

VISTA Assignment Description (VAD)

Title: Fowler Dental Clinic VISTA Media and Development Coordinator

Sponsoring Organization: WISCONSIN ASSOCIATION OF FREE AND CHARITABLE CLINICS, INC.

Project Name: Wisconsin Association of Free & Charitable Clinics, Inc IV

Project Number: 22VSEWI001

Project Period: 01/01/2023 - 12/30/2023

Site Name: Fowler Dental Clinic

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The VISTA Coordinator will expand the Fowler Dental Clinic's capacity to reach communities in need, specifically, the uninsured and those with limited access to oral health services. The processes created will ensure that our media and outreach efforts will connect the clinic with our target patient population. Lack of proper oral health care has a negative impact on overall health, access to quality dental care is significant issue to uninsured and low income individuals throughout the communities we serve.

Objective of the Assignment

The VISTA Coordinator will update the Fowler Dental Clinic website and develop and implement a successful social media strategy focused on our target patient population.

Member Activity (01/01/2023 - 12/30/2023): Member Activities •Engage with director to draft social media plan. •Implement key components of social media plan. •Follow plan to update clinic website. •Develop and implement social media messaging and monthly calendar.

Objective of the Assignment

Engage with site to develop a 3-5 Year Fund Development Plan.

Member Activity (01/01/2023 - 12/30/2023): Member Activities:•Research grants and foundations that match our mission and vision. •Develop long term development and fund-raising plan in conjunction with Board of Directors and Development Committee. •Develop plan for Clinic fund development for future VISTA coordinators in this role.

Objective of the Assignment

Develop Clinic productivity measures and monitoring system.

Member Activity (01/01/2023 - 12/30/2023): Member Activities:•Develop productivity goals in partnership with the Director and clinical team. •Develop metrics and reporting process to track productivity. •Develop a patient recall policy and procedure. •Review and revise schedule templates and appt lengths to support optimum productivity. •Research best practices for dentist/hygienist incentive plan.

Objective of the Assignment

Develop Clinic quality assurance and compliance plan.

Member Activity (01/01/2023 - 12/30/2023): Member Activities:•Research best practices for dental clinic quality assurance and compliance plans.•Develop a chart audit policy/procedure in partnership with Dental Director and clinical staff.•Develop a Medicaid chart audit Policy/Procedure.•Develop and Incident Report Policy/Procedure.•Develop a plan to measure and report on Patient Experience results.

Objective of the Assignment

Support the completion of the WAFCC Standards of Excellence bronze seal application process in partnership with the AmeriCorps Public Health Associate at the Fowler Dental Clinic.

Member Activity (01/01/2023 - 12/30/2023): 1. Assess the status to achieve the Bronze Seal of the Clinic. 2. Document the status. 3. Document the details of each measure as appropriate for clinic records. 4. Meet with Executive Director for update and to begin implementation. 5. Develop plan to meet the measures that are not met currently. 6. Develop plan to keep these measures met as the Clinic 7. Document how we meet the measurements that are required. 8. Submit for Bronze Seal approval.