

## Contact Information

\*Salutation Ms.  
\*First Name Peggy  
\*Last Name Nielsen  
\*Title SandCastles Manager  
\*Address ONE FORD PL - 4A  
\*City DETROIT  
\*State Michigan

\*Zip Code 48202-3450

\*Contact Type Organization Employee

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## Organization Information

\*Legal Name HENRY FORD HEALTH SYSTEM

AKA Name Henry Ford Health System Sand Castles Grief Support  
Program for Children and Families

\*Address ONE FORD PL - 4A

\*City DETROIT

\*State Michigan

\*Zip Code 48202-3450

\*Telephone (313) 874-6881

Fax (313) 874-6099

\*E-mail Address pnielse1@hfhs.org

\*Web Site Address [www.aboutsandcastles.org](http://www.aboutsandcastles.org)

\*Year Founded 1997

Social Media <https://www.facebook.com/#!/HenryFordSandCastles?fref=ts>

\*Audited Financial Report • [15 FND Sandcastles 2015 Audited Report 07102015.pdf \(336.78 K\)](#), uploaded by Peggy Nielsen on 07/10/2015

\*Annual Report • [15 FND Sandcastles HFHS 13-14 Annual Report 07102015.pdf \(2.52 MB\)](#), uploaded by Peggy Nielsen on 07/10/2015

\*Mission Statement Henry For Health System's mission is transforming lives and communities through health and wellness - one person at a time. SandCastles Grief Support Program provides a caring place for children, teens, and their families, who have experienced a death. SandCastles' quality, community-based family grief services encourage peer support and are enhanced by educational outreach.

\*Governed By Board of Directors Yes

Board of Directors Lynn Ford Alandt N. Charles Anderson Edward J. Bagale\* Gregory L. Barkley, M.D.\* Stephanie W. Bergeron Edward D. Callaghan, Ph.D. William Clay Ford, Jr Linda D. Forte James Grosfeld Steven D. Harrington, M.D.\*\* David M. Hempstead Joseph R. Jordan Mark A. Kelley, M.D.\* Alan M. Kiriluk David Baker Lewis Jack Martin\* Mariam C. Noland Sandra E. Pierce John C. Plant Charles H. Podowski Leroy C. Richie Catherine A. Roberts Nancy M. Schlichting\* Gary C. Valade\* Kathleen L. Yaremchuk, M.D.\*\*

Creation Date 09/21/2011

Created By mtorres

### Request Information

\*Name of Program SandCastles Grief Support for Children and Families

\*Requested Amount \$10,000.00

\*Capacity Building Technology improvements

\*Describe the program in one sentence The program will drastically improve the workflow and efficiency of Sandcastles by providing an improved database specific to the needs of children grief support programs

\*Program Description Summary SandCastles' families are tracked in McKesson, the hospice medical record and a program not well suited for the needs of SandCastles. As a result, tedious tracking is required outside of McKesson, time and money is wasted that could be better utilized in mission related activities. The Grief Reach grant would provide us the funds for an efficient database, built specifically for SandCastles, in order to drastically improve efficiency of SandCastles and allow professional staff time be used in helping families instead of manual labor and list making in Microsoft Word. Additionally, knowing the challenges of finding a good system, SandCastles would be willing to share the setup of our database, once designed and implemented, with any NAGC members interested. Funding will cover the setup, build, implementation of the program, and staff training. The increased functionality of the program will be a return on the investment.

\*Organizational Strategy The implementation of an effective database system, designed with a grief support program in mind, will significantly improve workflow.

Statistical analysis, data extraction, trending, and reporting will be features in Apricot. With our current system, a significant amount of work by hand, pulling data and making Excel and Word documents, is necessary to get this information.

