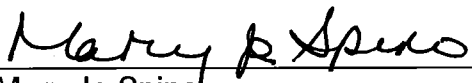
JACKSON COUNTY, MISSOURI

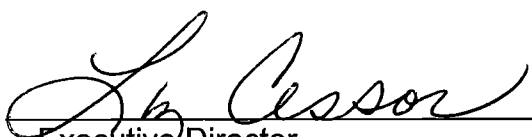

W. Stephen Nixon
County Counselor

By 
Michael D. Sanders
County Executive

ATTEST:

CABOT WESTSIDE HEALTH CENTER

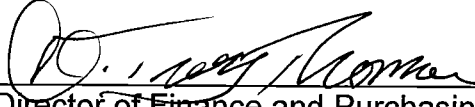

Mary Jo Spino
Clerk of the County Legislature

By 
Executive Director
44-0546280
Federal I.D. or S.S. #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this agreement is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$51,205.00 which is hereby authorized.

April 5, 2011
Date


Director of Finance and Purchasing
Account Number 002-7703-56789

77032011001



OUTSIDE AGENCY FUNDING REQUEST FORM 2011 BUDGET

415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

Section A: Organization or Agency Information	page 1
Section B: Agency's 2010 and 2011 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8
Section E: Summary of Request by Program	page 9

Section A: Organization or Agency Information

Name: Cabot Westside Health Center

Address: 2121 Summit Street, Kansas City, MO 64108

Phone No: 819.471.0900 ext 281

Fax: 816.471.3150

Website Address: www.saintlukeshalthsystem.org

Federal Tax ID No: 44-0546280

Fiscal Year Cycle: January-December 2011

Executive Director:

~~Liz Levin~~

Jessica Ramirez

Name and Title of Principal Contact Person:

Jan Whitlow, Director of Development

Phone No: 816.471.0900 ext 281

Email Address: ~~jwhitlow@saint-lukes.org~~

J.Ramirez@saint-lukes.org

Submittal of this request has been authorized by: Liz Levin, Executive Director

Date:

9/14/2010

SEP 17 2010

Section B: Agency's 2010 and 2011 Revenue Information

Agency's 2011 Projected Revenue Information			
Funding Entity	Agency's 2011 Total Projected Revenue Source You Will Request 2011 Funding From	Projected Amount	% of Total Revenue
Federal	MO Family Health Council-Title X	\$ 85,611	3
State		\$ -	0
Jackson County	Outside Agency Funding	\$ 40,000	1
Other Counties		\$ -	0
City	KCMO Health Levy Wyandotte Health Foundation, Terry Curran Trust, Health Care Foundation of Greater Kansas City, REACH Healthcare Foundation, Homer McWilliams Charitable Trust, Blue Cross and Blue Shield of Kansas City, United Way	\$ 439,214	16
Charity/Donations		\$ 387,557	14
Fundraisers		\$ -	0
Other	Jackson County Family Court-Dental Screenings	\$ 25,000	
Other	Net Patient Revenue	\$ 1,808,856	65
2011 Total Projected Revenue		\$ 2,786,238	99

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	MO Family Health Council-Title X	\$ 91,282	3
State		\$ -	0
Jackson County	Outside Agency Funding	\$ 31,205	1
Other Counties		\$ -	0
City	KCMO Health Levy Wyandotte Health Foundation, Terry Curran Trust, Health Care Foundation of Greater Kansas City, REACH Healthcare Foundation, Homer McWilliams Charitable Trust, Blue Cross and Blue Shield of Kansas City, United Way	\$ 507,642	17
Charity/Donations		\$ 452,619	15
Fundraisers		\$ -	0
Other (please list)	Jackson County Family Court-Dental Screenings	\$ 25,000	1
Other	Net Patient Revenue	\$ 1,920,894	63
Net Patient Revenue		\$ 3,028,642	100

If your agency received funding from Jackson County in 2010, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ -	31,205 Outside Agency
2010 Total Jackson County Funding			\$ -	\$25,000 Dental screening

**JACKSON COUNTY
AUDITOR'S OFFICE**

KANSAS CITY, MISSOURI

Did your agency receive funding or resources in 2010 from either of the following?

Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

Section C: 2011 Program Budget

Complete a separate program budget for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Yvonne Ornelas-Rios, Nurse Practitioner	\$92,000	21%	\$ 19,603
Gianina Aguirre-Medical Assistant	\$31,000	10%	\$ 3,000
			\$ -
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 22,603
Total Benefits			\$ -
Total Personal Services			\$ 22,603
Contractual Services			
Outside Services-Saint Luke's Lab			\$ 2,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ 2,000
Supplies			
Medical Supplies			\$ 1,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 1,000

RECEIVED

JAN 24 2011

JACKSON COUNTY
AUDITOR'S OFFICE
KANSAAS CITY, MISSOURI

Total Program Request \$ 25,603



Performance Management Process And Position Description

Name: _____ **Campus or Location:** CABOT
Employee ID: _____ **Cost Center Name:** 973810 CABOT MEDICAL
Position Title: 31932 Nurse Practitioner **Date of Review:** _____

Next Level Manager's Signature at Time of Review: _____

Mission Statement: The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

I. POSITION SUMMARY:

Primary Purpose: This section provides a brief description of the position.

In collaboration with a physician provides general health care management and treatment. To appropriate client groups, as determined by specialized education and certification. Provides services at all Cabot Westside Clinic service sites. Practices nursing within the scope of individual knowledge, skills, and abilities according to the Missouri and Kansas Nurse Practice Act. Supervises other ancillary and nursing personnel, as assigned. Teach wellness through education and counseling.

Position Reports To: (job title) Medical Director

II. EDUCATION AND EXPERIENCE REQUIRED FOR POSITION:

Education: This section identifies both the **required** and **preferred** level of education for the position.

Required--The level required to meet the **minimum** qualifications of the position.

Preferred--The ideal level one would seek in recruiting candidates for this position.

