Understanding Your AWARDS Utilization

Survey/Evaluation

**List out all of your programs that are currently NOT in AWARDS at all:**

Click here to enter text.

**Why are these programs not in AWARDS? (Do you need to use another system, barriers, etc)**

Click here to enter text.

**What would be some of the benefits of using AWARDS? (i.e., reporting on all individuals served)**

Click here to enter text.

**What percentage of your staff currently have logins and use AWARDS?** **(Note, you can run the Human Resources ReportBuilder to get this info.)**

Click here to enter text.

**Indicate if your agency uses any of the following AWARDS functionality?**

*Special Features:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes**, we use in AWARDS | **No**, used outside of AWARDS | **N/A** | **Functionality** |
|  |  |  | Electronic Signatures |
|  |  |  | In House Accounts |
|  |  |  | FormBuilder |
|  |  |  | Centralized Intake |
|  |  |  | PlanBuilder |
|  |  |  | ExportBuilder |
|  |  |  | Resource Tracker |
|  |  |  | Intake Cloning |
|  |  |  | Processing an Intake |
|  |  |  | Household functionality |
|  |  |  | MAR |
|  |  |  | Procedures |
|  |  |  | Diet Info |
|  |  |  | Vital Signs |
|  |  |  | Employment |
|  |  |  | Incidents |
|  |  |  | Transfers |
|  |  |  | Providers Directory |
|  |  |  | Medical & Program Appointments |
|  |  |  | Calendar |
|  |  |  | Service Referrals |
|  |  |  | Group Activities/Notes |
|  |  |  | Messages |
|  |  |  | File Cabinet |

*Add-On Features:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes**, we use in AWARDS | **No**, used outside of AWARDS | **N/A** | **Functionality** |
|  |  |  | BillingBuilder |
|  |  |  | E-prescribing |
|  |  |  | Interoperability |
|  |  |  | IMO |
|  |  |  | E-Labs |
|  |  |  | Additional file cabinet storage |
|  |  |  | Import Tools |
|  |  |  | Meaningful Use |

**Please include any further detail on this listing, if needed.**

Click here to enter text.

**How would you describe the quality of data being collected in the features above?**

Click here to enter text.

**Please describe the key reports you submit. Are you using AWARDS to collect this data?**

Click here to enter text.

**Are there areas of your reports you are not able to get from your AWARDS database?**

Click here to enter text.

|  |  |
| --- | --- |
| **Funder/Report Name** | **How you currently get this data for the report?** |
| **Services Utilization Report** | Saved report in the Progress Notes ReportBuilder. Shared with all users. |
| Click here to enter text. | Click here to enter text. |
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**Please describe your agency’s help desk:**

* 1. Who are your help desk members:

Click here to enter text.

* 1. What are the most common requests you receive:

Click here to enter text.

* 1. How many requests do you receive on a weekly basis:

Click here to enter text.

* 1. How do you decide who responds to what:

Click here to enter text.

* 1. Who has access to Program History Corrections:

Click here to enter text.

**Please describe how you make decisions and how you communicate to staff about your AWARDS implementation/on-going support:**

* 1. Do you have a group of people who make decisions about your AWARDS implementation/on-going support?  **YES or**  **NO**
  2. **If yes**, who sits on the team and how often do you meet?

Click here to enter text.

* 1. **If no,** are there multiple staff responsible for your AWARDS implementation/on-going support?

**Yes or**  **NO**

* 1. **If yes,** who are they and what are they responsible for?

Click here to enter text.

* 1. Who is responsible for training new staff?

Click here to enter text.

* 1. Who is on Foothold Technology’s e-mail list?

Click here to enter text.

* 1. Which staff people are in charge of learning about new functionality or changes described in FootNotes or via Optional Enhancements monthly webinars?

Click here to enter text.

* 1. How do you communicate to staff when changes are made to AWARDS either by Foothold or internally? For example, how did you inform them when the referral agencies functionality was built?

Click here to enter text.

* 1. Who are your best AWARDS users and what are their strengths?

Click here to enter text.

**Are there any other barriers in the way of your agency using AWARDS more fully?**

Click here to enter text.

**Is there anything else we should know about how your agency uses AWARDS?**

Click here to enter text.

**What are your AWARDS related goal for the next 6-12 months? (Data quality, unused areas or programs not yet on AWARDS, etc)**

Click here to enter text.