For example, our current McKesson system does not allow us to create lists of the members in groups or which site they attend. SandCastles has 8 individual family program sites with 4 to 7 individual breakout groups at sites. In order to manage these groups, a clinical staff member creates lists for each in Word. With ongoing groups year round, this information is constantly changing. The new Apricot system will allow us to identify the group a child attends, print lists of each group, and update changes to groups with extremely increased efficiency. The time saved will be repurposed towards increased programming, community education and fundraising.

Additionally, our current program does not allow tracking of family information, such as the

individual deceased, child's relationship to deceased, date of death, cause, etc. It also does allow us to link a child to a parent, other than in related parties. These restrictions make it impossible to compile family information or report. The implementation of Apricot would allow for a family list to be compiled, including the deceased data, creating more consistency overall as well as the ability to analyze the data and generate reports.

- \*Goals and Final Outcomes of the proposed grant
  1. To have a HIPAA compliant database system for tracking families, individual members, case notes, and all related data in one place, minimizing the use of paper and staff administrative time
  2. Create consistency and efficiency across all groups and members of Sandcastles in order to provide better grief support
  3. Share Apricot program created specifically for our grief support program with other NAGC programs in order to improve the success of multiple grief support systems

- \*Evaluation One year from the date of the program's implementation throughout SandCastles, we will pull year reports and evaluate the efficiency and success of the program, specifically the staff and the predicted decrease in staff time spent doing administrative work.

- \*Project Budget Detail with Timeframe
  - Activation Fee \$795.00
  - Framework Build-out  
& implementation \$1,900.00
  - Framework Build-out  
& implementation \$1,900.00
  - Strategic Database Consultation \$1,200.00

Form Logic Tool Conditionally \$410.00

Total One-time Fees \$7,300.00

Re-occurring Fees

Annual User Fee Support 1-10 users \$2,700.00

Total Due at Signing \$10,000.00

The project would begin immediately with a 90 day set up time before going live.

\*What percentage would this grant be of the total project budget? 100

\*Key Staff Peggy Nielsen, MA, LPC, Manager,

Jennifer Buell Haskamp, MSW, Clinical Coordinator (working with family program)

Linda Van de Vyver, MA, Program Coordinator (working with volunteer program)

\*Key Stakeholders SandCastles has already researched available programs and chosen Apricot as best fit. After several years of consulting with peers at the NAGC conference, it is clear that finding a "suitable" program is difficult, therefore we will work with Apricot to build our own program that will work for us.. Upon successful build, we would be happy to share any of our formats, design, etc. with other NAGC members, with a hope it would save them time and/or money.

#### Additional Information

\*Operating Budget

- [15 FND Sandcastles Operating Budget 07102015.xlsx \(11.01 K\)](#), uploaded by Peggy Nielsen on 07/10/2015

\*IRS 990

- [15 FND Sandcastles 2012 990 Form 07102015.pdf \(8.39 MB\)](#), uploaded by Peggy Nielsen on 07/10/2015
- [15 FND Sandcastles 2012 990 Form 07102015.pdf \(8.39 MB\)](#), uploaded by Peggy Nielsen on 07/10/2015

\*Previous New York Life Grants The Expansion Grant SandCastles received in 2011 had a goal to expand the SandCastles Grief Support Program to Detroit children at locations where Henry Ford Health System operates school-based health centers. By offering the program where children spend most of their waking hours, where they are open to learning, and where they have built-in peer groups, we remove barriers to participation, including transportation and scheduling. The grant amount was \$100,000.00. This program succeeded in meeting the deliverables and outcomes described and set in the initial proposal; school-based grief support groups were successfully implemented and sustained. SandCastles worked with School-Based Health Initiatives in order to find areas of grief support need and to provide that support within the schools. We are still doing school-based groups and offer support to an even farther area of schools.