<u>Education</u>	<u>Required</u>	<u>Preferred</u>
High School diploma or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Junior College/Technical School	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree	X	<input type="checkbox"/>
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>
Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>
MD	<input type="checkbox"/>	<input type="checkbox"/>

Certification/Registration

This section identifies both the **required** and **preferred** specialized type of licensure, registration, or certification for the position.

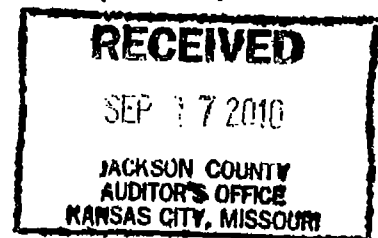
Required--The level legally required by the applicable state law to meet the minimum qualifications of the position.

Preferred--The ideal level one would seek in recruiting candidates for this position.

<u>Certification/Registration</u>	<u>Required</u>	<u>Preferred</u>
RN License from NO State Boards Nursing	X	<input type="checkbox"/>
Completion of a nurse practitioner program of at least 9 months duration, including didactic hours and clinical experience in area of health care.	S	<input type="checkbox"/>
Bilingual – English/Spanish	<input type="checkbox"/>	X

Experience: This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties. This includes both experience acquired at Saint Luke's and elsewhere.

	<u>Minimum</u>	<u>Preferred</u>
No Previous Experience is Required	<input type="checkbox"/>	<input type="checkbox"/>
Up to 1 Year Experience is Required	X	<input type="checkbox"/>
1 to 2 Years of Position-Related Experience	<input type="checkbox"/>	X



2 to 5 Years of Position-Related Experience
 5+ Years of Position-Related Experience

The kind of position-related experience includes: The Nurse Practitioner works closely with all internal/external persons involved in health care of clinic patients.

III. PRIMARY CUSTOMERS OF THIS POSITION:

At Saint Luke's, the ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

- Patient
- Staff
- Physicians

IV. DOCUMENTATION OF PLANNING, PROGRESS, AND REVIEW SESSIONS:

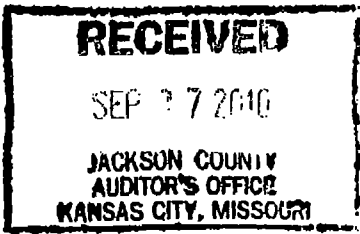
Discussion(s) Completed: <i>Reviewed Upon Hire (or when Position Description updated)</i>	Date	Employee's Signature	Manager's Signature
Performance Planning	_____	_____	_____
Progress On Personal Commitments	_____	_____	_____
Performance Review	_____	_____	_____

V. ADDITIONAL INFORMATION AT TIME OF REVIEW:

	Yes	No
Employee Performance Worksheet Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Coworker/Customer Feedback Used	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality Agreement Reaffirmed	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Compliance Plan Reaffirmed	<input type="checkbox"/>	<input type="checkbox"/>
Access/Use of Technology Policy Reaffirmed	<input type="checkbox"/>	<input type="checkbox"/>
Annual Safety Training Completed	<input type="checkbox"/>	<input type="checkbox"/>

Ages of Patients Served by this Position:	Neonates	Pediatrics	Adolescents	Adults	Geriatrics
	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>

	Yes	No
Age Specific Competency Requirements Met: <i>If no, please explain:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Specific Competency Requirements Met: <i>If no, please explain:</i>	<input type="checkbox"/>	<input type="checkbox"/>



VI: PERFORMANCE REVIEW BY CORE VALUE:

CORE VALUE: *Teamwork*

Shared Behaviors:

- Adjusts and is flexible to meet changing work needs and demands.
- Works cooperatively with own and other teams to achieve common goals.
- Shares information and resources appropriately.
- Communicates honestly and confronts issues and problems as soon as they arise.
- Participates in and supports team activities.
- Recognizes others' accomplishments, provides feedback, and mentors others.

Job Specific Accountabilities:

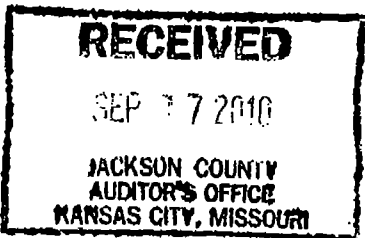
- Conducts performance evaluations of subordinate staff.
- Participates in ongoing professional development activities according to a jointly developed annual plan for achieving continuing education and professional development goals.
- Participate in staff meetings.
- Covers phone calls on a rotating basis with other providers.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Quality/Excellence*

Shared Behaviors:

- Strives to be the best; stretches own capabilities to continuously improve. Sets a positive example for others.
- Demonstrates professionalism and accountability.
- Takes initiative to identify and analyze problems; generates alternative solutions. Takes appropriate risks that lead to improved work practices.
- Demonstrates and promotes high standards for quality and productivity; focuses on results.
- Demonstrates understanding and sensitivity to compliance issues related to corporate compliance plan.

Job Specific Accountabilities:

- Evaluates physical and psychosocial health status of clients via comprehensive health history and physical examination.
- Utilizes skills of observation, inspection, percussion and auscultation using diagnostic instruments and/or laboratory procedures basic to physical assessment.
- Plans, implements, and evaluates patient care.
- Develops individualized nursing care plans, including education, based upon client health needs.
- Performs other duties as assigned.

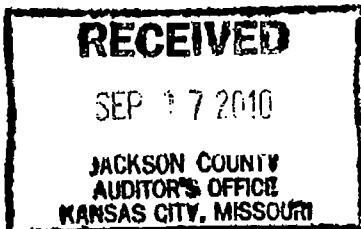
Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

Rating:

<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>



CORE VALUE: *Customer Focus*

Shared Behaviors:

- Treats patients, physicians and coworkers with courtesy and respect.
- Identifies customer expectations and works to meet and exceed them.
- Puts customers first and is responsive to customer requests.
- Maintains a high degree of ethics, integrity, and confidentiality.
- Appreciates, celebrates and values diversity.