\*Progress Reports Peggy Nielsen, Manager

Pnielse1@hfhs.org

## Verifications

\*Discrimination Verification Peggy Nielsen

\*Background Checks Employees and volunteers of SandCastles are required to be vetted through SandCastles' overarching organization, Henry Ford Health System. The Henry Ford Health System includes in depth policy and procedure for the vetting process, including extensive clinical background check, education, employment, and licensing and driving where applicable. Sandcastles specifically calls attention to the criminal background, Michigan iChat, and sexual offender background checks for each employee and volunteer. Employees also undergo further vetting, including finger-printing. This process is encompassed and implemented by the Henry Ford Health System Policy.

\*References DONORS REFERENCES:

Katie Darr

Henry Ford OptimEyes

Major Donor--the OptimEyes organize undergoes a yearly summer fundraising campaign to send kids to camp

248.577.3654

kdarr@optimeyes.com

Nelson Thulin, Market Director

Dignity Memorial -- Detroit

Major Donor--Donor to camp and a community partnership starting early this year and planning for an ongoing, relationship which has included SC training their staff, Dignity recruiting volunteers and donating training space. Future additional fundraisers are expected.

(734) 502-8500

Nelson.Thulin@sci-us.com

John and Nancy Colina

The Colina Foundation

Repeated Major Donor

734-675-8968

JohnC36034@aol.com

#### COMMUNITY PARTNER REFERENCES

Charlene McGunn

Chippewa Valley Schools

Community Partner since 1998

586-723-2360

cmcgunn@cvs.k12.mi.us

Anwar Najor-Durack

Assistant Professor, Clinical and Director of Field  
Education

Wayne State University

Partnership in placing Masters level Social Work  
Students in SandCastles and camp

(313) 577-4479 (Phone)

ac1724@wayne.edu

\*Name, title and contact information of organization's staff person completing this form  
Hannah Maine, Grant Coordinator,  
hmaine1@hfhs.org

## Banking Information

### EFT Banking Information

\*Bank Name COMERICA BANK

\*EFT Checking/Savings Checking Account

\*Bank Routing Code (aka ABA Code) 072000096

\*Bank Account Number 1014100133

Bank Street Address 411 W. Lafayette, 3rd Floor

\*Bank State Michigan

\*Bank City Detroit



Apricot Program Budget

One-time Fees

Activation Fee	Core Software Activation	\$ 795.00
Framework Build-out	1 program development & implementation	\$ 1,900.00
Framework Build-out	2 program development & implementation	\$ 1,900.00
Import Utility Package	Activation fo Utility and 2 hours of Training	

Strategic Database Planning Consultation	A comprehensive review of data collection and reporting requirements and provide best practice recommendations for system design 4 hours	\$ 1,200.00
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Form Logic Tool	Conditionally show and/or require fields based on data entered into any number of fields on the current form	\$ 410.00
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**Total One-time Fees** **\$ 7,300.00**

Re-occurring Fees

Annual User Fee	Support for 1-10 users including 2 admins	\$ 2,700.00
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**Total Due at Signing** **\$ 10,000.00**

## SandCastles Program Budget

A division of Henry Ford Hospice

### *Expenses*

	Notes		
Salaries		\$	432,091.00
Benefits		\$	124,158.00
Tuition Reimbursement		\$	3,000.00
Total salaries and benefits		\$	<u>559,249.00</u>
Program Expenses		\$	12,500.00
New Software Expenses	Proposed Apricot System	\$	10,000.00
Marketing		\$	8,050.00
Office Supplies and Expenses		\$	7,650.00
Staff mileage and Expense		\$	4,200.00
Volunteer Training and Recognition		\$	2,300.00
Other		\$	975.00
Total Other Expenses		\$	<u>45,675.00</u>
<b>Total Expenses</b>		\$	<u><u>604,924.00</u></u>

### *Revenue*

Gifts, Grants, Donations & Commitments	Includes employee and individual giving, foundation grants, and ongoing fundraising	\$	290,789.00
Pending Grants and Gifts		\$	110,000.00
Henry Ford Hospice	subsidized by Henry Ford Hospice	\$	204,135.00
Total Revenue		\$	604,924.00