Job Specific Accountabilities:

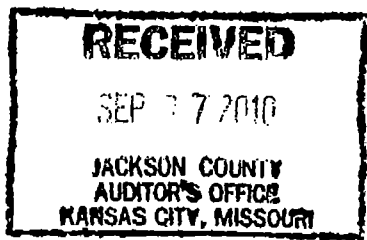
- Consults with patient and members of the health care team to provide for ongoing health needs.
- Counsels individuals, families, and groups regarding health and illness, and the promotion of wellness.
- Participates in joint development and review/revision of adopted protocols or guidelines involving client care.
- Complies with all clinic policies, especially those regarding professional conduct, including maintenance of client confidentiality and courteous treatment of clients and staff.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress On Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Learning and Innovation*

Shared Behaviors:

- Learns from own and other's experiences and uses this knowledge to enhance individual/team performance.
- Recognizes needs and opportunities for self, team and entity. Uses this knowledge to seek best practices, new ideas or changes which result in higher levels of performance.
- Shows curiosity and embraces opportunities to learn.
- Seeks, encourages and promotes innovation.

Job Specific Accountabilities:

-
-
-
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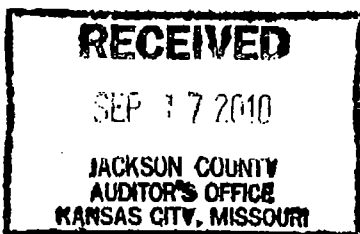
Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

Rating:

<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>



CORE VALUE: Stewardship

Shared Behaviors:

- Examines existing processes and problems and continuously looks for ways to do things better.
- Uses resources (people, supplies, environmental) in a responsible cost-effective manner.
- Uses own time and that of others effectively.
- Is fiscally responsible and suggests cost-saving measures.

Job Specific Accountabilities:

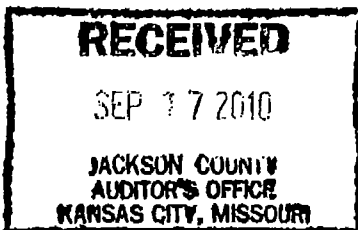
- Assesses normal and abnormal findings from the client history, physical exam and laboratory reports.
- Makes appropriate and timely referrals and consultations to medical and/or social resources based upon client needs.
- Manages the health care plan prescribed for the client, according to collaborative practice agreement.
- Enters appropriate diagnosis and reimbursement codes, as needed.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



VII: PERFORMANCE REVIEW COMMENTS:

VIII: OVERALL PERFORMANCE RATING:

Performance Needs Improvement:

Employee does not consistently meet shared behaviors, job specific accountabilities, and/or individual goals. Employees often require supervision, redirection and/or re-instruction. Employee does not consistently complete job assignments in an accurate and timely fashion. Employee's performance/behavior causes problems for patients/customers, the department/unit and/or for coworkers. This level of performance cannot continue and must improve.

Performance Achieves Expectations:

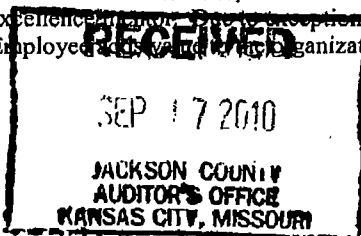
Employee consistently achieves the shared behaviors, job specific accountabilities, and individual goals with minimal supervision. Employee's performance consistently meets the demands placed upon his/her position. Employee reliably completes routine assignments in an accurate and timely fashion; assumes additional responsibilities when requested; assists in extra project work. Employee sustains steady and competent performance.

Performance Exceeds Expectations:

Employee consistently exceeds shared behaviors, and job specific accountabilities. Employee sets challenging individual goals and shows initiative in meeting them. Employee assumes extra responsibilities and projects often, does advance planning, anticipates problems, and initiates appropriate action. Employee exceeds requirements even on some of the most difficult and complex parts of the job. Employee's performance is recognized by others. Employee is noted by others as a reliable resource and is sought out frequently for guidance.

Performance is Outstanding:

Employee's performance is clearly recognizable as being consistently distinguished in fulfilling shared behaviors, job-specific accountabilities, and individual goals. Employee demonstrates a very high degree of expertise and serves as a model of excellence in his/her position. Due to exceptional performance, this individual is called upon to resolve difficult, unusual, and critical issues. Employee acts as a role model for the organization well beyond what is expected within the scope of his/her position.





Performance Management Process And Position Description

Name: _____ Campus or Location: CABOT
 Employee ID: _____ Cost Center Name: 973810 - Medical
 Position Title: 31926 Medical Assistant Date of Review: _____

Next Level Manager's Signature at Time of Review: _____

Mission Statement: The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

I. POSITION SUMMARY:

Primary Purpose: This section provides a brief description of the position.

Assists primary care providers in all aspects of the delivery of professional medical care including, but not limited to, rooming patients, processing refill requests, assisting with office procedures, scheduling appointments, EKGs, injections and phlebotomy. Excellent customer service skills and professional demeanor at all times.

Position Reports To: (job title) _____

II. EDUCATION AND EXPERIENCE REQUIRED FOR POSITION:

Education: This section identifies both the **required** and **preferred** level of education for the position.

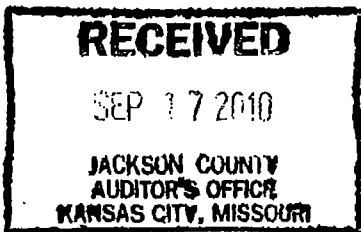
Required – The level required to meet the minimum qualifications of the position.
Preferred – The ideal level one would seek in recruiting candidates for this position.

<u>Education</u>	<u>Required</u>	<u>Preferred</u>
High School diploma or equivalent	X	
Junior College/Technical School		X
Bachelor's degree		
Master's degree		
Ph.D.		
M.D.		

Certification/Registration: This section identifies both the **required** and **preferred** specialized type of licensure, registration, or certification for the position.

Required – The level legally required by the applicable state law to meet the minimum qualifications of the position.
Preferred – The ideal level one would seek in recruiting candidates for this position.

<u>Certification/Registration</u>	<u>Required</u>	<u>Preferred</u>
CMA or RMA		X
CPR		X



Experience: This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties. This includes both experience acquired at Saint Luke's and elsewhere.

	<u>Minimum</u>	<u>Preferred</u>
No Previous Experience is Required	X	
Up to 1 Year Experience is Required		
1 to 2 Years of Position-Related Experience		X
2 to 5 Years of Position-Related Experience		
5+ Years of Position-Related Experience		

The kind of position-related experience includes:

-
-

III. PRIMARY CUSTOMERS OF THIS POSITION:

At Saint Luke's, the ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

- Patients
- Physicians
- Co-workers
- Administration
- Outpatient departments
- Physician referrals
- Family members/care-givers of patients

IV. DOCUMENTATION OF PLANNING, PROGRESS, AND REVIEW SESSIONS:

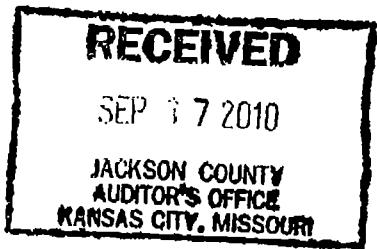
Discussion(s) Completed:	Date	Employee's Signature	Manager's Signature
<i>Reviewed Upon Hire (or when Position Description updated)</i>			
Performance Planning			
Progress On Personal Commitments			
Performance Review			

V. ADDITIONAL INFORMATION AT TIME OF REVIEW:

	Yes	No
Employee Performance Worksheet Submitted		
Coworker/Customer Feedback Used		
Confidentiality Agreement Reaffirmed		
Corporate Compliance Plan Reaffirmed		
Access/Use of Technology Policy Reaffirmed		
Annual Safety Training Completed		

Ages of Patients Served by this Position:	Neonates	Pediatrics	Adolescents	Adults	Geriatrics
	X	X	X	X	X

	Yes	No
Age Specific Competency Requirements Met: <i>If no, please explain:</i>		
Unit Specific Competency Requirements Met: <i>If no, please explain:</i>		



VI: PERFORMANCE REVIEW BY CORE VALUE:

CORE VALUE: *Teamwork*

Shared Behaviors:

- Adjusts and is flexible to meet changing work needs and demands.
- Works cooperatively with own and other teams to achieve common goals.
- Shares information and resources appropriately.
- Communicates honestly and confronts issues and problems as soon as they arise.
- Participates in and supports team activities.
- Recognizes others' accomplishments, provides feedback and mentors others.

Job Specific Accountabilities:

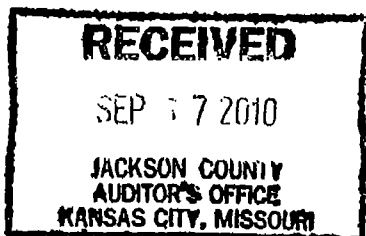
- Communicates well
- Collaborates well.
- Prioritizes and has ability to ascertain what needs to be done.
- Performs related work as required.
- At end of day, returns exam rooms to original state. Ensures room is ready for the next day. Sanitizes all equipment in exam rooms including table.
- When above duties have been carried out and if there is ample time, it is expected that all employees file charts and pull necessary lab work for review as well as answer telephones.
- Checks and stocks exam room daily.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Quality/Excellence*

Shared Behaviors:

- Strives to be the best; stretches own capabilities to continuously improve. Sets a positive example for others.
- Demonstrates professionalism and accountability.
- Takes initiative to identify and analyze problems; generates alternative solutions. Takes appropriate risks that lead to improved work practices.
- Demonstrates and promotes high standards for quality and productivity; focuses on results.
- Demonstrates understanding and sensitivity to compliance issues related to corporate compliance plan.

Job Specific Accountabilities:

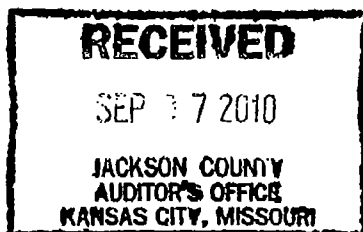
- Observes, records and reports patient's condition and reaction to drugs and treatments to physicians. Dispenses medication as directed by physician.
- Maintains and reviews patient's records, charts and other pertinent information. Charts tests and examination results.
- Maintains patient confidentiality.
- Disposes of bio-hazardous medical waste properly.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Customer Focus*

Shared Behaviors:

- Treats patients, physicians and coworkers with courtesy and respect.
- Identifies customer expectations and works to meet and exceed them.
- Puts customers first and is responsive to customer requests.
- Maintains a high degree of ethics, integrity and confidentiality.
- Appreciates, celebrates and values diversity.

Job Specific Accountabilities:

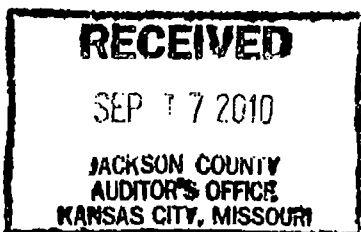
- Communicates effectively to patients; professional attitude and attire; phone skills
- Knowledge of specimen collection, obtaining vitals, obtaining pertinent information/history.
- Knowledge of instruments for PAP smears, pelvic, anoscopes, lesion removal wound repair, colposcopy, flex sigmoidoscopy, x-ray, phlebotomy.
- Knowledge of pre-cert requirements.
- Greets patients and prepares them for physician examination. Screens patients for appropriate information. Prepares patient charts accurately and timely for physician's use.
- Arranges for patient testing and admissions.
- Responds to and refers incoming telephone calls appropriately. Instructs patient and family regarding medications and treatment instructions as directed by physician. Enters all information on patient chart.
- Maintains orderly and efficient/timely flow of patients: (a) obtains weight and height; (b) takes blood pressure (temperature when necessary); (c) collects specimens (blood, urine, etc.); (d) takes medical history information; (3) prepares patients for exam, having them in proper undress; (f) administers certain tests and treatments as directed by physician; (g) assists doctor as needed.
- Keeps charts up-to-date: (a) works up new patient charts; (b) chart visits at end of day and/or all necessary information and drugs prescribed on "Chart Insert", (c) reviews all lab, hospital and other reports and posts in chart as necessary; (4) ensures patient information form is updated as needed. Files transcription into chart when received.
- Knowledge of complaint and compliment management system.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Learning and Innovation*

Shared Behaviors:

- Learns from own and others' experiences and uses this knowledge to enhance individual/team performance.
- Recognizes needs and opportunities for self, team and entity. Uses this knowledge to seek best practices, new ideas or changes which result in higher levels of performance.
- Shows curiosity and embraces opportunities to learn.
- Seeks, encourages and promotes innovation.

Job Specific Accountabilities:

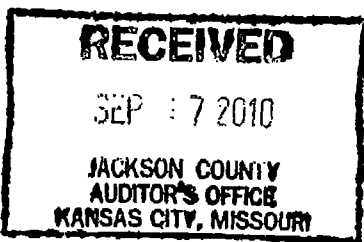
- Successfully completes MAI Career packet
- Participates in performance improvement activities and attends educational offerings as appropriate
- Maintains skill levels needed to successfully complete all requirements of job
- Knowledge of complaint and compliment management system.
-
-

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: Stewardship

Shared Behaviors:

- Examines existing processes and problems and continuously looks for ways to do things better.
- Uses resources (people, supplies, environmental) in a responsible cost-effective manner.
- Uses own time and that of others effectively.
- Is fiscally responsible and suggests cost-saving measures.

Job Specific Accountabilities:

- Conservative approach to use of resources.
- Knowledge of appropriate resources (i.e., which suppliers we use and where to get information, etc.)
- Prepares equipment and aids physician during treatment, examination and testing of patients.
- Maintains exam rooms for necessary supplies and materials. Assures cleanliness.
- Prepares trays or carts for procedures as directed by physician.
- Orders medical supplies needed weekly, or gives a list of medical supplies needed to the employee who is assigned to purchase supplies.
-
-
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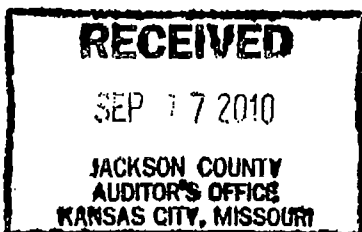
Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

Rating:

<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>



VII: PERFORMANCE REVIEW COMMENTS:

VIII. OVERALL PERFORMANCE RATING:

Performance Needs Improvement:

Employee does not consistently meet shared behaviors, job specific accountabilities and/or individual goals. Employees often require supervision, redirection and/or re-instruction. Employee does not consistently complete job assignments in an accurate and timely fashion. Employee's performance/behavior causes problems for patients/customers, the department/unit and/or for coworkers. This level of performance cannot continue and must improve.

Performance Achieves Expectations:

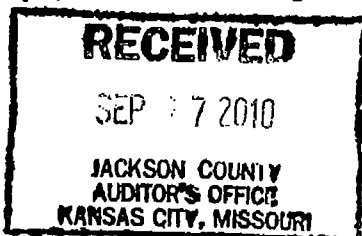
Employee consistently achieves the shared behaviors, job specific accountabilities, and individual goals with minimal supervision. Employee's performance consistently meets the demands placed upon his/her position. Employee reliably completes routine assignments in an accurate and timely fashion; assumes additional responsibilities when requested and assists in extra project work. Employee sustains steady and competent performance.

Performance Exceeds Expectations:

Employee consistently exceeds shared behaviors, and job specific accountabilities. Employee sets challenging individual goals and shows initiative in meeting them. Employee assumes extra responsibilities and projects often, does advance planning, anticipates problems and initiates appropriate action. Employee exceeds requirements even on some of the most difficult and complex parts of the job. Employee's performance is recognized by others. Employee is noted by others as a reliable resource and is sought out frequently for guidance.

Performance is Outstanding:

Employee's performance is clearly recognizable as being consistently distinguished in fulfilling shared behaviors, job-specific accountabilities and individual goals. Employee demonstrates a very high degree of expertise and serves as a model of excellence/mentor. Due to exceptional performance, this individual is called upon to resolve difficult, unusual and critical issues. Employee adds value to the organization well beyond what is expected within the scope of his/her position.



Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Proposed Program

Detail functions to be performed by each program.

Cabot seeks funding to provide comprehensive medical care for indigent patients living in Jackson County, MO

Medical Services include:

Infant and child health care: well child examinations, treatment of childhood diseases, lead screenings, TB testing, and immunizations

Women's Health: pregnancy testing, family planning/contraceptive services, gynecology, pap smears, screenings for STDs

Adult Medicine: health screenings, adult immunizations, treatment for acute illnesses (bronchitis, gastroenteritis, treatment of chronic illnesses (diabetes, high blood pressure)

Preventive Care: screenings for prevention and early detection of illnesses (diabetes and high blood pressure), TB testing, HIV testing and counseling, injury prevention

Laboratory and Medication

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KANSAS CITY, MISSOURI

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Participants

Identify the number of participants by County that each program serves.

Jackson, MO	4,782
Clay, Platte, Cass, MO	492
Wyandotte, Johnson, KS	747
Other Missouri	12

Target Population

Describe target population and demographics to be served by each program.

Target population are men, women, and children living in Jackson County, Missouri.
90% prefer to receive their medical care in Spanish

20% are newborns to preschool age
16% are elementary school age
11% high school age
28% young adults
27% adults
19% 35-54 years of age
7% are over 55

13% have private health insurance
32% receive Medicaid and Medicare
55% are uninsured with most qualifying for the Cabot discount

80% are from households with incomes below the federal poverty level
86% are women and children

Would you provide these services to anyone at your door?

Answer Yes

Is anyone denied services?

Answer No

What level of indigents (below poverty level) do you serve?

Please classify your program from the following types by percentage of your agency's overall service

Senior Program	3%
Indigent Program (Below Poverty Level)	86%
Senior Indigent Program	3%

What criteria do you have for the clients you serve?

All patients are...

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Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Service Delivery Area

Identify your specific geographic service delivery area for each program.

The service area includes predominantly Jackson County with 80% or 6,302 patients living in Jackson County.

Most of the patient population are from these zip codes 64123,64124,64125,64126,64127,64108,64111, and 64131

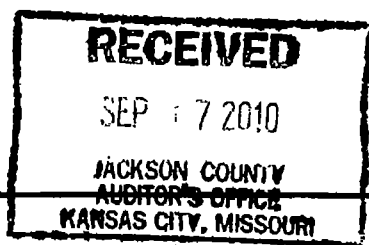
Other areas served include Wyandotte and Johnson Counties in Kansas and on the Missouri side Clay, Platte, and Cass Counties.

Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

Each time a patient presents for services, proof of residency (current utility bill or housing payment/rent receipt) is required and the address is recorded in their patient record.

Patient demographic information is reported monthly to the City of Kansas City, Missouri Health Department. The monthly report includes a summary of patients by zip code.



Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Approach & Method

List the top three (3) objectives for each program.

1. Improved access to medical care by providing bilingual/Spanish primary health services to Jackson County residents seeking care

2. Improved health status

Detail specific methods you will use to achieve these objectives.

Cabot's bilingual providers and staff will serve the increasing number of Jackson County residents seeking medical care

Cabot will continue to seek funding to supplement the sliding fee payment schedule offered to patients with financial need

Increase the hours of operation to include evenings and Saturday mornings to allow for additional patient visits

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Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Medical Program

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

Improvement in medical care will be measured by the number of patients, patient visits, number of immunizations, well woman visits with success being a 3% increase in each area.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

Cabot communicates the generous funding from Jackson County in the annual report (see attached), web site, funding requests, board meetings, donor recognition, and health system publications.

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KANSAS CITY, MISSOURI

Section C: 2011 Program Budget

Complete a separate program budget for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Dental Program

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Orlando Silva, DDS	\$135,000	15%	\$ 20,102
Maria Lopez-Dental Assistant	\$36,000	14%	\$ 3,000
			\$ -
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 23,102
Total Benefits			\$ -
Total Personal Services			\$ 23,102
Contractual Services			
Outside Services-Saint Luke's Lab			\$ 1,500
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ 1,500
Supplies			
Dental Supplies			\$ 1,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 1,000

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Total Program Request \$ 25,602

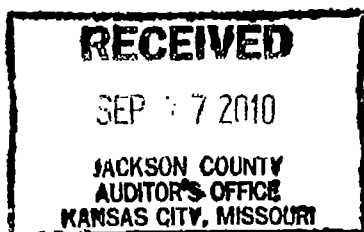
Dental Director

Dental Director's primary duties include providing full-time care with regard to diagnosis and treatment of conditions of the teeth, soft tissues and the oral cavity and oversight of the operations of the Dental Department.

Responsibilities:

- Perform General dentistry services, including the diagnosis and treatment of diseases, injuries, and malformations of teeth, gums and related oral structures.
- Examine patients to determine the nature of the condition affecting the patient, utilizing x-rays, dental instruments and other diagnostic procedures.
- Clean, fill, extract and replace teeth, using rotary and hand instruments, dental appliances, medications and surgical implements.
- Provide preventive dental services and education to patients pertaining to oral and dental hygiene.
- Provide education to Dental staff on new policies and procedures.
- Supervise other dentists, dental students and Professional volunteers.
- Develop and update protocols for Dental Department.

Other requirements as stated in employment contract.





Performance Management Process And Position Description

Name: _____ **Campus or Location:** CABOT
Employee ID: _____ **Cost Center Name:** 973815 CABOT DENTAL
Position Title: Dental Assistant 31912 **Date of Review:** _____

Next Level Manager's Signature at Time of Review: _____

Mission Statement: The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

I. POSITION SUMMARY:

Primary Purpose: This section provides a brief description of the position.

Assist dentist in providing comprehensive patient care in all aspects of general dentistry, including oral surgery. The Dental Assistant has primary responsibility for patient preparation, ordering supplies, equipment maintenance and work areas.

Position Reports To: (job title) Dental Director

II. EDUCATION AND EXPERIENCE REQUIRED FOR POSITION:

Education: This section identifies both the **required** and **preferred** level of education for the position.

Required--The level required to meet the **minimum** qualifications of the position.
Preferred--The ideal level one would seek in recruiting candidates for this position.

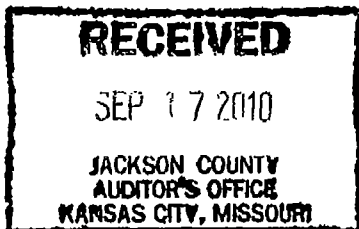
<u>Education</u>	<u>Required</u>	<u>Preferred</u>
High School diploma or equivalent	X	<input type="checkbox"/>
Junior College/Technical School	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>
Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>
MD	<input type="checkbox"/>	<input type="checkbox"/>

Certification/Registration

This section identifies both the **required** and **preferred** specialized type of licensure, registration, or certification for the position.

Required--The level legally required by the applicable state law to meet the minimum qualifications of the position.
Preferred--The ideal level one would seek in recruiting candidates for this position.

<u>Certification/Registration</u>	<u>Required</u>	<u>Preferred</u>
CPR	X	<input type="checkbox"/>
Bilingual English/Spanish	X	<input type="checkbox"/>
Dental Assistant Certificate	<input type="checkbox"/>	X



Experience: This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties. This includes both experience acquired at Saint Luke's and elsewhere.

	<u>Minimum</u>	<u>Preferred</u>
No Previous Experience is Required	X	
Up to 1 Year Experience is Required		
1 to 2 Years of Position-Related Experience		X
2 to 5 Years of Position-Related Experience		
5+ Years of Position-Related Experience		

The **kind** of position-related experience includes: The dental assistant works closely with dentists, students, and patients. Dental assistants also work with personnel in other clinic departments, outside vendors and agencies.

III. PRIMARY CUSTOMERS OF THIS POSITION:

At Saint Luke's, the ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

- Patient
- Staff
- Physicians
- Students

IV. DOCUMENTATION OF PLANNING, PROGRESS, AND REVIEW SESSIONS:

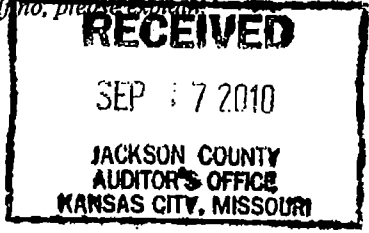
Discussion(s) Completed:	Date	Employee's Signature	Manager's Signature
<i>Reviewed Upon Hire (or when Position Description updated)</i>			
Performance Planning			
Progress On Personal Commitments			
Performance Review			

V. ADDITIONAL INFORMATION AT TIME OF REVIEW:

	<u>Yes</u>	<u>No</u>
Employee Performance Worksheet Submitted		
Coworker/Customer Feedback Used		
Confidentiality Agreement Reaffirmed		
Corporate Compliance Plan Reaffirmed		
Access/Use of Technology Policy Reaffirmed		
Annual Safety Training Completed		

Ages of Patients Served by this Position:	<u>Neonates</u>	<u>Pediatrics</u>	<u>Adolescents</u>	<u>Adults</u>	<u>Geriatrics</u>

	<u>Yes</u>	<u>No</u>
Age Specific Competency Requirements Met: <i>If no, please explain:</i>		
Unit Specific Competency Requirements Met: <i>If no, please explain:</i>		



VI: PERFORMANCE REVIEW BY CORE VALUE:

CORE VALUE: *Teamwork*

Shared Behaviors:

- Adjusts and is flexible to meet changing work needs and demands.
- Works cooperatively with own and other teams to achieve common goals.
- Shares information and resources appropriately.
- Communicates honestly and confronts issues and problems as soon as they arise.
- Participates in and supports team activities.
- Recognizes others' accomplishments, provides feedback, and mentors others.

Job Specific Accountabilities:

- Complies with all professional and governmental rules, guidelines, laws and ethics.
-
- Complies with all clinic and department policies, procedures and guidelines.
-
- Participates actively in the ongoing quality assurance, quality improvement, professional development and department development processes.
- Immediately informs the Dental Director of any potential risk management issue or other matter that may affect job performance.
- Performs other duties as assigned.

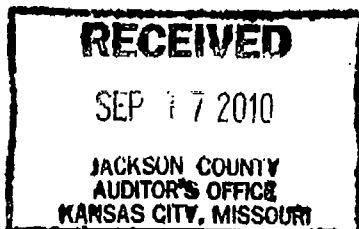
Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

Rating:

<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>



CORE VALUE: *Quality/Excellence*

Shared Behaviors:

- Strives to be the best; stretches own capabilities to continuously improve. Sets a positive example for others.
- Demonstrates professionalism and accountability.
- Takes initiative to identify and analyze problems; generates alternative solutions. Takes appropriate risks that lead to improved work practices.
- Demonstrates and promotes high standards for quality and productivity; focuses on results.
- Demonstrates understanding and sensitivity to compliance issues related to corporate compliance plan.

Job Specific Accountabilities:

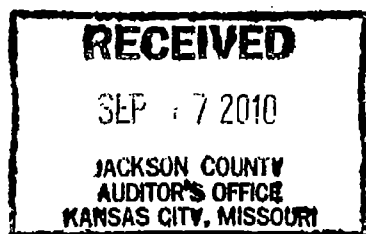
- Records complete intraoral and extraoral examination findings as dictated. Gathers additional data as requested for definitive diagnosis and treatment.
- Performs chairside dental assisting for procedures, surgery, radiology and laboratory functions delegated by the Dentist pursuant to Missouri Dental Board rules and department policy.
- Performs expanded functions pursuant to Missouri Dental Board rules and department policy provided the appropriate training and written proof of competence in those delegated areas is complete and on file with Cabot Westside Health Center.
- Distributes and evaluates superbills for propriety and compliance with department policy. Performs procedures only as authorized by completed superbills in compliance with department policy.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Customer Focus*

Shared Behaviors:

- Treats patients, physicians and coworkers with courtesy and respect.
- Identifies customer expectations and works to meet and exceed them.
- Puts customers first and is responsive to customer requests.
- Maintains a high degree of ethics, integrity, and confidentiality.
- Appreciates, celebrates and values diversity.

Job Specific Accountabilities:

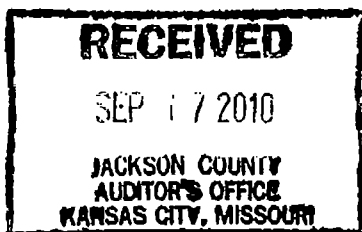
- Obtains complete patient medical histories, dental histories and patient registration data. Seats and prepares patients for procedures. Assists patients with post-operative and next visit instructions.
- Provides patient education related to oral health. Emphasizes and encourages preventive dental care.
- If bilingual, translate for dental staff and patients.
- Follows up on referrals given to our patients that have been referred to specialists.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress On Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: *Learning and Innovation*

Shared Behaviors:

- Learns from own and other's experiences and uses this knowledge to enhance individual/team performance.
- Recognizes needs and opportunities for self, team and entity. Uses this knowledge to seek best practices, new ideas or changes which result in higher levels of performance.
- Shows curiosity and embraces opportunities to learn.
- Seeks, encourages and promotes innovation.

Job Specific Accountabilities:

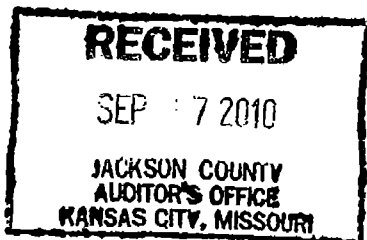
- Demonstrates a thorough understanding of the System's diversity initiative.
- Demonstrates ability to explore new ideas, look for trends, and propose operational changes with the goal of improving overall performance.
- Maintains professional affiliations and enhances professional development to keep pace with the trends in health care administration.
- Attends required meetings and participates in committees as requested
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



CORE VALUE: Stewardship

Shared Behaviors:

- Examines existing processes and problems and continuously looks for ways to do things better.
- Uses resources (people, supplies, environmental) in a responsible cost-effective manner.
- Uses own time and that of others effectively.
- Is fiscally responsible and suggests cost-saving measures.

Job Specific Accountabilities:

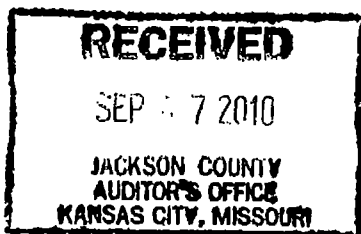
- Maintains all equipment in assigned operatories in good condition, clean and in working order. Schedules equipment repair with approval of the dental director or his/her designee.
- Keeps each assigned operatory clean and the laboratory, organized and well stocked with instruments and supplies.
- Prepares materials, organizes and sets out instruments and supplies prior to commencing dental procedures.
- Cleans, disinfects and sterilizes instruments, etc. according to CDC recommendations and department procedure.
- Performs other duties as assigned.

Personal Commitments Set for Review Period:

<u>Personal Commitments/Goals</u>	<u>Action/Activities</u>	<u>Outcomes/Results</u>

Progress on Personal Commitments:

	<u>Outstanding</u>	<u>Exceeds Expectations</u>	<u>Achieves Expectations</u>	<u>Needs Improvement</u>
Rating:				



VII: PERFORMANCE REVIEW COMMENTS:

VIII. OVERALL PERFORMANCE RATING:

Performance Needs Improvement:

Employee does not consistently meet shared behaviors, job specific accountabilities, and/or individual goals. Employees often require supervision, redirection and/or re-instruction. Employee does not consistently complete job assignments in an accurate and timely fashion. Employee's performance/behavior causes problems for patients/customers, the department/unit and/or for coworkers. This level of performance cannot continue and must improve.

Performance Achieves Expectations:

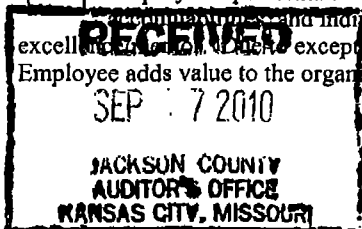
Employee consistently achieves the shared behaviors, job specific accountabilities, and individual goals with minimal supervision. Employee's performance consistently meets the demands placed upon his/her position. Employee reliably completes routine assignments in an accurate and timely fashion; assumes additional responsibilities when requested; assists in extra project work. Employee sustains steady and competent performance.

Performance Exceeds Expectations:

Employee consistently exceeds shared behaviors, and job specific accountabilities. Employee sets challenging individual goals and shows initiative in meeting them. Employee assumes extra responsibilities and projects often, does advance planning, anticipates problems, and initiates appropriate action. Employee exceeds requirements even on some of the most difficult and complex parts of the job. Employee's performance is recognized by others. Employee is noted by others as a reliable resource and is sought out frequently for guidance.

Performance is Outstanding:

Employee's performance is clearly recognizable as being consistently distinguished in fulfilling shared behaviors, job-specific accountabilities, and individual goals. Employee demonstrates a very high degree of expertise and serves as a model of excellent performance. Due to exceptional performance, this individual is called upon to resolve difficult, unusual, and critical issues. Employee adds value to the organization well beyond what is expected within the scope of his/her position.



Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Dental Program

Proposed Program

Detail functions to be performed by each program.

Cabot seeks funding to provide comprehensive dental care for indigent patients living in Jackson County, MO

Dental services include:

Emergency treatment

X-rays

Teeth cleaning

Sealants

Fillings

Crowns

Bridges

Root canals

Full and partial dentures

Tooth extractions (with the exception of bone impacted).

Dentures

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Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Dental Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	2,748
Clay, Platte, Cass, MO	221
Wyandotte, Johnson, KS	312
Other Missouri	29

Target Population
Describe target population and demographics to be served by each program.

Target population are men, women, and children living in Jackson County, Missouri.
 90% prefer to receive their medical care in Spanish

20% are newborns to preschool age
 16% are elementary school age
 11% high school age
 28% young adults
 27% adults
 19% 35-54 years of age
 7% are over 55

13% have private health insurance
 32% receive Medicaid and Medicare
 55% are uninsured with most qualifying for the Cabot discount

80% are from households with incomes below the federal poverty level
 86% are women and children

Would you provide these services to anyone at your door? **Answer Yes**
 Is anyone denied services? **Answer No**

What level of indigents (below poverty level) do you serve?
 Please classify your program from the following types by percentage of your agency's overall service

Senior Program	2%
Indigent Program (Below Poverty Level)	73%
Senior Indigent Program	2%

What criteria do you have for the clients you serve?

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Service Delivery Area

Identify your specific geographic service delivery area for each program.

The service area includes predominantly Jackson County with 80% or 6,302 patients living in Jackson County.

Most of the patient population are from these zip codes 64123,64124,64125,64126,64127,64108,64111, and 64131

Other areas served include Wyandotte and Johnson Counties in Kansas and on the Missouri side Clay, Platte, and Cass Counties.

Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

Each time a patient presents for services, proof of residency (current utility bill or housing payment/rent receipt) is required and the address is recorded in their patient record.

Patient demographic information is reported monthly to the City of Kansas City, Missouri Health Department. The monthly report includes a summary of patients by zip code.

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Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Cabot Westside Health Center

Program Name: Cabot Dental Program

Approach & Method

List the top three (3) objectives for each program.

1. Improved access to dental care by providing bilingual/Spanish oral health services to Jackson County residents seeking care.

2. Improved oral health status

3.

Detail specific methods you will use to achieve these objectives.

Cabot's bilingual providers and staff will serve the increasing number of Jackson County residents seeking oral health care

Cabot will continue to seek funding to supplement the sliding fee payment schedule offered to patients with financial needs

Increase the hours of operation to allow for additional patient visits

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Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

Improvement in oral health will be measured by the number of patients, patient visits, number of preventive dental exams with success being a 3% increase in each area.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

Cabot communicates the generous funding from Jackson County in the annual report (see attached), web site, funding requests, board meetings, donor recognition, and health system publications.

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